

RAVENSHALL SCHOOL MEDICAL POLICY

RATIONALE

Many pupils at Ravenshall School have medical needs which mean additional measures are required to ensure they are safe in school and have full access to the curriculum.

This Policy gives clear and concise information about medical procedures and protocols, staff responsibilities and roles, parental involvement, staff training and medical review arrangements.

This policy has been written following guidance from “Supporting Pupils at School with Medical Conditions 2015” and “Kirklees Council: Policy on Supporting Pupils at School with Medical Conditions Dec 2019”.

This policy will be shared with all staff and updated as required.

STATUTORY REQUIREMENTS

According to the legislation, Supporting Pupils at School with Medical Conditions (2015): “Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.”

Roles and responsibilities for key staff who support Pupil Medical needs

Local designated School nurse (Debra Harris -Children’s Community Nursing Team/ Peter Learmonth- Lead Nurse Children’s Continuing Care / Designated Clinical Officer for SEND)

- Checks and signs off Health Care Plans once a year and as needed (ie new pupils/ conditions)
- Gives advice as requested about a change in pupil care needs, or liaises with doctor/ consultant for advice.
- Writes Gastrostomy Care Plans.
- Advises on training for staff and updates needed for procedures, for example: Epilepsy awareness, Asthma, Buccal Midazolam, nebulisers.
- Attends multi-disciplinary team meetings if needed.
- Notifies the school if a child has been identified as having a medical condition which will require support in school.
- Provides half- termly supervision (minimum) through visits to Ravenshall School to check procedures are being followed, equipment is well maintained and paperwork is clear and up to date.

Local Authority Responsibilities (Supporting Pupils at School with Medical Conditions 2015)

- Commission school nurses for maintained schools and academies

- Promote co-operation between relevant partners – such as governing bodies, proprietors of academies, clinical commissioning groups (CCGs) and NHS England to improve wellbeing of children with regard to their physical and mental health, and their education, training and recreation.
- Make joint commissioning arrangements (with CCGs) for education, health and care provision for children with SEN and/or disabilities.
- LAs and CCGs ,must make joint commissioning arrangements for education health and care provision for children and young people with SEN or disabilities (Section 26 of the Children and Families Act 2014)
- Provide support, advice and guidance, including suitable training for school staff, to ensure support specified within individual healthcare plans can be delivered effectively.
- Work with schools to support pupils with medical conditions to attend full time.
- May find it helpful to be aware of pupils’ individual health care plans, especially in the case of an emergency.
- Make other arrangements where pupils are unable to receive a suitable education in mainstream school because of their health needs. It is a statutory requirement that the Local Authority has a named person responsible for the education of pupils with additional health needs.

In Kirklees the named person is:

Name: Jo-Anne Sanders

Designation: Service Director – Learning and Early Support

Email: jo-anne.sanders@kirklees.gov.uk

Telephone: 01484 221000 (ask for by name) Kirklees Council Emergency Planning Team is the single point of contact to provide advice, support and guidance to schools in relation to medical needs education provision, and can signpost to specialist advice as required. The details for the Emergency Planning Team are:

Email: emergency.planning@kirklees.gov.uk Telephone: 01484 221000 (ask for Emergency Planning)

Governors/designated governor

- “The Governing Body must ensure that arrangements are in place to support pupils with medical conditions. In doing so it should ensure that such children can access and enjoy the same opportunities at school as any other child.” (Supporting Pupils at School with Medical Conditions 2015)
- Ensure all medical needs are met within school.
- “Governing bodies should ensure that the school’s policy sets out clearly how staff will be supported in carrying out their role to support pupils with medical conditions, and how this will be reviewed. This should specify how training needs are assessed, and how and by whom training will be commissioned and provided.” (Supporting Pupils at school with Medical Conditions (2015))
- Ravenshall has a designated Governor with responsibility to oversee medical procedures in school (from February 2020)

School Lead for overseeing medical procedures within Ravenshall School: (Clare Blackburn DHT)

