



**THE
HOLLINS TECHNOLOGY COLLEGE**
A High Performing Specialist School



Supporting Pupils with Medical Conditions Policy

Date Agreed : Spring 2015

To Be Reviewed : Spring 2016

Statement of intent

The Hollins Technology College wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in April 2014 – "Supporting pupils at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

A separate annex will be issued in relation to the procedures to support children with asthma.

Key roles and responsibilities

The Local Authority (LA) is responsible for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.

The Governing Body is responsible for:

- The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of The Hollins Technology College.
- 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 LA is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support 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:

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of The Hollins Technology College.
- 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 child who has a medical condition.
- Transitional arrangements between schools.

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include pupils with medical conditions into 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.
- The school Educational Visits Coordinator is responsible for all risk assessments related to school visits and activities out of school.

The school first aider is responsible for:

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

Parents and carers are responsible for:

- Keeping the school informed about any changes to their child/children's health.

- Completing a parental agreement for school to administer medicine form 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 their 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 school first aider, school nurse and any other staff members and healthcare professionals.

Definitions

- “Medication” is defined as any prescribed or over the counter medicine.
- “Prescription medication” is defined as any drug or device prescribed by a doctor.
- A “staff member” is defined as any member of staff employed at The Hollins Technology College, including teachers.

Training of staff

- Teachers and support staff will receive relevant training on the Supporting Pupils with Medical Conditions Policy depending on their specific role in school.
- Teachers and support staff will receive general and where be specific regular and ongoing training as part of their development.
- The clinical lead for this training is the school business manager.
- No staff member may administer drugs by injection unless they have received training in this responsibility
- The business manager will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

The role of the child

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.
- If pupils refuse to take medication or to carry out a necessary procedure, parents 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 a teacher.

Individual Healthcare Plans (IHCPs)

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, school first aider, deputy headteacher pastoral, Special Educational Needs Coordinator (SENCO) and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality. Once completed they will be available to all relevant stakeholders.
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner. This will be overseen by the deputy head pastoral.
- Where a pupil has an Education, Health and Care plan or 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 that the IHCP identifies the support the child 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 child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 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.
- 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 with under our Drug and Alcohol Policy.
- Medications will be stored in the Medical Room.
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children.
- Pupils will never be prevented from accessing their medication unless it is deemed unsafe to do so.

- The Hollins Technology College 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 parents arrive.

Avoiding unacceptable practice

- The Hollins Technology College understands that the following behaviour is unacceptable:
 - Assuming that pupils with the same condition require the same treatment.
 - Ignoring the views of the pupil and/or their parents.
 - Ignoring medical evidence 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 seriously ill or injured.
 - Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
 - Making parents feel obliged or forcing parents 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

- Teachers who undertake responsibilities within this policy are covered by the school's insurance.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the business manager.

Complaints

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

ASTHMA PROTOCOL / PROCEDURE 2014-15

1. Register of pupils with asthma

- All students diagnosed with asthma will be recorded on SIMS and also will be monitored by J Hill.
- Asthma will be categorised as low level (historically diagnosed but very little need for inhaler and showing more mild historic symptoms), mid level (regularly uses inhaler) and serious level (regularly uses inhaler, has had serious incidents in the past and is in need of an asthma specific care plan). Each category will be confirmed by parent.
- J Hill will compile an asthma register and regularly keep this list updated.

2. Parental consent

- Initial information will be obtained from primary school, other school if mid-year transfer, data collection sheets, parent and/or school nurse.
- A signed consent form will be obtained allowing school to use school spare inhalers in an emergency for any student with asthma.
- Parents will be involved in any care plan which requires specific asthma support relating to serious level asthma diagnosis and permission will also be given in this plan by parent to use emergency school inhalers if need be.

3. Dealing with an asthma incident

- Keep calm, re-assure the child and encourage the child to sit up and slightly forward
- Make sure 2 puffs are taken from inhaler
- Ensure clothing is loosened
- Use inhaler every 2 minutes until symptoms improve
- Never leave the child alone
- Call ambulance or 999 if in doubt, symptoms don't improve in 5-10 minutes and/or the child is too breathless to talk or lips are turning blue

4. Recording the incidents when school inhalers are used

- Any incident involving school medical staff assisting with asthma application of medication will be recorded.
- When school inhalers are used this shall be recorded and parent informed.

5. Arrangements for the supply, storage, care and disposal

- From November 2014 The Hollins Technology College (as with all other schools) may use new inhalers, purchased by schools for emergencies.
- JHL will ensure a supply are in school, maintained and checked (at least monthly) and used appropriately when needed. Spacers will be used and disposed of after every use. Inhalers will be in date and stored carefully in a central place. Such inhalers will be clearly labelled. Two puffs into the air before use ensures no blockages occur. Casing should be cleaned and dried after use. Inhalers should be kept away from sunlight and below 30 degrees.

- Such inhalers will only be used by children with asthma (or as a reliever medication diagnosed prior to use) where parents have given permission to use in an emergency. **No student will be issued with an inhaler if they are simply breathless with no medical related condition and parental consent.**
- The spare inhaler can be used if the student's own inhaler is not available (for example if it is broken or empty).

6. Staff support and training

- Staff involved in the storage and administering of emergency inhalers will have relevant support and training for this role.
- At least 2 staff members will be trained and aware of such procedures.