

JKHS Supporting Students with Medical Needs POLICY

The Governing Body is responsible for:

- The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of John Kyrle High School
- Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training provided by the school is delivered to staff members who take on responsibility to support children with medical conditions
- Guaranteeing that information and teaching materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- Keeping written records of any and all medicines administered to individual pupils and across the school population
- Ensuring the level of insurance in place reflects the level of risk.

The Headteacher is responsible for:

- Ensuring the policy is developed effectively with partner agencies
- Making staff aware of this policy
- Liaising with healthcare professionals regarding the training required for staff
- Making staff who need to know aware of a child's medical condition
- Developing Individual Healthcare Plans (IHCPs)
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- Contacting the school nursing service in the case of any student who has a medical condition

Staff members are responsible for:-

- Taking appropriate steps to support students with medical conditions
- Where necessary, making reasonable adjustments to include pupils with medical conditions in lessons
- Administering medication, if they have agreed to undertake that responsibility
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

School Nurses are responsible for:-

- Notifying the school when a child has been identified with requiring support in school due to a medical condition
- Liaising locally with lead clinicians on appropriate support.



Parents and Carers are responsible for:-

- Keeping the school informed about any changes to student/student's health
- Completing a parental agreement for school to administer medicine before bringing medication into school
- Providing the school with the medication their child requires and keeping it up to date
- Collecting any leftover medicine at the end of the course or year
- Discussing medications with child/children prior to requesting that a staff member administers the medication
- Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Headteacher, other staff members and healthcare professionals

Definitions

- "Medication" is defined as any prescribed medicine
- "Prescription medicine" is defined as any drug or device prescribed by a doctor
- A "Staff member" is defined as any member of staff employed at John Kyrle High School, including teachers

Training of Staff

- Teachers and Support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction
- Teacher and support staff will receive regular and ongoing training as part of their development
- Teachers who undertake responsibilities under this policy will receive the following training:
 - EpiPen Training
 - First Aid Training
 - Other as required
- The responsibility for organisation of training courses is Wendy Dallison
- No staff member may undertake any Health Care Procedures without undergoing training specific to responsibility
- No staff member may administer drugs by injection unless they have received training in this responsibility
- The Resources Manager will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

The role of the student

- Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures
- Where possible, pupils will be allowed to carry emergency medicines and devices only. Other prescription medication will be located in a locked cabinet in the First Aid Room
- If pupils refuse to take medication or to carry out a necessary procedure parents/carers will be informed so that alternative options can be explored.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of the First Aider



Individual Healthcare Plans (IHCPs)

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupils, parents/carers, Headteacher, Special Educational Needs Co-Ordinator (SENCO) and medical professionals
- IHCPs will be easily accessible whilst preserving confidentiality
- IHCPs will be reviewed at least annually or when a student's medical circumstances change, whichever is sooner
- Where a pupil has an Education, Health and Care plan or a special needs statement, the IHCP will be linked to it or become part of it
- Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure the IHCP identifies the support the student needs to reintegrate

Medicines

- Where possible it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.
- No students will be given any prescription medicines without written consent except in exceptional circumstances
- No child under 16 years of age will be given medication containing aspirin without a doctor's permission.
- Medicines MUST be in date, labelled and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of two weeks supply of the medication may be provided to the school at any one time.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt and under our Drug and Alcohol Policy
- Medication will be stored in the First Aid Room
- Any medications left over at the end of the course will be returned to the student's parents/carers
- Written records will be kept of any medication administered to students
- Pupils will never be prevented from accessing their medication
- John Kyrle High School cannot be held responsible for side effects that occur when medication is taken correctly

Emergencies

- Medical emergencies will be dealt with under the school's emergency procedures
- Where an individual Healthcare Plan (IHCP) is in place, it should detail:
 - What constitutes an emergency
 - What to do in an emergency
- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher



- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parent/carer arrives.

Avoiding unacceptable practice

John Kyrle High School understands that the following behavior is unacceptable:

- Assuming that pupils with the same condition require the same treatment
- Ignoring the views of the pupil and/or their parents/carer
- Ignoring medical advice or opinion
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the medical room or school office alone if they become ill
- Penalizing pupils with medical conditions for their attendance record where the absences relate to their condition
- Making parents/carers feel obliged or forcing parents/carers to attend school to administer medication or provide medical support, including toilet issues
- Creating barriers to children participating in school life, including school trips,
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

Insurance

- Staff who undertake responsibilities within this policy are covered by the school's insurance
- Zurich Insurance is our insurance providers, details are available from the School Business Manager.

Complaints

The details of how to make a complaint can be found in the Complaints Policy:

Stage 1 – Complaint heard by Staff Member

Stage 2 – Complaint heard by Headteacher

Stage 3 – Complaint heard by Governing Bodies' Complaints Appeal Panel

Policy issued:	September 2015
Member of staff responsible:	Mrs Trixie Clarke
Governor Responsible:	Mrs Kate Nicholls
Policy Reviewed:	Summer Term 2017

