

# The Orchard School



## Medical Needs Policy

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Chair of Governors:

Headteacher :

## **The Orchard School Medical Needs Policy**

### **Rationale**

Many pupils at some time have a medical condition, which could affect their participation in school activities. This may be a short term situation or a long term medical condition which, if not properly managed, could limit their access to education.

Individual schools are required to develop their own Health and Safety Policies to cover a wide variety of issues and it is suggested that in a similar way schools should develop policies and procedures for supporting pupils with medical needs, including the Safe Management of Medication (DFE May 2014)

Staff are not required to administer medication or to support pupils with medical needs unless it has been made part of their contract of employment and they have been given the appropriate training to do so as part of their employment contract. All staff may wish to discuss this with their particular Teacher Association and County Council regarding their indemnity policy. In some cases the contracts for non-teaching staff or Teaching Assistants may include references to the administration of medication and/or the undertaking of medical procedures. Such contracts will be agreed on an individual basis.

The DFE issued Statutory Guidance in September 2014 entitled Supporting Pupils at School with Medical Conditions. This policy is to bring the School up to date with current guidance and legislation and to give clarity to all stake holders as their rights and responsibilities.

The contents of this document concentrate in the main on medical issues, but The Orchard School is aware of the wider context created by the extension of the requirements of the Disability Discrimination Act 1995 to the field of education in general and the new Disability Code of Practice. We are therefore developing this policy and putting into place the relevant procedures to ensure we are a fully **inclusive** school.

### **Students medicated at home**

Any pupil that is medicated at home for a condition that will / could affect behaviour and health while at school must take this medication before attending for the school day. It is parents / carers responsibility to ensure that the student has taken this medication. If the student arrives for the school day a risk assessment will be put in place where there is considered a risk to either the pupil or others. This may involve the parents / carers being invited in to medicate their child, students being sent home to be medicated and any time lost to be made up after the school day (arrangements to be confirmed with taxi or parent/carer). Parents and carers maybe invited to stay with their child while medication takes effect. (This will remain policy unless it is superseded by an alternative care plan)

## **Action in Emergencies**

This policy does not replace the protocol and procedures already in place in school for emergency situations. Failure to act in an emergency situation could result in a teacher or other member of school staff being found in breach of the statutory duty of care.

## **Rational**

The Orchard School wishes to provide a fully inclusive educational and pastoral system. To do this we need to ensure that correct procedures and protocols are in place to enable any pupil with a long-term medical condition to be able to attend school or have minimum disruption to their education.

## **Aims**

- To ensure as little disruption to our pupils education as possible.
- To develop staff knowledge and training in all areas necessary for our pupils.
- To ensure we develop links with all outside agencies involved with our students on medical grounds including CAMHS, Hospitals, Social Services and any other relevant agencies.
- To ensure safe storage and administration of agreed medication.
- To provide a fully inclusive school.

## **Definition**

This is not a policy for short-term illness and related medication (for example antibiotics, calpol or paracetamol etc.) The school remains insistent that under these circumstances it will not administer medication unless the medication is sent in clearly labelled with a covering note and letter of consent from parents / carers. Any pupil who is infectious or too poorly should not attend school until they are well enough.

This policy relates to pupils who have a recognised medical condition, which will last longer than 15 days and will require the pupil to have a care plan in school. In such cases with parent / carer consent the existing health care plan from agencies involved will be adopted.

## **Identification**

We will work with the parents and medical professionals to ensure we have specific procedures in place as soon as the child starts school. This may take the form of information

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sharing, developing specific care plans, organising training, employing new staff or reorganising classroom facilities.

We will also regularly contact parents to ensure our records are up to date.

### **Provision and Organisation**

The school will follow the guidance given via the DfE and Local Authority regarding supporting pupils with medical needs in school. This policy will be kept alongside that guidance to provide a management strategy to fully support the needs of all staff, pupils and parents.

