

Featherstone High School

Supporting Students with Medical Needs



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Statutory Policy

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This policy aims to ensure all pupils at Featherstone High School are able to access their learning in a supportive environment that is sensitive to their medical needs. Many pupils will need to take medication or be given it at school at some time in their school life. For most, this will be for a short period to allow them to finish a course of antibiotics or apply a lotion. In some cases, there may be a long-term need for pupils to take medication. To allow pupils to take or be given medication at school minimises the disruption which could be caused by illness and allows their education to proceed at a steady rate alongside their peers.

1.0 Purpose

To provide guidance to teachers, support staff, Governors and parents in respect of a procedure for dealing with the administration of prescription medicines. Close cooperation between schools, settings, parents, health professionals and other agencies will help provide a suitably supportive environment for pupils with medical needs.

2.0 Aims

- To identify the roles and responsibilities of parents, staff and pupils
- To identify how pupils with long-term or complex medical needs will be supported
- To establish and communicate arrangements for the access, storage and disposal of medication
- To establish and communicate procedures for dealing with common conditions
- To establish and make available systems for parents to provide schools with up-to-date information about their pupil's medical needs
- To provide support on school trips.

3.0 Short Term Medical Needs

- It is the responsibility of the parent to ensure that any student is kept at home if he/she is unwell
- If a student feels unwell in class and is unable to continue in the usual way, then they will be sent to the Medical Room where they will be seen by a First Aider. If they are unable to be safely escorted to the Medical Room e.g. during an asthma attack, they will be seen by the First Aider in the classroom/location of the incident
- Staff do not administer medication (prescribed or non-prescribed) for short term sickness; we recommend that wherever possible, parents request their doctor or dentist to prescribe medication that can be taken outside the school day.

4.0 Long-Term Medical Needs

- It is important that the school is informed of any medical needs before a student starts school or as soon as possible following concerns or diagnosis. Parents/guardians must provide supporting papers and documentation from health care practitioners
- A Health Care Plan will be created on Operoo, in discussion with parents it will include:
 - details of the student's conditions
 - special requirements e.g. dietary
 - details of student's GP
 - what to do and who to contact in an emergency

- This written agreement between the school and parents will clarify for staff, parents, and the student the help that the school can provide and receive. Others who may be involved in the drawing up of a Health Care Plan may be dependent on the nature of the case
- A record of medication administered will be kept.

5.0 Administering Medicines

- No student under 19 should be given medicines without their parent's written consent. Any member of staff giving medicines to a student should check:
 - the student's name
 - prescribed dose
 - expiry date
 - written instructions provided by the prescriber on the label or container¹
 - Completed Permission to administer medicine form.
- The school cannot instruct staff to administer medication; this can only be done on a voluntary basis. There is no legal or contractual duty on staff to administer medicine or supervise a student taking it
- If the administration of prescription medicines requires technical or medical knowledge, then individual training should be provided to staff from a qualified health professional. Training is specific to the individual student concerned
- School staff will not force students to take medication. If a student refuses to take medication, parents will be contacted. The emergency services will be called if necessary
- Teachers who have students with additional needs in their class will need to be informed in detail of day-to-day implications of the condition and what procedures are in place in school
- Parents are responsible for supplying information and for letting the school know of any change in circumstances which may impact on the school's ability to support their student
- Students who receive medication on site, will have a documented log of this on SIMs.

6.0 Self-Management of Medication

- Students with long term medical needs such as asthma, diabetes and certain types of allergies will be encouraged to manage their own medication whenever possible
- Parents will need to complete a care plan to give their consent for students to carry their own medicine. See individual conditions below for further details
- Older students with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parents. Students develop at different rates and so the ability to take responsibility for their own medicines varies. There is no set age when this transition should be made. There may be circumstances where it is not appropriate for a student of any age to self-manage. Health professionals need to assess, with parents and students, the appropriate time to make this transition
- If students can take their medicines themselves, staff may only need to supervise. Students who take medication during the school day at certain times must come to the Medical Room to take their medication.

