

A Safeguarding Policy

## Supporting Pupils at School with Medical Conditions

Policy and Procedures

Beverley High School



Date: July 2018

This policy document is available in a variety of formats in line with the Equality Act 2010. It is available as a hard copy from the school office or can be found on the school website at [www.beverleyhigh.net](http://www.beverleyhigh.net)

## A Safeguarding Policy

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## **Supporting Pupils at School with Medical Conditions Policy and Procedures**

The Governors and Staff of Beverley High School (BHS) fully recognise the importance of safeguarding children and play a full and active part in protecting pupils from harm.

In developing the Supporting Pupils at School with Medical Conditions Policy and Procedures consideration has been given to Beverley High School Child Protection and Safeguarding Children Policy and the East Riding Safeguarding Children Board Procedures.

We believe that our school should provide a caring, positive, safe and stimulating environment which promotes the social, physical, emotional and moral development of each pupil.

### **Introduction**

Parents /carers (1) have a responsibility to inform the school if their child has a medical condition. Pupils attending Beverley High School who have a medical condition will be fully supported to ensure, where reasonably practical, they have full access to education including school trips and physical education.

Parents of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. This is because pupils with long-term and complex medical conditions may require on-going support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parents feel confident that the school will provide effective support for their child's medical condition and that pupils feel safe. In making decisions about the support provided the school aims to establish relationships with relevant local health services to assist them in formulating individual healthcare plans.

In addition to the educational impacts, the school recognises that there can be social and emotional implications associated with medical conditions. The pupil may be self-conscious about their condition and this can impact on their emotional health and wellbeing. In particular, long-term absences due to health problems can affect children's educational attainment and impact on their ability to integrate with their peers. Reintegration back into school will be supported to ensure that pupils with medical conditions fully engage with learning and do not fall behind their peers when they are unable to attend school.

Short-term and frequent absences, including those for appointments connected with a pupil's medical condition will be effectively managed and appropriate support put in place to limit the impact on the pupil's educational attainment and emotional and physical wellbeing.

Some pupils with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case the school will comply with their duties under that Act. Some pupils may also have special educational needs (SEN) and have a Statement, or an Education Health Care Plan (EHCP) which brings together health and social care needs and their special educational provision. For pupils with SEN, this policy should be read in conjunction with the Special Educational Needs and Disability (SEND) Code of Practice for Children and Young People aged 0 – 25 years.

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For pupils who have medical conditions that require an EHCP, compliance with the SEND Code of Practice ensures that the school comply with the statutory elements of the guidance.

Since 2013 Local Authorities have been responsible for commissioning public health services for school-aged children including school nursing. Clinical Commissioning Groups (CCGs) should be aware that this does not include clinical support for children in schools who have long-term conditions and disabilities, which remains a CCG commissioning responsibility.

The needs of pupils diagnosed with mental health conditions including those with Eating Disorders e.g. Anorexia Nervosa, Bulimia Nervosa will also be considered in line with this policy.

### **Linked documents**

**This policy must be read in conjunction with DfE: Supporting Pupils at School with Medical Conditions. Statutory Guidance for Governing Bodies of Maintained Schools and Proprietors of Academies in England (DFE-00393-2014 September 2014).** This document replaces previous guidance on Managing medicines in Schools and Early Years settings published in 2005.

- Child Protection and Safeguarding Children Policy.
- SEND Policy.
- First Aid Policy.
- Health and Safety Policy.
- Intimate Care Policy and Guidance.
- Educational Visits and Activities Policy.
- Single Equality Scheme.
- Special Educational Needs and Disability (SEND) Code of Practice for Children and Young People aged 0 to 25. DFE-00205-2013 (September)
- Staff Guidance – Pupil Confidential Information, referred to as Master Document. (Electronic document)
- Individual Pupil/Staff First Aid Guidelines/Management Plans.
- Location list/facilities – First Aid boxes, eyewash stations, accessibility toilets, Physical Management Area (PMA).

### **Aims of the Policy**

- To ensure that pupils at school with medical conditions are properly supported so that they have full access to education, including school trips and physical education.
- To ensure that school staff consult with health and social care professionals, pupils and parents to ensure that the individual needs of any pupil with medical conditions are met in order that they can play a full and active role in school life, remain healthy and achieve their academic potential.

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- To ensure that arrangements are in place to support pupils at school with medical conditions through the formulation of Individual Healthcare Plans (IHCP) allowing the pupil to access and enjoy the same opportunities at school as any other pupil.
- To provide appropriate training for school staff.
- To ensure the whole school community is aware of the policy.
- To ensure that the pupils and parents feel listened to and that the school values their views.

