

# Pathways School

## **Supporting Children with Medical Conditions Policy**

### **Policy Monitoring**

Date of last review: November 2022

Reviewed by: Saima Ali Majid, Chair of Trustees

Neil Jones, Headteacher

Date of next review: November 2023

This policy will be reviewed at least annually, and following any concerns and/or updates to national/local guidance or procedures.

## **1. Introduction**

Pathways School intends to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

## **2. Legislation and guidance**

- Children and Families Act 2014
- Supporting children with medical conditions guidance revised 2017

## **3. Links to other school policies and practices.**

- Health and Safety Policy
- Risk Assessment Policy
- Safeguarding and Child Protection Policy
- First Aid Policy
- Staff Code of Conduct
- Personal and Intimate Care Policy
- Nut free Policy

## **4. Policy Statement**

Pathways School is committed to supporting students at school with medical conditions.

Students at school with medical conditions should be properly supported so that they have full access to education including school trips and physical education.

The Headteacher will ensure that arrangements are in place to support students at school with medical conditions

The Headteacher will ensure that school leaders consult health and social care professionals, students, and parents to ensure that the needs of children with medical conditions are effectively supported.

The Trustees will monitor the implementation of this Policy and the role of the Headteacher.

## **5. Implementation**

The Headteacher is responsible for the implementation of this policy.

The Headteacher is responsible for:

- ensuring that sufficient staff are suitably trained;
- a commitment that all relevant staff will be made aware of the student's condition;
- cover arrangements in case of staff absence or staff turnover to ensure someone is always available;

- briefing for supply teachers;
- risk assessments for school visits, holidays, and other school activities outside of the normal timetable, and monitoring of individual healthcare plans.

## **6. New Students**

A new student's health needs and medical condition will be identified prior to admission in liaison with parents and health care professionals. The medical condition will be documented in the Individual Health Care Plan. Where a student is transitioning to Pathways from another school, relevant professionals at the previous school will be consulted prior to admission. The Headteacher will ensure that any additional training needs to support the student are in place prior to their admission.

## **7. Students transitioning from Pathways School**

Professionals at Pathways School will work in partnership with parents, health care professionals and relevant professionals at the destination school/college to facilitate an effective transition in relation to supporting students with a medical condition.

When a student's needs change, arrangements for any staff training or support will be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or children moving to a new school mid-term, every effort will be made to ensure that arrangements are put in place within one week.

## **8. Individual Health Care Plans**

Individual Health Care Plans help to ensure that the school effectively supports students with medical conditions. They provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a substantial risk that emergency intervention will be needed and are likely to be helpful in most other cases, especially where medical conditions are long-term and complex. However, not all students will require one. Pathways School, healthcare professional and parents should agree, based on evidence, when a Health Care Plan would be inappropriate or disproportionate. If consensus cannot be reached, the Headteacher will take a final view. Individual medical Health Care Plans are initiated in consultation with the parent, by a member of school staff or a healthcare professional involved in providing care to the child. Plans are drawn up in partnership between the school, parents, and a relevant healthcare professional who can best give advice on the needs of the child. Students should also be involved whenever appropriate. The aim of the plan is to capture the steps which a school should take to help the student manage their condition and overcome any potential barriers to getting the most from their education. The Headteacher will ensure that plans are reviewed at least annually or earlier if evidence is presented that the student's needs have changed. They are developed with the student's best interests in mind and ensure that the school assesses and manages risks to the student's education, health and social well-being and minimises disruption.

All students at Pathways School have a special educational need/disability identified in a statement or EHC plan and the individual medical Health Care Plan will be linked to the statement or EHC plan.

## **9. Administration of Medication**

If a parent requires the school to administer medication, they must complete a medication request form obtained from the School Administrator, which will include giving written consent for the administration of medication.

The term 'medication' applies to all prescribed medicines and drugs obtained from a chemist, over the counter creams, ointments and lotions, homely remedies such as pain relief or cold remedies. A new medication request and authorisation form must be completed each time there is a change of dosage or time of administration of medication. Only medicines prescribed by a UK Medical Practitioner can be administered. The student's name, age, and date of commencement of course of treatment together with the frequency and required dose, must be clearly written on the bottle/packet/tube etc. With long term medication the request form must be accompanied by a letter from the student's UK Medical Practitioner which must include instructions regarding the quantity and frequency of administration.

Prescription medication must be brought into school in the original container labelled by the pharmacist or prescriber with a recognisable prescription label, which states:

- The name of the medicine
- The dosage
- The time of administration
- The student's name and date of birth.

Prescription medication will be administered according to the pharmacy label instructions.