¹ It is to be noted that adrenaline pens include manufacturer's instructions

7.0 Storing Medicines in School

- We will only store medication prescribed for individual students with long-term medical needs in the original container as dispensed
- The original container should be clearly labelled with the name of the student. The name and dose of the medication and frequency of administration
- Students will know where their medication is kept and who holds the key
- All emergency medication such as asthma inhalers and adrenaline injections (EpiPens) will be readily available for the individual student in the Medical Room. These will never be locked away
- A few medicines need to be refrigerated. They will be kept in a medical refrigerator that is temperature-controlled and will contain no food but will be in individual containers and clearly labelled. There should be restricted access to a refrigerator holding medicines with it being locked
- Any medication to be stored in school must be taken directly to Student Services by the parent or, sent with the student to be handed to the Student Services with the signed and completed Health Care Plan which can be completed on Operoo
- All medication should be in the original container with the pharmacy label attached, with the name of the child, expiry date of medications and the dose and time to take medication
- We will not dispose of any medicines. It is the parent's responsibility for ensuring date-expired medicines are returned to the pharmacy for safe disposal. They should also collect any medicines held at the end of term.

8.0 Educational Visits

- All students are encouraged to take part in educational visits. Arrangements for taking medication will be taken into consideration. It is important to note that students with medicine must have them with them when attending any trip. If they do not have the required medication for the trip and parents cannot bring it in time they will, unfortunately, be unable to attend on this occasion
- School Staff and Activity Centre Staff, if appropriate, must be made aware of any medical needs and relevant emergency procedures in line with the Risk Assessment for School Visits.

9.0 Sporting Activities

- Most students with medical conditions can participate in PE and Games. Any restrictions on a student's ability to participate in PE will be included in the student's Health Care Plan
- Relevant information regarding a student's medical needs will be given to the teachers supervising sporting activities so that they are fully aware of the situation
- Students who need to take medication before, during and/or directly after exercise are allowed to do so and should have this medication with them at all times.

10.0 Confidentiality

- Medical information will be treated confidentially. However, it will be essential to share some information to support the student in the most appropriate way. On receipt of information, it will be agreed with the parent who else in school needs to be informed of the medical need and who will have access to the records

- Health Care Plans and forms relating to medication are kept electronically on SIMs and Operoo and shared with relevant staff (i.e. class teachers).

11.0 Infectious Conditions

- For certain infectious conditions, a student must be kept away from school until it is treated or no longer contagious, school will advise parents depending on the condition
- Parents will be informed by letter if the school has been made aware of an infectious condition in school.

12.0 Additional Information relating to Common Conditions

Asthma Policy

Featherstone High School recognises that asthma is a widespread, serious but controllable condition affecting many students at school.

Asthma Medicines

- Immediate access to reliever medicines is essential. Students with asthma are encouraged to carry their reliever inhaler with them at all times, especially during Physical Education
- Parents are asked to ensure that the school is provided with a labelled spare reliever inhaler. This will be kept in the Medical Room. All inhalers must be labelled with the student's name and class by the parent
- School staff are not required to administer asthma medicines to students – except in an emergency. All school staff will let students take their medication when they need to
- The School's emergency inhalers are kept in the Medical Room in a transportable box.

13.0 Record Keeping

- At the beginning of each school year or when a student joins the school, parents are asked if their student has any medical conditions on their enrollment form
- All parents of students with asthma will have a Health Care Plan completed. From this information, the school keeps an asthma register, which is available to all school staff
- School asthma cards are sent to parents of students with asthma on an annual basis to update. The asthma register is reviewed on an annual basis along with the Health Care Plan
- Parents will sign the Care Plan to give consent for their child to be given the emergency inhaler in the event of no access to their own.

14.0 PE, Games and Activities

- Inhalers should always be available during PE, sports activities and school visits
- The PE teacher is aware of which students have asthma from the school's asthma register

- The PE teacher will remind students who have exercise-induced asthma (asthma is triggered by exercise), to take their reliever inhaler before the lesson and to thoroughly warm up and down before and after the lesson.

15.0 Asthma Attacks

- All staff who come in contact with asthma will request first aid from Student Services and will stay with the student until help arrives
- In the event of an asthma attack, the school follows the procedure outlined by Asthma UK in its school policy guide.