Training regarding specific conditions will be delivered as required. This is usually within the term of a new pupil beginning school but if necessary before they commence their education at The Orchard School. This will run in parallel with the school's First Aid training, which will continue to be under the guidance of the Health and Safety Policy. The School will liaise with the school nurse supported by the Community Nurses Team for the Canterbury area (0300 123 0863) and other involved agencies in developing systems, training and offering two-way support for the School. Pupils requiring continuous support for a medical condition will be given an Individual Health Care Plan (IHCP)

### **Individual Health Care Plans (IHCP)**

The main purpose of an IHCP is to identify the level of support that is needed at school for an individual child. The IHCP clarifies for staff, parents/carers and the child the help the school can provide and receive. These plans will be reviewed annually as a minimum, or more frequently at the request of parents/carers or the school/centre, or as required. An IHCP will include:

- Details of the child's condition
- What constitutes an emergency
- What action to take in an emergency
- What not to do in the event of an emergency
- Who to contact in an emergency
- The role of staff
- Special requirements e.g. dietary needs, pre-activity precautions
- Side effects of medicines

A copy will be retained in the Pastoral Support Officer's medical needs folder medical needs folder and file in the child's individual file.

All trained staff will ensure they are aware of the procedures for specific pupils in school through attending training provided and reading care plans devised for individual pupils.

***Pupils will not be able to carry any medication with the exception of inhalers for asthma control, or care plan specified medication. No pupil is allowed to have any non-prescription drugs in school;*** this is to ensure that no pupil unwittingly or otherwise gives another pupil his or her medication.

Medication will be stored in the Pastoral Support Officers room. The key is kept with the PSO's and staff will be aware of where this is. A spare Epipen, if required, will be stored with the pupil's TA. Pupils with a prescription inhaler for asthma should carry it with them at all times if moving around school or it should be stored in their tray if in class

### **Roles and Responsibility**

The ultimate responsibility for the management of this policy in school is with the Headteacher and Governing Body.

The Deputy Head will manage the policy on a day-to-day basis and ensure all procedures and protocols are maintained.

### **School Visits**

When preparing risk assessments staff consider any reasonable adjustments they might make to enable a child with medical needs to participate fully and safely on visits. Additional safety measures may need to be taken for outside visits and it may be that an additional staff member, a parent/carer or other volunteer might be needed to accompany a particular child. Arrangements for taking any medicines will be planned as part of the risk assessment and visit planning process. A copy of IHCP should be taken on non-local trips and visits in the event of information being needed in an emergency.

When the administration of non-emergency medication is required staff may exercise their voluntary right to not administer, this right maybe selective on the grounds of the type of medication in question. The members of staff willing to administer the medication to a pupil should be recorded in the individual care plan and this voluntary responsibility can be withdrawn at any time.

### **Other Support**

The school will work with outside agencies to support and advise the school in the devising and management of this policy. These may include;

- School Nurse Service
- Medical specialists relating to pupil
- Social Services
- SEN Advisory Team
- Specialist Support Groups
- Parent Partnership
- SEN Assessment Team
- Educational Psychology Team
- Child Protection Team

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- Hospital Teachers
- Home Tutors
- CAMHS

### **Storage of Medication**

When medication is stored on site it is stored in the Pastoral Support Officers' rooms (relevant for that pupil's Key Stage) in a locked medication cabinet only accessible by the Pastoral Support Officer who is responsible for the administration of medication and recording. These rooms are not accessible by students and have locked doors, so cannot be accessed accidentally. Any medication needed to be taken off site on an activity is held securely within one of the schools vehicles or by the member of staff accompanying the student.

### **Monitoring and Evaluation**

This policy will be monitored yearly and updated when necessary we will ensure new legislation is incorporated. Staff will regularly receive opportunities to discuss and evaluate the management of the procedures and protocols in school.

This policy will also be made available to parents via the schools website. We will ask parents for annual updates regarding medical information.