

ST. ANNE'S CATHOLIC HIGH SCHOOL FOR GIRLS



SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY

(Statutory)

Autumn 2016

Next Review: GB to determine

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Mission Statement

St. Anne's Catholic High School for Girls will offer a positive presence in Enfield with a comprehensive curriculum delivered in modern facilities, equipping students with the ability to meet the challenges of the 21st Century confidently, and with high spiritual and moral standards.

We recognise that students, parents, staff and governors make up the school's community which will continually self-evaluate to improve itself effectively and efficiently in all aspects of its growth.

We are a fully inclusive, Roman Catholic girls' secondary school meeting high academic standards, promoting spirituality, pastoral care and the Roman Catholic community.

We recognise in all our relationships the dignity and value of each person showing one another mutual acceptance and respect.

'Act justly, love tenderly, walk humbly with your God.'

Medical Conditions Policy

Introduction

This policy provides an outline of roles and responsibilities and the procedures and practices that staff will follow. The policy was drawn up in conjunction with our school nurse. We used the DfE document, *Supporting Pupils at school with Medical Conditions 2014* as guidance.

The named person responsible for students with medical conditions is:	Inclusion Manager, Moira Stowe
The named SENCo is:	First Deputy Headteacher, Jennifer Gumbrell
The First Aiders in our school are:	Mrs C Foley Ext. 5220 Ms D Lawrence Ext. 7147 Mrs C Jones Ext. 5358 Mrs V Franklin Ext. 7130 Mrs C Cowley Ext. 6504 Mrs L MacKenzie Ext. 7329 Ms E Chin Ext. 7150
First Aid supplies and medication are located at:	Upper Site – Welfare and Attendance Office (Mrs Foley's office) Lower Site – General Office (Mrs Franklin's office)
School Nurse:	Mrs Ros Moore Contact details held by staff members above

Rationale

Our school has a responsibility to support students with medical conditions so that they can play a full and active role in school life. As an inclusive school, we are committed to ensuring that those students with long term and complex medical conditions, are provided with the on-going support to enable them to manage their conditions whilst in school and keep them well.

Aims

We aim to ensure that:

- students with medical conditions are able to take a full and active role in school life
- the health and wellbeing of students with medical conditions is supported whilst they are in school
- all staff are aware of the needs of children with medical conditions and are able to support them accordingly

Objectives

We aim to deliver these aims through:

- raising staff awareness of medical conditions
- ensuring that staff have the necessary training to support identified students
- ensuring medical health care plans are fully completed in conjunction with our school nurse, parents, students and other relevant professionals.
- ensuring that staff are aware what to do in an emergency
- ensuring that the correct arrangements are in place for the storage and taking of medicines
- ensuring that parents and students are actively involved

Roles and responsibilities

Governing body

The Children and Families Act 2014 requires governing bodies to make arrangements to support students at their school with medical conditions.

This includes:

- ensuring that arrangements are in place in schools to support students with medical conditions
- providing a strategic overview through policy formation, monitoring and review
- ensuring that sufficient funds are made available to enable the policy to be implemented
- ensuring that the school has a properly resourced training plan in place for staff
- ensuring 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
- monitoring the effectiveness of this policy through data analysis of outcomes for students with medical conditions as part of the scrutiny of 'different groups of students'
- complying with duties under the Equality Act 2010

The Head Teacher

must oversee the implementation of the school policy, including:

- providing time and resources for the responsible person to carry out their duties
- enabling staff training to go ahead
- keeping governors informed about the contents of the policy and providing information for them about its effectiveness

- tracking outcomes for students with medical conditions in conjunction with assessment/data leads

Inclusion Manager

responsibilities include:

- keeping a register of students with medical needs
- policy drafting and review
- liaison with external agencies including hospitals
- guidance and operation surrounding staff training needs
- completing and/or ensuring that, where necessary, risk assessments with clear action plans for school visits, holidays and other school activities outside the normal timetable
- monitoring individual health care plans
- drawing up and supervising the implementation of healthcare plans in conjunction with the school nurse, students, parents and other members of staff
- providing updates on the effectiveness of the school's policy to the Headteacher

Teachers

are responsible for the students in their care. It is expected that they:

- are knowledgeable about children's individual medical conditions, how they should support them and what they should do in an emergency
- feedback information to the person responsible where they have any concerns or observations
- liaise with parents
- adapt their teaching, learning and the classroom environment where necessary to support the students
- implement children's healthcare plans effectively

The School Nurse

- works in partnership with our school. The nurse will advise, or will know where help can be sought on health matters affecting our students.
- will also offer training to school staff on Epipens and long term medical conditions to facilitate every child attending school and reaching their full potential.
- assists school staff with Health Care Plans and planning for those students with long term conditions.
- delivers, with a team of school nurses, the school age national immunisation programme.

Involvement of Parents

Parents must be closely involved in the school's efforts to ensure correct support for students with medical conditions. This involvement should begin as soon as the school is informed that a student with a medical condition will be transferring to the school.

Parents are expected to:

- provide on-going information about the progress of their child both in terms of health needs and if there are any noticeable changes in relation to their overall wellbeing and academic progress
- work in partnership with the school on drawing up an appropriate health care plan for their child
- ensure that the correct prescribed medication is provided to the school according to school policy

Involvement of students

It is expected that students are involved in the writing of their individual healthcare plan and are encouraged to take responsibility for managing their condition as much as possible within school.

