



**THE CHERWELL SCHOOL**  
OPPORTUNITY, RESPONSIBILITY, EXCELLENCE

# **MEDICAL NEEDS POLICY**

Person responsible for policy: Deputy Headteacher

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Governor Committee: SIC

## The Cherwell School

### Medical Needs Policy

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#### Policy Statement

This policy is intended to set out the responsibilities and arrangements required by the DfE for The Cherwell School to support students with medical conditions so that they can play a full and active role in school life and remain healthy and achieve their academic potential

This document contains both statutory guidance and non-statutory advice and follows advice given by the Department for Education:

<http://www.education.gov.uk/schools/pupilsupport/pastoralcare/b0013771/managing-medicines-in-schools>

The **statutory** guidance applies to any “appropriate authority” as defined in section 100 of the Children and Families Act 2014. That means governing bodies, head teachers and senior leaders who must make appropriate arrangements to support students at school with medical conditions.

**Non-statutory** advice applies to other persons or bodies who may have a role in helping to support students at school with medical conditions in line with government guidelines on managing medicines.

*This policy aims to ensure that:*

- students at school with medical conditions are properly supported so that they have full access to education, including school off-site visits and physical education.
- arrangements are in place at The Cherwell School to support students with medical conditions.
- leading staff consult with health and social care professionals, students and parents/ carers to ensure that the needs of the students with medical conditions are effectively supported through use of Individual Healthcare Plans (IHP)

- pastoral/ counselling support is offered to students returning after long-term absences due to health problems and their reintegration back into school is properly supported.
- the school will liaise with parents/ carers and healthcare professionals to provide educational support for the students during periods of extended absence caused by medical conditions.

For supporting students with medical conditions who may be disabled, the Governing Body must comply with their duty under the Equality Act 2010. This also applies to students who have special educational needs (SEND) and may have an Educational Health Care (EHC) Plan which combines health and social needs as well as their SEND provision. This guidance should be read in conjunction with SEND code of practice.

### **Good Practice**

This policy aims to promote good practices in supporting students with medical conditions. It is good practice to:

- provide students with easy and safe access to their medications,
- treat each student according to their Individual Healthcare Plan,
- train staff in delivering care as specified in the Individual Healthcare Plan,
- respect and consider students' and parents/ carers views,
- include students in all activities unless specified in the Individual Healthcare Plan,
- ensure students who need medical assistance are always accompanied by someone suitable
- allow students to drink, eat or take toilet or other breaks when they need to in order to manage their medical conditions.

## **Record Keeping**

Parents and Carers of students at The Cherwell School are asked if their child has any health conditions or health issues on the admission form and this information is recorded on SIMS. Parents and Carers are asked to update this information regularly through our data collection sheets or whenever their child's condition changes

The Cherwell School uses Healthcare Plans to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Healthcare Plans are drawn up with Parents and Carers and the child in consultation with our School Health Nurse

- If a student has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the student's parents to complete.
- The parents, healthcare professional and student with a medical condition, are asked to fill out the student's Healthcare Plan together. Parents then return these completed forms to the school.
- The Cherwell School ensures that a relevant member of school staff is also present, if required to help draw up a Healthcare Plan for children with complex healthcare or educational needs.
- Healthcare Plans are used to create a centralised register of children with medical needs. An identified member of staff has responsibility for the register at The Cherwell School
- The responsible member of staff follows up with the parents any further details on a pupil's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

## **Children with infectious diseases**

Children with infectious diseases will not be allowed in school until deemed safe by their GP/ School Nurse or local health authorities.

## **Individual Healthcare Plans**

This care plan should be used where a student has a long term medical need. These may be a very detailed for students with complex ongoing needs or quite generic for students with needs such as migraine, or asthma. This will allow the school to have knowledge of how the student's needs should be met should they suffer an episode of their health problems while at school.

Parents and carers of all new students at The Cherwell School must notify the school of any medical condition. A letter will then be sent to parents and carers inviting them to contribute to the Individual Healthcare Plan.

All Individual Healthcare Plans must be initiated, in consultation with the parent or carer, by a designated member of staff. At The Cherwell School this is usually the Deputy Year Leader or School Health Nurse.

All Individual Healthcare Plans must be reviewed at least annually or earlier if the student's needs have changed.

When a student returns to school following a long period of hospitalisation and/ or hospital education or home tuition, re-integration should be effective and student's needs identified on the Healthcare Plan.

Information from the Healthcare Plan will be shared with teachers and other staff on a need to know basis.

### **Engaging with Students, Parents, Carers and Healthcare Professionals**

Students with medical conditions are best informed about their conditions and should be involved as much as possible in the development of their IHP.

Parents and Carers should provide sufficient information about the student's medical needs. Parents and Carers are key partners and should be involved in the student's IHP.

Other Healthcare Professionals, including GP's should notify the school when a student has a medical condition that requires support.

Parents and carers of students at The Cherwell School are regularly reminded to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.

Every student with a Healthcare Plan has their plan discussed and reviewed at least once a year.

### **Administration of medicine and recording information**

Any member of school staff may be asked to provide support to students with medical conditions but they are not obliged to do so.

Staff are not allowed to administer medication to students unless they have had appropriate training, unless otherwise approved. The only exception to this is the administration of adrenalin via an autoinjector (Epipen, Jext, Anapens) in an emergency. Adrenalin will be administered only by a trained members of staff Parental agreement must be obtained using the Medical Consent Form prior to the administering of any medicine.

Parents and Carers will be informed if their child has received medicine or has been unwell at school.