### **Policy Implementation**

- The Headteacher has overall responsibility for policy implementation.
- All staff including new staff at their induction will be directed to SIMS, whereby they can access the relevant context sheets for information on the pupil's medical condition and IHCP. (Electronic document) at the start of each academic year. This document gives details of all those pupils who have individual needs. The Special Educational Needs Coordinator (SENCO) and the Learning Support Manager have a responsibility to ensure that this document is kept up to date.
- The Wellbeing and Learning Support Teams will ensure staff receive relevant information and regular updates regarding individual pupils to ensure their needs are being met.
- Any appropriate training for staff will be facilitated by the Senior Leadership Team with support from health professionals. The school recognises that a First Aid certificate does not constitute appropriate training in supporting pupils with medical conditions.
- It is the responsibility of the class teacher to provide the Supply Staff with relevant medical information with the cover work using the cover work proforma, when staff absence is known in advance. Including procedures to follow in the event of an emergency.
- Emergency procedures are contained in the pack issued to supply staff. Supply staff are instructed to send for assistance in the event of an emergency.
- The school will ensure that cover arrangements are in place in the event of absence to ensure a member of staff who has received appropriate training is always available to support a pupil with specific needs.
- Risk assessments for school visits and other school activities outside of the daily timetable / curriculum will be undertaken in line with the Educational Visit and Activities Policy.
- The school will monitor the effectiveness of the (IHCP) and reviews of the plan should take place annually or if there is any change in the pupil's condition.

### **Procedures to be followed when Notification is received that a Pupil has a Medical Condition**

- In most circumstances it will be the parents who inform the school that their child has a medical condition. The school should make it clear to the pupil and their parents that they may need to liaise with other agencies in order to ensure the most appropriate support is provided for the pupil.

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- The school does not have to wait for a formal diagnosis before providing support to the pupil but in cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be made about what support to provide based on the available evidence. This would normally involve some form of medical evidence and consultation with parents. Where evidence conflicts, some degree of challenge may be necessary by the school to ensure that the right support can be put in place for the pupil
- When a pupil with a known medical condition is joining the school in Year 7 both the Wellbeing and Learning Support Teams will liaise with the relevant school as soon as they receive notification and attend any transition planning meetings. The school fully supports early transition planning. In other cases, such as a new diagnosis or where the pupil is an In - Year transfer every effort will be made to ensure that arrangements are put in place within two weeks. However, there may be occasions when this timescale is not possible but the school will make every effort to ensure the pupil joins the school as soon as arrangements are in place to support their needs.
- Where a pupil is leaving Beverley High School both the Wellbeing and Learning Support Teams will liaise with the pupil, parents and the receiving school to ensure the transition is effective including the provision of relevant documentation e.g. IHCP whilst respecting the pupils right to confidentiality.
- The Wellbeing and Learning Support Team will liaise with the pupil, parent and relevant healthcare professionals and where appropriate the Educational Welfare Service (EWS) and the Home Tuition Service (HTS) to support the pupil where there has been a significant period of absence. A Reintegration Plan may be required and this can be included in the IHCP.

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

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the pupil needs and how this will be provided. Individual Healthcare Plans are developed in partnership with the school, parents, pupils and healthcare professionals who can advise on the pupil's individual case. The aim is to ensure that the school know how to support the pupil effectively and to provide clarity about what needs to be done, when and by whom. IHCPs are likely to be helpful in the majority of cases, but it is possible that not all pupils will require one. The school will need to make judgements about how the pupil's medical condition impacts on their ability to participate fully in school life, and the level of detail within the plan will depend on the complexity of their condition and the degree of support needed.

The school, pupil, parent and relevant healthcare professionals should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the Headteacher will make the final decision. The pathway for identifying and agreeing the support a pupil needs and the development of an IHCP is shown in **Appendix 1**.

The IHCP template and the all other documentation used in the Supporting Pupils at School with Medical Conditions Policy and Procedures are contained in **Appendix 2**. The IHCP, **Form 1** will be used for all IHCPs to ensure consistency across the school. The plan will be easily accessible to all who need to refer to it, while preserving the pupil's confidentiality. The aim should be to capture the steps which the school should take to help the pupil manage their condition and overcome any potential barriers to getting the most from their education. The level of detail within the plan will depend on the complexity of the pupil's

condition and the degree of support needed. It is important to be aware that pupils with the same health condition may require very different support. Where a pupil has SEN but does not have a statement or EHC plan, their special educational needs should be mentioned in their individual healthcare plan.

The IHCP should include the following information:

- Who in the school needs to be aware of the child's condition and the support arrangements. Where confidentiality issues are raised by the parent or pupil the names of designated staff that are to be entrusted with information about the pupil's condition should be recorded on the IHCP. The school recognises that this can be a particularly sensitive issue for those pupils who have a mental health condition e.g. Anorexia Nervosa.
- The pupil's medical condition, signs and symptoms, any triggers and treatments.
- The level of support needed whilst recognising that some pupils will be able to take responsibility for their own health needs.
- Clarity about who will provide support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional. All staff training should be recorded on **Form 4: Staff Training Record**. The plan should include details of how care will be provided in the event of staff absences.
- Details of any medication that the pupil requires, including dose, side effects and storage. Parents should complete **Form 2: Parental Consent for School to Administer Medicine or Supervise a Pupil Self-medication** and **Form 3: Record of Medicine Administered to an Individual Pupil including Supervision of Pupils who are Self-medication**. If the pupil is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.
- Details of any other treatments where this is used to manage their condition, this includes time, facilities, equipment, testing, access to food and drink e.g. pupils with diabetes must always have access to food and drink, dietary requirements e.g. pupils with nut allergies must not be exposed to nuts or nut products, environmental issues e.g. crowded corridors, travel time between lessons.
- Any specific support for the pupils educational, social and emotional needs e.g. management of absences, reintegration, and requirements for exam concessions e.g. extra time.
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments.
- Procedures to follow in an emergency, including whom to contact, and contingency arrangements. Staff should refer to **Form 5: Contacting Emergency Services**, should an ambulance be required. Some pupils may have an emergency healthcare plan e.g. Asthma or Anaphylaxis which are provided by their lead health clinician and this could be used to inform development of their IHCP.
- Home-to-school transport is the responsibility of local authorities, but it may be helpful to make reference to these arrangements in the IHCP particularly in relation to emergency procedures.