- Ensures the school's policy is developed and effectively implemented with partners.
- Ensures all procedures are followed and reviewed as needed.
- Oversees staff training, ensuring programme is up to date and adapts to pupil needs.
- Contacts Supervising Nurse as needed for medical advice.
- Arranges Multi-disciplinary team meetings when needed to review and update pupil needs information.
- Performance manages the Care needs Assistant and Physical needs assistant and ensure job descriptions reflect role?
- Ensures Annual Reviews include current Medical Information to be reviewed as part of the EHC Plan, and attends meetings if needed.
- Ensures parents and carers are informed and involved in the pupils' medical needs and understand their role in keeping school staff up to date with needs and medication.
- Ensures Health Care Plans are clear and concise, updated within time frames at least annually and checked by designated Nurse.
- Ensures staff that need to know understand individual medical needs.
- Ensures staff follow medical procedures, including emergency procedures and medical recording systems
- Ensures protocol for storage, access and records for medicines are followed consistently
- **Will contact the school designated Nurse to seek non-emergency medical advice eg whether it is safe for a child to take part in certain sessions**

Care Needs Assistant and Physical Needs Assistant (Mark Whittaker and Tracey Stanley)

- In September, send out HCPs to parents and carers to be updated. Send out medical forms to Parents and carers of new to school pupils to get medical information for HCPs.
- Write Health Care Plans using Information from parents and carers, medical advice, and checking with medical lead (DHT) if unsure (who will contact supervising nurse)
- Ensure that staff understand the procedure on HCPs, for example when to administer emergency medication or call an ambulance
- Ensure HCPs are accessible on the system
- Attend regular training and identify training needs (to DHT)
- Administer daily routine medicines and record this on school format (scan and keep on medical drive)
- Keep records of medicines and check expiry dates (ensuring new medicines are requested prior to the medicines expiring within 2 weeks)
- Store medicines following the school protocol and checking that class medicines (inhalers and EpiPens) are stored correctly
- Ensure rescue packs are complete and ready to be used at all times
- Ensure that consent forms for "as required meds" are completed and up to date
- Follow gastro plans (as written by the supervising nurse)
- Inform the Medical needs within School Medical Lead of any issues (general or relating to an individual pupil's care)
- Ensures that medical incidents (such as seizures, asthma attacks) are recorded on school forms and shared with themselves and Medical Needs Lead
- Follow physiotherapy plans as written by the Local Physiotherapist
- Contact the physiotherapist with any queries or issues relating to the plan or changing pupil physical needs

- Ensure all pupil physiotherapy equipment is used and stored safely. Contact the Physiotherapist if any equipment needs checking or altering.
- Ensure other staff in school know how to use physiotherapy equipment if needed (eg when Physical Needs Asst is not present).

First Aiders

- Undertake First Aid training organised by school
- Know where first aid kits are located and ensure they are restocked as needed
- Are available to support with first aid incidents, take appropriate action (treat, contact parents, call ambulance), communicate with parents and complete paperwork. Inform SLT, business manager, class staff about injuries as appropriate.
- Accompany classes on trips/visits as necessary

All school staff

- Know which pupils in their care have a medical condition and be familiar with the content of their individual healthcare plan.
- Are aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Supervise pupils closely and call for a first aider or specifically trained staff (eg Buccal Midazolam/Gastro) when needed.
- Inform or record pupil medical incidents eg seizures/asthma attack.
- Undertake awareness training to support understanding of pupils' medical needs.
- Know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
- Understand the school's policy for supporting pupils with medical conditions in school.
- Maintain effective communication with parents/carers including informing them if their child has been unwell.
- Ensure children who carry their medication with them have it with them at all times including off site visits or where they may be relocated to another part of the school.
- Are aware of children with medical conditions who may be experiencing bullying or need extra social support.
- Ensure all children with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure children have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Business manager

- Will keep a record of injury forms and action taken.

ROLES AND RESPONSIBILITIES FOR PUPILS AND FAMILIES

Parental Responsibilities

- Provide school with sufficient up to date information about their child's medical needs.
- Be involved in the development and review of their child's Health Care Plan.
- Carry out and agreed actions as part of the implementation of the individual healthcare plan (e.g. provide medicines, equipment and ensure a nominated adult is contactable at all times).

- Fill out consent forms as required for medication.
- Liaise and agree with the Deputy Head Teacher about conditions that may preclude the child from attending school. This should be documented in the pupil's Individual Health Care Plan.
- Keep their child at home if they are not well enough to attend setting.
- Inform School Transport, where a child has home to school transport, of any medical needs that their child suffers from.
- Provide other settings who may care for their child (e.g. after school clubs, breakfast clubs, youth services, etc.) with sufficient and up-to-date information about their child's medical needs.