### **Consent To Administer Paracetamol**

It is sometimes appropriate to give Paracetamol to control specific pain such as headaches, feeling achy, migraine or period pain. At Cherwell, parents and carers can give permission for their child to be given Paracetamol as part of their registration at the school, provided that staff adhere to the criteria set out below:

Has the parent/carer given permission for Paracetamol to be given by school staff?

Has the student already had Paracetamol today? (Including in combined preparations and cold remedies)

If yes, when? (must be at least 4 hours between doses).

Has the student had something to eat and drink recently? (if no, ask them to resolve this first)

If the response to these questions is unclear, then the Parent/Carer will be contacted.

If any student regularly needs medicines, parents may bring a supply of such medication to Reception. Parents will need to complete an Administration of Medicine Form, which will be kept in the students file. The medication will be kept in a secure cupboard and handed to the student for self-administration as and when necessary. A record of medication taken will be held by the school.

Medicines will not be accepted unless they are in-date, labelled, in the original container and accompanied by instructions.

Medicine (including Paracetamol) will not be given to anyone under 16 without written parental consent except in exceptional circumstances.

Asthma sufferers are expected to administer their own medication as required. All students who have been identified as suffering from asthma will have an Individual Healthcare Plan which will be kept on file and updated annually. If these students have an asthmatic episode and do not have a functioning inhaler in school they will be able to access spare inhalers via reception.

Adrenaline autoinjectors (Epipen, Jext, Anapens) and other medicines (for students with allergies/ possible anaphylaxis) are accessed via Reception. These students are also encouraged to carry their own devices.

The school will make sure that students know where their medicine is kept so that it can be accessed quickly.

Students will not be forced to take their medicine. If they refuse to take it Parents and Carers will be informed.

In the event that a student requires more specialised ongoing medical treatment within the school, parents and carers should contact the school where each case is assessed individually and guidance taken from specialists including the school nurse and Oxfordshire County Council as necessary to provide guidance and assistance where possible. This would include Methylphenidate and any medication connected with diabetes or epilepsy. These students would have an Individual Healthcare Plan.

When no longer required, medicines will be returned to the parents and carers to arrange for safe disposal. Sharp boxes will be used for the disposal of needles and other sharps.

The School will ensure that written records are kept for all prescribed medicines administered to students using the Record of Medicine Administered form.

### **Staff Training**

The school carries out an annual First Aid Assessment to ensure that the necessary numbers of staff, appropriately trained, are in place to meet day-to-day needs. Information regarding First Aiders is clearly displayed around the school.

The school ensures that any member of staff providing support to a student with medical needs should have received suitable training.

Medical training of all staff should be logged in the same way as any other training and should be kept up to date.

An Individual Healthcare Plan will indicate what specific training may be required and how many staff will need to be involved.

The School Health Nurse is available as a source of information and training on any conditions.

## **Medical Emergencies**

In the case of an emergency, staff should call 999 immediately.

Move all other children away from the area, and contact the pupil's parents. The Local Authority and River Learning Trust should be informed if such an event occurs

If a student needs to be taken to hospital, staff should stay with child until a parent or carer arrives, or accompanies the student taken to hospital by ambulance and wait until a parent or carer arrives.

## **School Trips and Residential trips**

For trips outside Oxfordshire (including trips abroad) parents are required to complete and submit forms OA1 and OA2 published by the Local Authority. The Cherwell School will provide these forms to parents and carers. The completed forms will be taken on the trip along with any Healthcare Plan and medication. There will be a member of staff trained in first aid on every trip.

For trips inside Oxfordshire we will use the information we have in school to ensure that Health Care plans are followed. There will be a member of staff trained in first aid on every trip.

Reasonable adjustment should be made to enable students with medical conditions to participate fully and safely in both sporting activities (including Physical Education lessons) and off-site visits. A Risk Assessment must be carried out so that planning arrangements take account of the student's needs. Staff should consult with parents, the student and healthcare professionals where necessary to ensure that the student can participate safely and as fully as possible in all aspects of the practical lessons and visits.

Risk Assessments undertaken for individual students for these activities include a section to ensure that the competence, experience and qualifications of supervisory staff are appropriate.

## **Other Issues**

Home to School Transport Staff will inform the County Council of a student's Individual Healthcare Plan and what it contains, especially in respect of emergency situations, when it involves potentially life-threatening conditions.



## **Liability and Indemnity**

Insurance policies are in place and renewed annually and are accessible to staff providing support to students with medical conditions.

## **Administration of Medicine form**

This should be used when a student has a need to take medication while in school for a short period of time. For example – Antibiotics following an infection.

## **Generic Risk Assessments are available for:**

- Asthma
- Epilepsy

## **Appendices**

- Medical Consent Form
- Medicine Administered Form
- OA1 and OA2 for trips and residential trips



**THE CHERWELL SCHOOL**

**MEDICATION CONSENT FORM**

**Important: School staff are not required to undertake this duty**

Please use block print throughout

Student: ..... Date: ..... Year: .....

Parent emergency contact: .....

Doctor: ..... Surgery: ..... Surgery Tel: .....

Medication: ..... Storage requirements: .....

Dosage: ..... Use before date: .....

Any special guidance / frequency: .....

Consequences if medication or treatment missed / action required:

.....

**PARENT / CARER CONSENT**

Please read and sign

***This task is being undertaken voluntarily and in a spirit of general care and concern. We will make every effort to administer this medication on time and as required. The member of staff responsible can make no absolute guarantees, and may decline to accept responsibility once they have read these instructions. If so you will be informed immediately.***

Signature: ..... Parent/Carer