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- Where the child has a special educational need identified in a Statement or an Education Health Care Plan (EHCP), the IHCP should be linked to or can become part of that statement or EHCP.
- Where a child has SEN but does not have a Statement or an EHCP, their special educational needs will be referred to in their IHCP.
- Responsibility for ensuring the IHCP is finalised and implemented rests with the school. The school will record who has received a copy of the plan on the **Form 1**.
- IHCPs (and their review) may be initiated, in consultation with the parent, by a member of school staff or a healthcare professional involved in providing care to the pupil at any time if there is evidence that the pupil's needs have changed. Annually in the summer term the pupil, parents and health care professionals will be asked to review the plan in preparation for the new academic year.

### **Roles and Responsibilities**

The school recognises that supporting a pupil with a medical condition during school hours is not the sole responsibility of one person. The school's ability to provide effective support will rely on partnership working between school staff, healthcare professionals and where appropriate the Children and Young Peoples Safeguarding and Support Services, Local Authority (LA) the pupil and their parents.

### **The Governing Body will:**

- Ensure that the arrangements made by the school are sufficient to meet their statutory responsibilities and will ensure that policies, plans, procedures and systems are properly and effectively implemented. This aligns with their wider safeguarding duties. They will ensure that the school's Supporting Pupils with Medical Conditions Policy and Procedures is reviewed regularly and is readily accessible to parents and school staff.
- Ensure that arrangements are in place to support pupils with medical conditions. They should allow the pupil to access and enjoy the same opportunities at school as any other pupil, recognising that the school, LA, health professionals and other support services need to work collaboratively to ensure that pupils with medical conditions receive a full education.
- Ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.
- Take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. The governing body will ensure that the focus is on the needs of each individual pupil and how their medical condition impacts on their school life.
- Ensure that the schools arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. The arrangements will show an understanding of how medical conditions impact on the pupil's ability to learn, as well as increase their confidence and promote self-care.
- Ensure that staff are properly trained to provide the support that the pupil requires and are able to access information and other teaching support materials as required.
- Ensure that arrangements are in place to support pupils with allergies e.g. the school catering contractor can meet the dietary needs of pupils with food allergies including gluten free and nut free menus, adjustments to the curriculum e.g. Food Technology



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have separate equipment and work areas for those pupils with a specific food allergy to reduce the risk of cross contamination. They will also encourage the whole school community to aim to have a nut free environment to reduce the risk of exposure to nuts for those pupils with nut allergies.

**The Headteacher** has overall responsibility for the development of IHCP and will:

- Ensure this policy is developed and effectively implemented and reviewed with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- Ensure the Wellbeing and Learning Support Teams, who take the lead in implementing the policy, have access to relevant information, teaching support material, training and sufficient time to fulfil their role in supporting pupils with medical conditions.
- Ensure staff that need to know are aware of the pupil's condition and subsequent needs.
- Ensure there are sufficient numbers of trained staff available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.
- Ensure staff are appropriately insured with regards to support they provide to pupils

**School Staff** should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support pupils with medical conditions. A first aid certificate does not constitute appropriate training in supporting pupils with medical conditions.

- Any member of the school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.
- Teachers should take into account the needs of pupils with medical conditions that they teach. It is the member of staff responsibility to ensure they have accessed relevant information about the pupil.
- Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition requires assistance.

**School Health Nurses.** The school has access to the NHS School Health Nursing Service, they are based at Beverly Health Centre and can be contacted on 01482 677618

They:

- Are responsible for notifying the school when a pupil has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the pupil starts at the school.
- Will support staff on implementing a pupil's IHCP and provide advice and liaison, for example on training.
- Can liaise with lead clinicians on appropriate support for the pupil and associated staff training needs – e.g. Specialist Health Teams who could provide anaphylaxis training.

**Pupils** with a medical condition are often best placed to provide information about how their condition affects them. The pupil should be fully involved in discussions about their

medical support needs and contribute as much as possible to the development of, and comply with, their IHCP

- Other pupils may need to be given information that will ensure the pupil with the medical condition is safe in school e.g. the school aims to have a nut free environment to reduce the risk of exposure to nuts for those pupils with a nut allergy. This also includes school visits.
- They should be aware of when and how to seek assistance if the pupil is unwell. The pupil with the medical condition should be made aware of the information provided to their peers.