Pupil Responsibilities (according to age and ability)

- Be involved in discussions about how their condition affects them and their medical support needs.
- Contribute as much as possible to the development of and comply with their individual HCP
- Wherever possible, self manage and self administer medicines and medical procedures.
- Tell their parents/carers or teacher or nearest staff member when they are not feeling well.
- Know how to gain access to their medication in an emergency.
- Treat other children with and without a medical condition equally.
- Let a member of staff know if another child is feeling unwell.
- Ensure a member of staff is called in an emergency situation.

STAFF TRAINING

- Staff are trained in procedures relevant to the needs of the pupils they work with and across school.
- There is a programme of training to ensure all staff knowledge and skills are regularly updated.
- Lists of people trained are available on the medical drive.

LOCATION OF MEDICAL INFORMATION

- Medical drive - HCPs, policy and guidelines, records, overview of pupil needs across school
- GDPR compliance: access to the medical drive is available to all staff who have login access to the school system. Access is required for all staff to ensure pupils are safe wherever they are in school. Hard copies of Health care plans are kept in a file in the medical room, and a copy is in medical packs which are taken on trips out of school.
- When an HCP is updated, the care team will ensure that all copies are destroyed and replaced with new versions

HEALTH CARE PLAN INFORMATION

- HCPs "should be draw up in partnership between the school, parents and a relevant health care professional, eg a school nurse, specialist or children's community nurse or paediatrician, who can best advise on the particular needs of the child.... Responsibility for ensuring it is finalised and implemented rests with the school" (Supporting Pupils at school with Medical Conditions (2015))

- Details of pupil condition and related medical needs
- Colour coding to show medical need eg epilepsy
- Signatures of parents/carer
- Name of doctor/consultant
- Contact details of parents/carers
- Photo of pupil

Reviewing pupil medical needs

“Where the child has an SEN identified in a statement or EHC Plan, the individual healthcare plan should be linked or become part of that statement or plan” (Supporting Pupils at school with Medical Conditions (2015))

- At each pupil’s Annual review meeting, parents and professionals will go through the individual Health care Plan and ensure that it is correct and up to date. Any changes will be recorded in the Annual review paperwork and on the HCP. The HCP will then be given to the medical team to be updated within 24 hours and checked by the designated nurse

ADMINISTRATION OF MEDICINES PROCEDURE

Pupils may be prescribed long term medication or short term medication (eg a course of antibiotics). Some pupils may have “as required” medication, for example pain killers in school.

Medicines should be provided in the unopened original packaging with clear directions. Medicines (both prescription and “Over the counter”) are acceptable to be administered in school. These medicines include tablets and creams.

Prescribed medicine must have a dispensing label with clear directions for administration and written records must be retained in line with the school’s policy for support pupils with medical conditions at school.

Over the counter medications to be administered in school require a consent form from the parent or carer. The consent form confirms that the child has used the medication before and did not suffer any allergic or other adverse reaction.

The care team staff or a team of identified first aiders may administer medication, ensuring they check the consent form, medical packaging and sign the record.

Records of administered medication show who, what and when it was administered.

NB The DfE’s statutory guidance “Supporting Pupils at School with Medical Conditions” states a child under 16 should never be given medicine containing aspirin unless prescribed by a doctor.

Emergency medication

(If a pupil is having a medical crisis that requires emergency medication as stated on their HCP eg Buccal Midazolam)

- If in class, staff send for some-one who is able to administer the medication in plenty of time (for example if Buccal Midazolam is to be administered when seizure has lasted 5 mins then they will ask some-one to get medication after a seizure has lasted 3 mins)
- If outside on school grounds eg playground/ forest schools, send for a trained person to get the medication.
- If offsite, for example on a school trip, a designated trained person will have the medication and will be able to administer, making a note of the time to record on return to school
- All staff who are trained to administer Buccal Midazolam will carry with them a key for the locked cabinet where it is kept in the medical room.
- Records of medical emergencies and medication administered are kept in class and shared with the medical team regularly
- Consideration of other pupils: if a pupil requires medication, it is often advisable to remove other pupils from the environment to protect the dignity of the pupil with medical needs and for everyone to remain calm

Calling an ambulance

- An ambulance must be called if:
 - a pupil has a serious accident that a first aider cannot support
 - rescue medication has not worked
 - the Health care plan instructs an ambulance to be called

One staff member must stay with the pupil at all times and send some-one else for a phone (school mobile phone, or if quicker, a staff member's mobile phone). The call must be made in the presence of the pupil so that their needs can be monitored and reported to the emergency operator on the phone.

