

Trinity School

Supporting Students with Medical Needs in School and Administration of Medicine and Medical Treatment Policy



DOCUMENT REVIEW

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Education for Life in all its fullness



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Introduction

Trinity Schools aim is to educate students and prepare them for life in an environment where all students are treated with respect, and the safety and well-being of each individual in the school's care is important. We recognise that at any point in a student's career at school they may have a need for medical care, either for a brief period or for a prolonged time.

To achieve this for all students, this policy sets out the responsibilities of stakeholders and procedures the school will follow in relation to supporting students with medical needs in school including the administration of medicines.

Aim(s):

Ensure the welfare of children.

Consultation:

Governors

All governors were provided with draft copies of the document for review and comment.

Sources and references:

This document was written in line with recommendations made in the Managing Medicines in Schools (2005) and Supporting pupils at school with medical conditions – Statutory guidance for governing bodies of maintained and proprietors of academies in England (2015)

Responsibilities

The Headmaster will implement the policy on a day-to-day basis and report as required to the Governors. The Headmaster will ensure that procedures are understood and adhered to, that training is provided and that there is effective communication and consultation with Parents, Children and Health Professionals concerning students' medical needs.

All staff are expected to maintain professional standards of care though they have no contractual or legal duty to administer medication. Trinity School does not require staff to administer medication.

At Trinity School there are named First Aiders who hold first aid certificates and their photos, name and location are published and displayed in school.

However, all Staff will have available to them if required:

- Advice and information on common childhood illnesses and conditions
- First Aid training to ensure that they feel confident to deal with minor everyday injuries



- Specific information and details regarding particular conditions that may apply to the learners for which they have charge. This information will be on the student's record in SIMS (the school information management system) and any medical need requiring an individual health care plan will be shared with staff through access to the school shared area. Where necessary, information will also be shared with canteen staff.

Some specified staff (eg Designated First Aiders, PE and Games staff, Staff taking educational visits), who volunteer their services, will be given training to administer first aid and/or medication to students.

Staff Indemnity

Trinity School fully indemnify all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following Trinity School guidelines.

The indemnity covers situations where an incorrect dose is administered or where any other mistake in the procedure is made. Trinity School will meet any claims in these circumstances.

Procedures

Records

On admission of a student to the school, all parents will be required to provide information giving full details of:

- Medical conditions
- Allergies
- Regular medication
- Emergency contact numbers
- Name of family doctor/consultants
- Special requirements (eg dietary)

Parents should update the school if circumstances change.

A 'protected' list of conditions that may suddenly arise requiring an immediate, appropriate response will be placed in the relevant Staff Work Rooms for referral and on the schools ICT shared system.

Administration of Prescription Medication

Parents should ensure that they are familiar with the advice and guidelines the government/NHS provides with respect to health, in particular diseases caused by infectious and contagious organisms. The school expects Parents to respect the advice and guidelines.

The school expects that normally parents will administer medication to their children.



The school does not administer prescription medicine. We are however happy to keep the medication in the fridge in the Main Office if necessary. Remembering to take the medication remains the responsibility of the student.

If there is a significant reason why the child cannot manage their medication the school will review this issue with parents and suggest ways that the school and parents can support the child.

Medication that does not require refrigeration is usually kept by the child. This is to ensure that they have ready access to the medication, which is particularly important for asthma and allergy medication. The parent should ensure that the child understands that medication is for their use only and any the dangers of not following instructions.

Again if parents have concerns they should contact a member of the Pastoral team who will offer support.

All medication

Medication should only be brought in the original container and should clearly state the child's name and the usage and expiry of the medication.

It is the parent's responsibility to ensure that the adequate supplies are provided. The school does not notify the parents when stocks are running low.

Where these are not complied with the school will not accept the medication.

Emergency Medication

It is the parent's responsibility to ensure that children are trained in how to administer emergency medication e.g. EpiPens and that children carry with this with them at all times. If children do not have these they will not be able to remain in school.

It is recommended that parents provide an additional supply of the medication. This will be stored in the Pastoral office. It is the parent's responsibility to ensure that this is replaced as necessary and kept within the use by date.

All staff are aware of the emergency support request procedures and a trained member of staff will attend as soon as possible. In most circumstances the child will administer the second dose of medication if required. In an emergency the school will administer the medication and by providing an EpiPen or similar **a parent consents to the school administering this medication.**

Non-prescription Medication

Over the counter remedies for allergies, pain relief etc can be brought into school and parents should follow the guidelines above.



For both prescription and non-prescription medication only sufficient medication for the day should be brought in.

Intimate or Invasive Treatment:

The school will not normally allow these to take place in school, but in exceptional circumstances the Headmaster is authorised to agree to it. Two adults must be present when these take place, at least one of whom must be of the same gender as the student.

Long-term Medical Needs

Trinity School will do all it reasonably can to assist students with long-term needs. Each case will be determined after discussion with the parents, and in most cases the family doctor. The Governors reserve the right to discuss the matter with a medical adviser of their choosing. An individual health care plan will be compiled where appropriate. This will be overseen by the SENCO or HoY (as appropriate) and in consultation with the student and parent.