### **Parents**

- Should provide the school with sufficient and up-to-date information about their child's medical needs. In some cases they may be the first to notify the school that their child has a medical condition.
- Should be involved in the development and review their child's IHCP and where possible they should be involved in its drafting.
- Should carry out any action they have agreed to as part of the IHCP implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

The school aims to have a nut free environment in order to reduce the risk of exposure to nuts for those pupils with a nut allergy and parents will be asked to support this where possible.

### **Local Authority**

- Should provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified in the IHCP can be delivered effectively.
- Should work with schools to support pupils with medical conditions to attend school as much as possible. Reintegration plans should be formulated in liaison with the EWS and HTS and this should be included in any IHCP. Where pupils would not receive a suitable education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements.

### **Staff Training and Support**

- School staff providing support to a pupil with medical needs should have received suitable training. This will be identified during the development or review of individual healthcare plans. Some staff may already have some knowledge of the specific support needed by a pupil with a medical condition and therefore extensive training may not be necessary. Staff who provide support to pupils with medical conditions should be included in meetings where this is discussed.
- The relevant healthcare professional will assist the school in identifying and agreeing the type and level of training required, and how this can be obtained. Schools may choose to arrange training themselves and should ensure this remains up-to-date. All staff training must be recorded on **Form 4**
- Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in an IHCP. They will need an understanding of the specific

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medical conditions they are being asked to deal with, their implications and preventative measures.

- Staff must not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any IHCP). A First Aid certificate does not constitute appropriate training in supporting pupils with medical conditions.
- Whole school awareness training will be provided where appropriate to ensure that all staff are aware of the school's policy for supporting pupils with medical conditions and their role in implementing the policy
- Induction arrangements for new staff will include any training relevant to a pupil's medical condition and subsequent needs.
- The family of a pupil with a medical condition can provide relevant information to the school staff about how their child's needs can be met and the school will ensure that both the parents and the pupils are asked for their views .They can provide very specific advice, but should not be the sole trainer.

### **Pupils Managing Their Own Medical Needs**

The policy recognises that self-management of health needs and administration of medication by pupils is good practice and the school will support this if all procedures are followed by the pupil, parents and school staff.

- After discussion with parents, pupils who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be reflected within their IHCP, **Form 1**. Parents must complete **Form 2** and **Form 3** and return this to the Healthcare Adviser prior to the pupil bringing medication in to school. This should include details of the quantities of medication to be stored in school
- The medicines should be in their original containers and should include the prescriber's instructions.
- All medicines and devices e.g. asthma inhalers should be clearly labelled with the pupils name and date of birth.
- Wherever possible, the pupil should carry their own medicines and relevant devices on their person or if appropriate they should be stored in their locked locker. Medicines should not be left in unattended bags.
- Any duplicate medications stored in school should be in their original container and should be clearly labelled with the pupils name and date of birth. They will be stored in the main school office and will be accessible to the pupil at all times via a member of staff.
- If the pupil requires direct supervision from staff to administer their medication, this will be undertaken by the Healthcare Adviser or in her absence a named First Aider or member of the Wellbeing Team. Staff should record this on **Form 3a**: Record of Medicine Administered to an Individual Pupil Including Supervision of Pupils who are Self- Medicating .
- In the event of a pupil refusing to take medication or carry out a procedure as requested by parents or included in their IHCP, school staff will not force them to do so. The refusal will be documented and parents will be informed as soon as possible to allow alternative arrangements to be made.

## Managing Medicines on School Premises

Medicines should only be administered in school when it would be detrimental to the pupil's health or school attendance not to do so.

If it is not appropriate for a child to self-manage, then relevant staff will help to administer medicines and manage procedures for them.

No pupil under 16 should be given prescription or non-prescription medicines without their parent's written consent **Form 2** – except in exceptional circumstances where the medicine has been prescribed to the pupil without the knowledge of the parents. In such cases, every effort should be made to encourage the pupil to involve their parents while respecting their right to confidentiality. Where the parental consent cannot be obtained the school should seek advice from the School Health Nurse.

## Prescribed Medicines

- Where clinically possible prescribed medicines should only be brought in to school (or school activities) when essential.
- Parents must contact the Healthcare Adviser prior to pupils bringing medication into school to allow for the appropriate arrangements to be made and completion of any relevant documentation.
- In some cases the pupil will have an IHCP and included within this will be details of the medication required. Parents must complete **Forms 2 and 3** and return to the Healthcare Adviser.
- Medicines should be labelled with the pupils full name be in - date and in the original container as dispensed by a pharmacist. Instructions from the prescriber including administration, dosage and storage should also be provided. The exception to this is insulin which must still be in date, but the school understands will generally be provided for school storage inside an insulin pen or a pump, rather than in its original container.
- Prescribed medicines will be stored in the school office school and will be put inside a plastic wallet clearly labelled with the pupils name and date of birth. Within the wallet should be the medicines, instructions and parental consent forms plus the ICHP or EHCP if the pupil has one.
- Medicines, including asthma inhalers, Epipens will be stored in the main school office and pupils and parents will be made aware of this. Medications will be available to pupils throughout the school day.
- Medications that require refrigeration e.g. insulin, will be stored in the fridge in the Wellbeing Centre – labelled as per other medicines.
- When outside of the school premises e.g. school trips the named First Aider will be responsible for the safe storage of any medications and these details will be included on any risk assessment.
- It is the pupil's responsibility to collect their medication at the correct time. The administration of the medicine will be recorded by school staff using **Forms 3 and 3a**.
- In the event of a pupil refusing to take prescribed medication as requested by parents, school staff will not force them to do so. The refusal will be documented and parents will be informed as soon as possible to allow alternative arrangements

to be made.