A child/ young person under sixteen will only be given aspirin or medicines containing ibuprofen if prescribed. If a young person over the age of sixteen is deemed to have capacity and indicates that they have a headache, they can self-administer aspirin or medicines containing ibuprofen. However, if a young person over the age of sixteen is not deemed to have capacity, a best interest's decision will be made in conjunction with the parents about the administering of aspirin or medicines containing ibuprofen.

Medicines will be always kept in the locked medicine cupboard when not being administered and they will also be logged in the Medical Record. In the case of emergency medication, it will be locked in a classroom storage box or carried in a secure container by a member of staff.

There is no exception to the need for medication to be prescribed even Calpol and eye/ear drops must be prescribed and properly labelled with the student's name, age, and date together with the required dose. This is still true if the medication is

purchased by parents / carer over the counter. Full details of all prescribed medicines stored at Pathways School will be entered into the Medical Record.

Antiseptic/topical cream may be administered without a prescription where written parental permission for this has been obtained in advance.

Ventolin may be stored at school and may be administered by the designated First Aid Officer to a student who is registered as asthmatic at school, without first getting the parents' permission, providing the student in question has his/her own labelled Ventolin and the parents have given written permission for its use in emergency situations. At all times, the school will endeavour to contact parents immediately / as soon after the asthma attack as possible.

## **10. Emergency Medication**

Where long-term needs for emergency medication exist, the school will require specific guidance on how to administer the emergency medication and the nature of the emergency and how to cope with it, while awaiting paramedical assistance. Students with long-term health needs or the need to administer emergency medication must have a Health Care Plan which is written by the school, parents and with input from the students' medical professionals. Detailed written instructions should be sent to the school and the parent/guardian should liaise with the Headteacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is always available.

## **11. Parents' Responsibilities**

All medicines must be handed over to the First Aid Officer or School Administrator. Medicines must not be kept in the student's school bag or any area of easy access to the student and other students. The request form must be completed and returned to the School Administrator or First Aid Officer. Failure to do so may result in the student not receiving medication at school.

## **12. Food Supplements / Alternative Medicines**

According to best practice across the UK Education sector the school will not support children consuming any additional food supplements / alternative medicines whatsoever. Even if a medical practitioner supports supplements to diet / alternative medicines, only prescribed medication or vitamins / remedies can be given to children during school hours. Parents are permitted to attend school to give food supplements / alternative medicines by prior arrangement with the school. Any such visits must be no more than once per day and at lunchtime.

## **13. Administering Medication**

When medication is brought into school this must be given to the First Aid Officer or School Administrator and signed into the Medicine Stock Record and Medication Record Sheet.

Two members of staff are required to administer medication. Both must sign the medication record sheet on each occasion that the medication is administered.

Before administering medication to a student, the members of staff must both check that the student's name, type of medication and dosage are correct. This means checking the Medication Record Sheet and the details on the bottle or medication packaging. In the event of any uncertainty, medication must not be administered until the uncertainty has been clarified.

Once per week, the student's tutor will check medication stock corresponds to the Medication Stock Record. All tablets will be counted, and any anomalies recorded and investigated. Where stocks are low or close to expiry the School Administrator will notify parents. The school administrator and students' tutor will check expiry dates on a weekly basis. If any medication is contaminated (e.g., dropped on the floor) it must be safely disposed of and a record made on the medication stock record. This includes, but is not limited to, when a student may spit out the medication, or refuses to take it.

#### **14. Storage of Medication**

Antibiotics or other medication that needs to be stored in a fridge must be stored in a locked box. Bottled medication must always be shaken to ensure proper mixing. All medication must be stored in the locked medication cupboard. The medication cupboard is marked with a green cross and located in the medical room. Emergency medication is the exception to this; and will be locked in a classroom storage box or carried in a secure container by a member of staff.

#### **15. Medical Treatment**

Medical treatment must be given in the Medical Room, in the classroom (where appropriate) or the school office (if necessary). Students are not allowed in the staff room.

#### **16. Medication Errors**

Medication errors could mean pupils are given the wrong medication, no medication, or too much medication, all of which could lead to the pupil becoming seriously unwell or in serious cases could lead to death.

In the event of an error, staff should:

- Stay calm
- Check the information to be clear on what the error is
- Report the error to the head teacher, or other senior staff member
- Check the pupil, or ask the senior member of staff to check the pupil
- Contact the pupil's parents to inform them of the error and agree next steps
- Seek advice from the pupil's GP
- Document the error on the medication administration record
- Complete an incident report
- If error is significant, then this will be reported to OfSTED

If at any point following the medication error, the pupil starts to show signs of being unwell, staff should call 111 for immediate advice and support.

If the pupil loses consciousness, experiences difficulties breathing, or shows signs of serious illness, staff should call 999.

**Remember:**

**Supporting a student with a medical condition during school hours is not the sole responsibility of one person. Pathways School's ability to provide effective support depends upon working cooperatively with other agencies.**