A copy of the HCP should be with the pupil and given to the paramedic/ first responder.

Staff will inform the office that an ambulance has been called and ask them to inform parents/carers straight away.

Gastrostomy/Jujenostomy fed pupils

- Dietician plans must be followed at all times
- All feeds must be recorded

Asthma Inhalers

- Should be kept in close proximity to the child in order for them to be accessed quickly
- Should be taken to areas around school with the child
- Should be kept with the spacer, if one is required
- Inhalers will be administered according to the care plan and by trained persons
- Inhalers can be only be given to a child if they have a care plan
- Once an inhaler has been administered it is crucial that staff sign to say that it has been given on sheets (and uploaded to medical drive recording folder)

Epipens

Should always be kept near by the child – out of reach of children.

Should be carried around school (by the pupil or by a member of staff- dependent on pupil ability).

Trips/visits protocol

- It is good practice for schools to encourage children with medical needs to participate in safely managed visits. In situations where the group may be separated, such as transition visits, pupils must travel with a familiar member of staff. Sometimes additional safety measures may need to be taken for outside visits. It may be that an additional support assistant might be needed to accompany a particular child.
- Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising excursions should always be aware of any medical needs, and relevant emergency procedures. A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency. Staff must take into consideration any pupils who have daily medication and ensure that a person trained in administration of medicines attends the trip.
- Buccal and any other medication should be carried in a first aid waist pack at all times, by the person who is designated to administer it.
- Medications should be kept with a trained member of staff at all times. Children should not be taken far away from their medication (for example, to the other end of a supermarket).
- Risk assessments should include medical conditions.
- Rescue packs are ready to take on trips out of school and are kept locked in the medical room, they are clearly named. They must be signed out and back in when taken off the school site.
- Pupils with specific feeds must take an eating and drinking plan or a dietician plan.

Storage of medication

- Controlled drugs are kept in a locked cabinet in the locked medical cupboard in the medical room.
- All other medication is kept in the locked cupboard in the medical room.
- Travel medication will be stored in a locked cabinet in the school office. As this medication is not school's responsibility it is not checked by school staff.

Home to School Transport (School Transport)

If a child needs supervision or access to medication during the journey between home and school, and travel assistance using a taxi/minibus is organised by the local authority, properly trained passenger assistants are provided if appropriate for the child's individual needs.

All passenger assistants and drivers receive training and know what to do in a medical emergency, and are aware of any children in their care who have specific needs.

Passenger Assistants are also trained to administer emergency medications (Buccal Midazolam, EpiPen, inhalers for Asthma) and have access to the relevant individual healthcare plans.

School Transport work closely with schools, parents/carers and other Council services to ensure relevant information is shared and kept up to date.

Home to school transport have responsibility to:

- Carry out a risk assessment for each child to determine whether transport can be provided to transport the child safely.
- Provide appropriate information to drivers and passenger assistants on children who are placed in their care whilst being transported between setting and home and vice versa.
- Train passenger assistants in the administration of emergency medication in extreme circumstances.
- School bus drivers and passenger assistants will be trained by appropriate personnel in risk reduction procedures, recognition of allergic reactions and implementation of bus emergency plan procedures.
- Ensure each vehicle used for home to school transport has some form of communication by which to summon help in an emergency
- Staff who accompany children on home to school or school to home transport must ensure that all medicines are available for use by either the passenger assistants (in accordance with training and role responsibilities) or by paramedics.
- Ensure safe custody of medication during transportation.
- Where parents/carers have not provided relevant medication and fulfilled their responsibilities outlined the child can be refused permission to travel on the organised transport.

Disposal of medication

- Return all used or no longer required medication to parents for safe disposal.
- All needles/sharp objects should be disposed of in a sharps box.

Medical facilities and equipment

- All medical equipment such as nebulisers are kept and used in the medical room.

Hygiene and Infection Control

- Staff should wear protective disposable gloves and if required, an apron when administering medication or doing gastrostomy feeds
- Staff should wear gloves and aprons when supporting any situation involving bodily fluids, and ensure that equipment and environment is cleaned afterwards
- All used gloves, aprons and equipment/ dressings should be disposed of in appropriate bin
- First aiders are supplied with a face shield which they have the option to wear if CPR is required

Concerns

If any person (pupil, staff, parent/carer) have concerns that school is not meeting a child's medical needs they should contact Clare Blackburn (Designated Safeguarding Lead and Medical lead) or the Head Teacher.

Reviewed November 2021