## **Non Prescribed Medicines**

### **The school does not provide non-prescription medicines for use by pupils**

- Should parents wish to provide their child with non- prescribed medication e.g. Paracetamol the school would encourage pupils to self-medicate. However in certain circumstances it may be beneficial for the pupil to store a non-prescribed medicine in school e.g. pain relief in such case the same procedures as for Prescribed Medications will be followed. In these circumstances the school staff will seek clarification from parents as to when their child had the previous dose.
- Parents should be aware that a child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. The school will not administer or supervise a pupil self-medicating with products containing aspirin unless they have written instructions from a doctor.

## **Controlled Drugs**

- A controlled drug is a prescribed medication and therefore all of the above procedures should be followed.
- The pupil who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but the school would prefer to store the controlled drug in the locked non – portable cupboard in the Healthcare Adviser's office .The medication would be made available to the pupil in line with the completed **Forms 2 and 3**.
- The pupil and parents must be aware that should the pupil pass the controlled drug to another pupil in school for their own use this constitutes an offence and the schools Drug and Substance Misuse Policy would apply.

When no longer required, all medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps. Collection and disposal of the sharps boxes is arranged with the L A.

## **Emergency Procedures**

- Where a pupil has an IHCP, this will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.
- Should an ambulance be required staff must follow the instructions on **Form 5**
- If a pupil needs to be taken to hospital, staff should remain with the pupil until the parent arrives to collect them or if the pupil is to be transferred to hospital via an ambulance and the parents are unable to accompany them a member of staff should do so with the agreement of the Headteacher .
- Staff should not normally take pupils to hospital in their own cars. However, if it is necessary, following the agreement of the Headteacher. The driver should be accompanied by another member of staff and must have the appropriate business insurance for their vehicle.
- Risk assessments should be undertaken prior to any school visit and if appropriate these will form part of the pupils IHCP.
- The school strongly recommends that pupils who require emergency medication e.g.

asthma inhalers and Epipens carry them on their person at all times and provide a duplicate which will be stored in school.

- First Aid cover is available at all times, including school trips. There is a list of First Aiders held in the main school office.

### **Day Trips, Residential Visits and Sporting Activities**

- The school will support pupils with medical conditions to participate in school trips and visits, or in sporting activities and not prevent them from doing so.
- Teachers (Trip Leaders) will be made aware of how a pupil's medical condition will impact on their participation. There should be enough flexibility for all pupils to participate according to their own abilities and with any reasonable adjustments unless evidence from a clinician such as a GP states that this is not possible.
- A named person will be responsible for the pupil and if necessary the safe storage of any medicines. In most cases this will be the First Aider.
- Risks assessments will be carried out to ensure planning arrangements take in to account any steps needed to ensure that pupils with medical conditions are included. The school will consult with parents and pupils and seek advice from the relevant healthcare professional to ensure that pupils can participate safely. See Educational Visits and Activities Policy.

### **Hygiene and Infection Control**

- Staff have access to protective disposable gloves. These are stored in all First Aid Boxes.
- Disposable aprons are available in the Wellbeing Centre.
- Any soiled material will be disposed of in yellow clinical waste bags.
- Any affected areas will be cleaned using approved products.
- The school provides a Physical Management Area with access to running water.

For further information please read the Intimate Care and First Aid Policies.

### **Long Term Medical Needs**

Pupils with long-term medical needs will be supported in school. If appropriate an Individual Health Care plan will be formulated with information specific to that pupil.

The following section of the policy gives a summary of the main four life threatening medical conditions seen in school and procedures for managing them. All relevant documentation (**Appendix 2**) will be completed where appropriate.

### **Asthma**

- The parent or the school health nurse should inform the school if a pupil has asthma
- A record of all pupils with asthma is kept in school and is updated annually or as required by the Healthcare Adviser.
- All staff are made aware of emergency procedures for managing an asthma attack
- All pupils suffering from asthma are encouraged to keep their inhalers with them at all times.
- The inhaler should be clearly labelled with the pupil's name, date of birth and form group.