16.0 Epilepsy

- Featherstone High School recognises that students who have epilepsy can be fully included in all activities but may require extra supervision in some areas, such as swimming
- It is the parent's responsibility to provide information regarding their student's epilepsy. This information will be incorporated into the Health Care Plan, setting out the particular pattern of the individual student's epilepsy
- We recognise that most students with epilepsy take anti-epileptic medicines and that these should not need to be given during the school day
- If a student experiences a seizure in school, the following details will be recorded and communicated to parents:
 - any factors which may have acted as a trigger
 - any unusual 'feelings' reported by the student prior to the seizure
 - parts of the body demonstrating seizure activity
 - the timing of the seizure – when it happened and how long it lasted
 - whether the student lost consciousness
 - whether the student was incontinent.
- If a student has a seizure in school, his or her movements will not be restricted to allow the seizure to take its course, a member of staff will stay with the student until he/she is fully recovered. An ambulance will be called during a convulsive seizure if:
 - it is the student's first seizure
 - the student has injured themselves badly
 - they have problems breathing after a seizure
 - a seizure lasts longer than the period set out in the Health Care Plan
 - a seizure lasts for more than 5 minutes
 - there are repeated seizures, unless this is usual for the student and is set out in the student's Health Care Plan.

17.0 Diabetes

- Featherstone High School recognises that some students with diabetes may need to administer their medication during the school day. Students are encouraged to manage their own insulin injections. Supervision is available should it be required. A private place to carry out the injection/monitor blood glucose levels is available in the Welfare Room

- All staff are aware that students with diabetes may need to eat snacks during class time or before exercise
- Staff teaching PE or Games are aware that a student with diabetes should have glucose tablets or a sugary drink to hand
- Symptoms indicating a hypoglycemic reaction (hypo) will be discussed when drawing up a student's Health Care Plan, these symptoms will then be made available to anyone that has contact with the individual student
- If a student has a hypo, the student will not be left alone, fast acting sugar such as a glucose tablet or gel will be given immediately, followed by slower acting starchy food once the student has recovered – 10 or 15 minutes later. An ambulance will be called if:
 - the student's recovery takes longer than 10 – 15 minutes
 - the student becomes unconscious.
- Staff are aware that some diabetic students may have a greater need than usual to go to the toilet or drink – these could be signs of hyperglycaemia and staff will draw this to the attention of the parents
- Students who have been prescribed insulin should store this in the temperature controlled medicine fridge in the Welfare Room
- Sharps Disposal is available in the Welfare Room for used needles. Students are advised not to bring their own sharps boxes to school for safety reasons. A Sharps box is collected by an external company once a month.

18.0 Anaphylaxis

- Featherstone High School is aware that anaphylaxis is manageable. With sound precautionary measures and support from the school, students are able to take part in school life normally
- All staff are aware that anaphylaxis is an acute, severe allergic reaction requiring immediate medical attention
- Triggers can include peanuts, tree nuts, sesame, eggs, cow's milk, fish, certain fruit, penicillin, latex and the venom of stinging insects. This is not an exhaustive list
- Parents of students with known allergies should supply the school with two adrenaline injections(EpiPens), one to be kept in the Medical Room, and one to be carried by the student at all times
- The student's adrenaline injection (EpiPen) must be taken to PE, games lessons and on school trips
- If students do not have the required medication for the trip and parents are unable to bring it in on time, then unfortunately they will not be able to attend the trip without their medication
- If an allergic reaction occurs, the adrenaline injection (EpiPen) should be administered into the muscle of the outer thigh. An Ambulance will be called
- The School's emergency adrenaline injection (EpiPens) are kept in the Medical Room in a transportable box. Parents will sign the completed Health Care Plan (available on Operoo) for their child to be given the emergency adrenaline injection (EpiPen) in the event of no access to their own
- Staff who have agreed to administer the medicine will receive training from the NHS Ealing Board Nurse or an External Agency

- Students with allergies will be shared with canteen staff. Finance office will update the canteen system which will flag a message when students with allergies purchase their meals.

19.0 Mental Health

Featherstone High School is aware that every individual has physical and mental health needs. We have a range of support available to help students and staff if they experience a mental health emergency. Our mental health first aiders, learning mentors, safeguarding team and onsite counsellor are trained to help. If deemed necessary, we can refer to social services and or call 999 to ensure the individual is sent to a definitive place of care.

21.0 Review

This policy will be reviewed regularly to take account of changing circumstances. The effectiveness of these procedures will be monitored by staff and governors.

Ref:

DfES/DH (2001), Access to Education

Ealing LA 'Supporting students with medical

DfES/DH (2015), Supporting students at school with medical conditions policy

Department of Health (2015) Guidance on the use of emergency salbutamol inhalers in school

Department of Health Guidance on the use of adrenaline auto-injectors in schools

Resuscitation Council (UK) (2015) Resuscitation Guidelines.