Provision of paracetamol

To help ensure that children are able to remain at school we will provide paracetamol. As we are not medically trained this is not prescribed or administered. We recognise that children may on occasions require paracetamol to provide pain relief. When a child joins the school the parent will be asked to sign to give permission. Each year parents will be asked if they would like to withdraw that permission. We will on each occasion (once per day) contact the parents for permission to provide this. We will endeavour to contact parents to advise that we will be giving their child one dose of paracetamol. In the event that parents cannot be contacted the dose will be given as written consent is already held by the school. If you expect that a child may need paracetamol during the day, please provide a dated note stating when it was last given and that you are happy for us to provide it.

Training

Trinity School is committed to providing appropriate training for staff who volunteer to participate in the administration of medicines.

Day trips, residential and sporting activities

We will actively support students with medical conditions to participate in day trips, residential visits and sporting activities by being flexible and making reasonable adjustments unless there is evidence from a clinician such as a GP that this is not possible.

We will always conduct risk assessments so that planning arrangements take account of steps needed to ensure that students with medical conditions can be included safely. This will involve consultation with parents/carers and relevant health care professionals.

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1. Documentation

Each student with a medical need will, where necessary, have an individual health care plan written. The health care plan will be reviewed on a yearly basis unless parents make contact in the interim to advise of required changes.

2. Concluding notes

Monitoring and Review

The Headmaster will be responsible for monitoring the implementation of the policy and to reporting to the Governors.

3. Other documents and appendices:

First Aid Policy
Health Care Plan

Appendix A: Medical Conditions Information
Appendix B: Contacting Emergency Services



Appendix A: Medical Conditions Information

Medical Conditions at School: A Policy Resource Pack has been compiled by the Medical Conditions at School Group to complement the Department guidance, *Managing Medicines in Schools and Early Years Settings*. Information and resources have also been produced individually by the following voluntary organisations:

Anaphylaxis

The Anaphylaxis Campaign website contains *Guidance for schools*, which discusses anaphylaxis, treatment, setting up a protocol, and support for students and staff. It also includes a sample protocol. The Anaphylaxis Campaign helpline is 01252 542029. The Anaphylaxis Campaign has also published the 'Allergy in schools' website which has specific advice for pre-schools, schools, school caterers, parents, students and nurses.

Asthma

Asthma UK has downloadable school policy guidelines that provide information on asthma, asthma in PE and sports, and what to do when a child with asthma joins the class. It provides comprehensive information on how to develop a school asthma policy and asthma register, with an example. Also available are school asthma cards and information and posters for young people to encourage them to be active with their asthma. To order copies of these resources call 0800 121 6255. To answer any questions about asthma call the Asthma UK Adviceline on 0800 121 6244 (Monday to Friday, 9.00am to 5.00pm) or use the online form to email your query to the experts.

Diabetes

Diabetes UK has information on diabetes in school, which discusses insulin injections, diet, snacks, hypoglycaemia reaction and how to treat it. It contains a downloadable version of their school pack, *Children with diabetes at school – What all staff need to know*. Copies of this can also be ordered from Diabetes UK Distribution, telephone 0800 585088. Further information is available from Diabetes UK care line, telephone 0845 120 2960 (Monday to Friday, 9.00am to 5.00pm) or see the Diabetes UK website for an enquiry form.

Epilepsy

Epilepsy Action (British Epilepsy Association) has specific information for education professionals on its website. This looks at classroom first aid, emergency care, medication and school activities. Further information is available from the freephone helpline on 0808 800 5050 (Monday to Thursday, 9.00am to 4.30pm, Friday 9.00am to 4.00pm) or use the email enquiry form.

The National Society for Epilepsy (NSE) has information on education and epilepsy which looks at epilepsy and learning, special needs, examinations, practical activities, medication, the Disability Discrimination Act, and teaching students with epilepsy. Contact the UK Epilepsy helpline, telephone 01494 601400 (Monday to Friday 10.00am to 4.00pm).

Epilepsy Scotland has a freephone confidential epilepsy helpline (0808 800 2200) and leaflets on *Guidelines for teachers* and *A Parents, Guide to Epilepsy*. It also provides epilepsy training.



Eczema

The National Eczema Society has produced an activity pack, available on our website, to encourage discussion about eczema in the classroom. The pack follows a lesson plan format and ties in with the National Curriculum, and is tailored according to age group.

Sickle cell and thalassaemia

A leaflet has been produced which is aimed at those with specific responsibility for supporting young people with medical conditions at schools, including teachers given this lead responsibility, Headteachers and others responsible for pastoral care, school nurses and school governors. It addresses two inherited conditions, sickle cell disorders and beta-thalassaemia major. It was produced following a four-year research project on young people with sickle cell disorders in schools funded by the Economic and Social Research Council.

The Sickle Cell Society has downloadable leaflets for education staff covering school work, sports, school journeys, and medical emergencies. It has a guide on incorporating teaching about sickle cell into the national curriculum. Their website has a specific section for young people living with SCD. The society has access to a panel of medical advisors for further advice. Telephone: 020 8961 7795 or use the on-line contact form.

The UK Thalassaemia Society has a downloadable leaflet for schools covering awareness of thalassaemia as a medical condition and advice for teachers of PE, Science and PHSE/Citizenship. It has a leaflet on careers advice and several educational videos that can be ordered free of charge (Telephone: 020 882 0011).



Appendix B: Contacting the Emergency Services

Contacting Emergency Services

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information

1. Your telephone number
2. Give your location as follows
[insert school setting address]
3. State that the postcode is
4. Give exact location in the school/setting
[insert brief description]
5. Give your name
6. Give name of child and a brief description of child's symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to