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- A duplicate inhaler can be stored in the school office and will be made available to the named pupil at all times. The inhaler should be clearly labelled as described above. In these circumstances a **Form 2** should be completed by the parent and returned to the Healthcare Adviser
- For those pupils with significant asthma, an emergency healthcare plan should be provided by a health care professional; this will be included within the IHCP and must be stored with any duplicate medication in the school office.
- If the pupil requires supervision when self medicating this will be recorded by the Healthcare Adviser (or First Aider on school trips) using **Forms 3** and **3a**.
- It is the responsibility of the parent to maintain a record of the expiry dates of any medicines stored in school and replace them as necessary

### Epilepsy

- The parent or the school health service should inform the school if a pupil has epilepsy.
- A record of pupils with epilepsy is kept in school and is updated annually or as required by the Healthcare Adviser.
- All staff are made aware of emergency procedures for managing an epileptic seizure.
- Pupils with epilepsy should have an emergency healthcare plan provided by a health care professional. This will be included within the IHCP and must be stored with any medication in the school office.
- The emergency medication e.g. rectal diazepam, must be clearly labelled and include full instructions for its use from the prescribing doctor. It should be readily available to those staff who has received the appropriate training (**Form 4**) in its use in these circumstances a **Forms 2 and 3** should be completed by the parent and returned to the Healthcare Adviser.
- The supervision or administration of medication to the pupil will be recorded by the Healthcare Adviser (or First Aider on school trips) on **Form 3a**.
- All staff are made aware of emergency procedures for managing an Epileptic Seizure.
- It is the responsibility of the parent to maintain a record of the expiry dates of any medicines stored in school and replace them as necessary.

### Anaphylaxis

- The parent or the school health service should inform the school if a pupil has anaphylaxis.
- A record of all pupils with anaphylaxis is kept in school and is updated annually or as required by the Healthcare Adviser.
- All staff are made aware of emergency procedures for managing anaphylaxis
- The whole school community should be encouraged to support the school's aim of having a nut free environment to reduce the risk of exposure to nuts for those pupils with a nut allergy, this includes school visits.
- The pupil should carry their emergency medication e.g. Epipen, with them at all times; it should be clearly labelled with the pupil's name, date of birth and form group.

## A Safeguarding Policy

- Pupils with anaphylaxis should have an emergency healthcare plan provided by a health care professional. This will be included within the IHCP and must be stored with any medication in the school office. This should be clearly labelled with the pupil's name, date of birth and form group and include full instructions for its use from the prescribing doctor. It should be readily available to those staff who have received the appropriate training (**Form 4**) in its use. In these circumstances **Forms 2 and 3** should be completed by the parent and returned to the Healthcare Adviser.
- The supervision or administration of medication to the pupil will be recorded by the Healthcare Adviser (or First Aider on school trips) on **Forms 3 and 3a**.
- It is the responsibility of the parent to record the expiry dates of any medicines/emergency foodstuffs stored in school and replace as necessary

### Diabetes

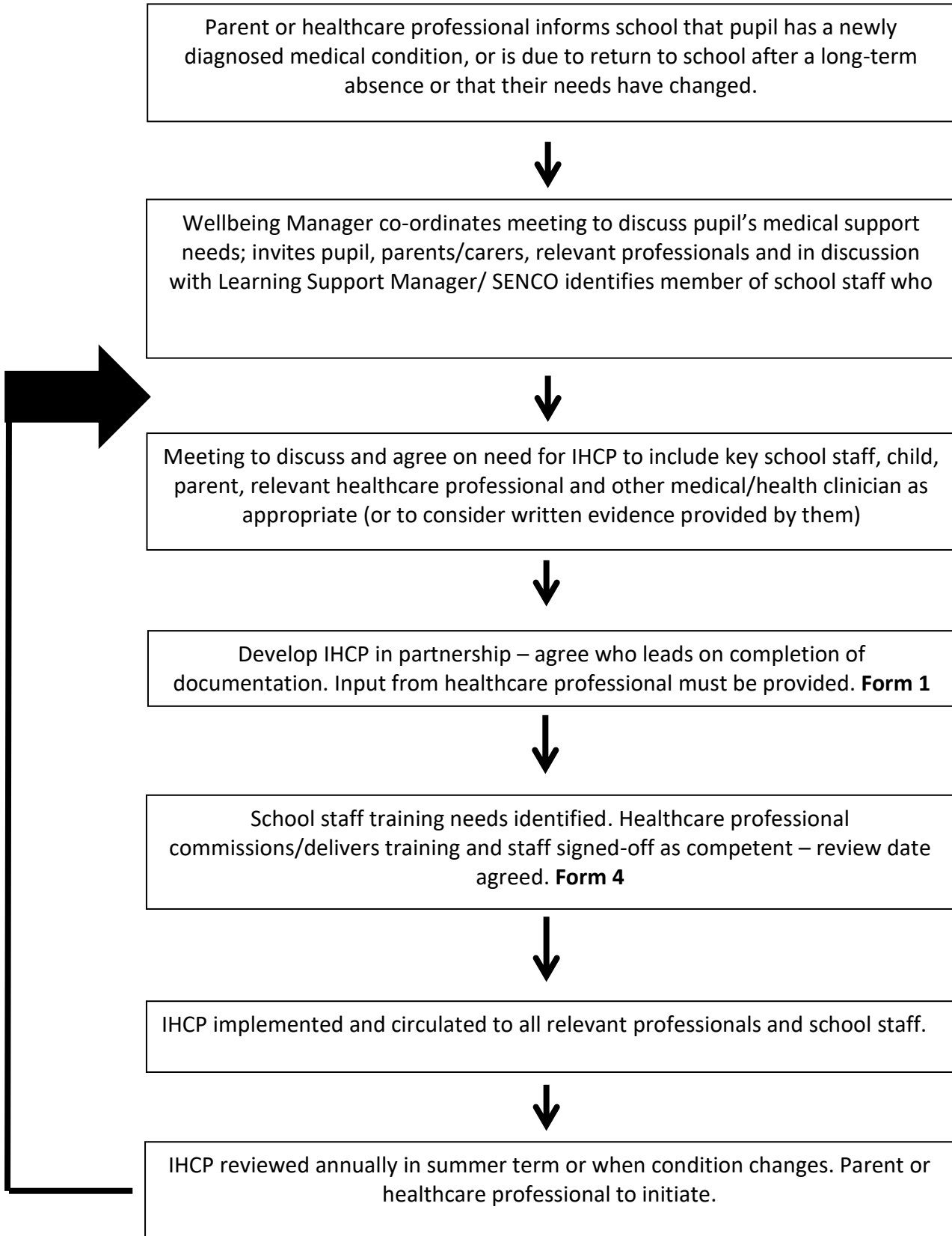
- The parent or the school health service should inform the school if a pupil has diabetes.
- A record of all pupils with diabetes is kept in school and is updated annually or as required by the Healthcare Adviser.
- All staff are made aware of emergency procedures for managing diabetic emergencies.
- Any emergency medication e.g. glucose tablets should be carried by the pupil at all times. They should have access to food and drink at all times.
- Pupils with diabetes should have an emergency healthcare plan provided by a health care professional. This will be included within the IHCP and must be stored with any medication either in the school office or if it requires refrigeration in the Wellbeing Centre fridge e.g. insulin and glucagon. This must be clearly labelled with the pupil's name, date of birth and form group and include full instructions for its use from the prescribing doctor. It should be readily available to those staff who have received the appropriate training (**Form 4**) in its use. In these circumstances **Forms 2 and 3** should be completed by the parent and returned to the Healthcare Adviser.
- The supervision or administration of medication to the pupil will be recorded by the Healthcare Adviser (or First Aider on school trips) on **Forms 3 and 3a**.
- It is the responsibility of the parent to record the expiry dates of any medicines/emergency foodstuffs stored in school and replace as necessary.

Date: July 2018

Review: July 2019



**Appendix 1 Pathway for formulation of an Individual Healthcare Plan (IHCP)**



**Appendix 2 Templates**

**Beverley High School: Individual Healthcare Plan**

**Form 1**

Name of pupil	
Date of birth	
Form	
Home address	
Medical diagnosis or condition	
Date	
Review date	

**Family Contact Information**

Name	
Relationship to pupil	
Contact number (s)Home	
Mobile	
Work	
Name	
Relationship to pupil	
Contact number (s) Home	
Mobile	
Work	

**Health Professionals**

Name	
Role	
Contact number	
Name	
Role	
Contact number	

**School Staff**

Who is responsible for coordinating support in school ?	
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## A Safeguarding Policy

Describe medical needs and give details of pupil's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Any other relevant information

Describe what constitutes an emergency, and the action to take if this occurs

A Safeguarding Policy

Who is responsible in an emergency (*state if different for off-site activities*)

Staff training needed/undertaken – who, what, when

Plan developed with:

Pupil signature..... Date.....

Name of person with parental responsibility.....

Relationship to pupil.....

I agree to update the school immediately with any changes to my daughter's Individual healthcare plan - please tick box

Signature.....

Date.....

**School Staff**

Name.....

Role.....

Signature.....

Date.....

Name.....

Role.....

Signature.....

Date.....

**Health Professional**

Name.....

Role.....

Signature .....

Date.....

Name .....

Role.....

Signature .....

Date.....

Form copied to:

**Beverley High School: Parental Consent for School to Administer Medicine or Supervise a Pupil Self – Medicating. Form 2**

A separate form should be completed for each individual medication

Name of pupil	
Date of birth	
Form	
Medical condition or illness	
Commencement date	
Review date	

**Medicine**

Name of medication <i>(as described on the container)</i>	
Expiry date	
Dosage and method of administration	
Is your child going to be responsible for safe storage and self-administration?	Please circle Y/N
If so is a duplicate supply to be stored in school. Please add any additional information that may be helpful	Please circle Y/N
When to be administered e.g. specific time or at onset of migraine	
Special precautions/other instructions e.g. before meals	
Are there any known side effects that staff should be aware?	
Procedures to take in an emergency	

**Medicines must be in the original container as dispensed by the pharmacy**

**In the event that your child refuses to take the medication as required, staff will not force them to do so and you will be informed.**

**Contact Details**

Name of person with parental responsibility

Daytime telephone no.

Relationship to pupil

I understand that if my child **is not** self-medicating and carrying the medication in person the medication must be delivered to:

Amie Johnson – Health Care Adviser or in her absence the school office.

The above information is, to the best of my knowledge, accurate at the time of writing. I give consent to school staff administering medicine or supervising my child self-medicating, in accordance with the school policy.

I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is to be stopped.

Person with parental responsibility.....

Relationship to pupil.....

Signature..... Date.....

Medication received by:

Name..... Role.....

Signature..... Date.....

**Beverley High School: Record of Medicine Administered to an Individual Pupil including Supervision of Pupils who are Self – Medicating. Form 3**

A separate form should be completed for each individual medication and should be used with Form 3a - Record of medicine administered to (pupil's name and date of birth )

Name of pupil	
Date of birth	
Form	
Name and dosage of medicine	
Date medicine provided by parent	
Quantity received	
Time of administration and dosage required	
Length of time medication required	
Expiry date	

**Staff**

Name ..... Role.....

Signature..... Date.....

**Person with Parental Responsibility**

Name ..... Relationship to pupil.....

Signature..... Date.....

On completion of the course of medication or following instructions from the person with parental responsibility any remaining medication must be collected from school by the person with parental responsibility

Quantity returned: ..... Date.....

Staff signature..... Date.....

Parental signature ..... Date.....

**Record of Medicine Administered to (pupil's name and date of birth) Form 3a**

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			

Date			
Time given			
Dose given			
Name of member of staff			



**Beverley High School: Staff Training Record.**

**Form 4**

Name of member of staff

Type of training received

Date training completed

Training provided by

Profession and title


I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [give date].

Trainer's signature .....

Date .....

**I confirm that I have received the training detailed above.**

Staff signature .....

Date .....

Review date .....

**Beverley High School: Contacting Emergency Services.**

**Form 5**

1. Always speak clearly and slowly, be ready to repeat any information if asked.
2. Dial 999 and ask for ambulance.
3. Confirm the school telephone number as:  
01482 881658 (include ext)
4. Give your full name.
5. Give the full postal address of the school:

Beverley High School  
Norwood  
Beverley  
HU17 9EX

6. Give the exact location of the casualty within the school setting e.g. Sports Hall.
7. Give the name & age (if known) of the casualty.
8. Give brief details of the reason for the call.
9. Include the following details:
  - Is the casualty breathing?
  - Are they conscious?
  - Is there any blood loss?
10. Give details of any medical condition that the casualty is known to have  
e.g. diabetes, asthma, anaphylaxis.
11. Give details of any medication that has been given – e.g. EpiPen.
12. Inform the ambulance control of the entrance to be used by the ambulance crew  
and state that they will be met by a member of the school staff and taken directly  
to the casualty.
13. Reassure the casualty that the ambulance is on its way. A member of the school  
staff must remain with the casualty.
14. Follow any instructions given by ambulance control..
15. Ensure a written record of the call and the subsequent outcome is completed as  
soon as possible after the incident.

**Keep a copy of this form by all telephones in the school office and the Wellbeing Centre.**

**Beverley High School: Template Letter Inviting Parents to Contribute to Individual Healthcare Plan Development.** **Form 6**

Dear Parent

Thank you for informing us of your child's medical condition. Further to our recent telephone conversation I am writing to confirm details of the forthcoming meeting to discuss the healthcare plan. I enclose a copy of the school's Supporting Pupils at School with Medical Conditions Policy and Procedures which you may find helpful.

A central requirement of the policy is for an Individual Healthcare Plan to be prepared, setting out what support your child's needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents, pupils and healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom.

Individual healthcare plans are likely to be helpful in the majority of cases, but it is possible that not all pupils will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within the plan will depend on the complexity of their condition and the degree of support needed.

A meeting to discuss the process of developing an Individual Healthcare Plan for your child has been scheduled for xx/xx/xx and will take place in school at (time). I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [name attendees]. Please let us know if you would like us to invite any other professionals who are involved with your child's care and provide any other evidence you would like us to consider at the meeting. It may be helpful for you to complete the attached individual healthcare template prior to the meeting.

Please contact me by email or telephone if you wish to discuss the content of this letter further.

Yours sincerely

Kim Mayfield  
Wellbeing Manager

[k.mayfield@beverleyhigh.net](mailto:k.mayfield@beverleyhigh.net)

01482 881658 ext 8285

**Beverley High School: Template Letter Inviting Professionals to Attend a Meeting to Discuss / Formulate an Individual Health Care Plan. Form 7**

Name of pupil..... Date of birth.....

Dear.....

I would like to invite you to attend a forthcoming meeting to discuss an Individual Healthcare Plan for the above pupil. The meeting will take place in school on x/xx/xx at xx/xx.

Beverley High School has a policy for supporting pupils at school with medical conditions and a central requirement of the policy is for an Individual Healthcare Plan to be prepared, setting out what support the pupil will require and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents, pupils and healthcare professional who can advise on the pupil's individual needs. The aim is to ensure that we know how to support the pupil effectively and to provide clarity about what needs to be done, when and by whom. Individual Healthcare Plans are likely to be helpful in the majority of cases, but it is possible that not all pupils will require one. We will need to make judgements about how the pupil's medical condition impacts on their ability to participate fully in school life, and the level of detail within the plan will depend on the complexity of their condition and the degree of support needed.

I hope that this date is convenient for you and would be grateful if you could confirm whether you are able to attend.

Yours sincerely

Kim Mayfield  
Wellbeing Manager

[k.mayfield@beverleyhigh.net](mailto:k.mayfield@beverleyhigh.net)

01482 881658 ext 8285