Procedures and practice

When a child is transferred to the school with medical needs:

The Inclusion Manager liaises closely with the previous school to ensure that records and information are transferred to the appropriate person in the school in a timely manner and ideally prior to the student being transferred. This should include face-to-face discussion where this is practicable.

The school nurse where relevant is involved in providing advice to the Inclusion Manager as necessary, about the particular medical condition of the child. In some identified cases additional training may need to be arranged.

Staff training:

All relevant staff are trained in relation to the main conditions in school such as epilepsy, diabetes and asthma. All staff, including supply staff are aware of:

- what to do in an emergency
- specific information relating to students they are working with.

The Inclusion Manager with relevant identified staff maintain a training needs analysis which includes the training provided and attended as well as any identified training required as new students are admitted or if students' health care needs change.

Individual health care plans

A healthcare plan is used and completed with the involvement of:

- the school nurse (where relevant)

- the Inclusion Manager
- relevant support staff
- the parent
- the student

Plans are reviewed annually or as and when the student's health care needs change. Healthcare plans are stored securely in the Attendance and Welfare Office (upper site) and the General Office (lower site), on the AEN Board in each staffroom and in the Inclusion Manager's Office.

When a child feels ill

When a student informs the teacher that she feels ill the class teacher makes the initial decision about the actions to take. If he/she is in any doubt they must consult immediately with the responsible person who may take the advice of a first aider.

In the case of an emergency an ambulance should be called and parents informed as quickly as possible.

A member of staff will accompany the student to hospital in the ambulance until such time as the parent can arrive.

All staff must be aware of the possible emergencies that might occur in relation to students with medical conditions in the school.

Managing medicines

All medication is kept securely in the admin main office of each site and students must know where their medication is at all times. Wherever possible students are encouraged to self-manage/medicate their medicines. However, an appropriate level of supervision is still needed.

A consent form for medicines management must be signed by parents on transfer of their child to the school and administering staff must check the details including dosage, method of administration (eg. Injection, oral or other), expiry date and when the medicine was last administered. A record must be kept of each administration.

Staff should administer the medication as instructed on the label and as specified in the written permission from the parents – great care should be taken in ensuring that the correct amount is given by the correct route and, wherever possible, a second member of staff should check and witness the administration.

If an error occurs in administration

If an error occurs, medical advice would be sought where appropriate and parents informed of the incident. Where necessary an investigation would take place led by the Headteacher with guidance from and in liaison with the Local Authority.

Risk assessments

A risk assessment is completed as part of a child's healthcare plan. Separate risk assessments are also completed (where necessary) when the child is involved in an additional activity outside of the normal school timetable. This is to ensure that the student can participate without putting themselves or others at risk.

Other activities

It is school policy that all students have access to all curriculum enrichment activities that are available. In some cases this may mean that additional support and reasonable adjustments need to be made for some of our students. This may require further liaison with the school nurse and parents. Where an outside provider is delivering an enrichment activity it is expected that they have the same inclusive policy.

Transition arrangements

The transfer of information about students' medical conditions takes place during the transfer process. In some cases it will involve the primary/secondary lead and school nurse meeting with key members of staff of our school. Wherever possible, face-to-face meetings are arranged to discuss and exchange information.

Additional days may be arranged for the student to visit the school as needed.

In an emergency

All staff have a duty of care to all students in the school which means they might be required to support them in an emergency.

In the case of an emergency, the immediate needs of the child are paramount and an ambulance should be called immediately. Parents should be informed as soon as possible and if they are not immediately available the child will be accompanied in the ambulance by a known member of staff.

The Inclusion Manager and Achievement Leader should always be informed and records kept of actions pre and post incident.

Children with health care plans have information about 'what to do in an emergency' written into the plan and all relevant staff should be aware of this and where it is stored.

Training on emergencies in relation to medical conditions is delivered by an appropriate medical professional (eg. School nurse for Epipen training) to key staff annually and other members of staff are provided with summary information.

Monitoring and evaluation

The effectiveness of this policy is monitored through:

- termly checks of the record of medicine administration and incidents by the Inclusion Manager
- annual review of the policy following consultation with key members of staff, parents, students and external agencies and amendments made as appropriate.
- analysis of student outcome information in relation to this group of students

Making a complaint

Parents should initially contact the Inclusion Manager or year Achievement Leader with any concerns they may have. Following this, if their concern isn't addressed, they should contact the First Deputy Head Teacher who will discuss it, taking advice and information from the necessary staff members. If the complaint is still not resolved the parents may take it to the Head Teacher. The governing body will hear a complaint if no solution has been found once the Head Teacher has been informed.

Related policies

Accessibility and Inclusion Plan
 Safeguarding Policy
 Child protection policy
 SEND policy
 Anti-bullying policy

Appendices:

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St. Anne's Catholic High School For Girls

HEALTH CARE PLAN FOR A STUDENT WITH MEDICAL NEEDS

STUDENT DETAILS:

Name	
Date of Birth	
Medical Condition	
Class / Year Group	
Date	
	Review Date Number 1 / 2 / 3 / 4 / 5 / 6 / 7 / 8

To be reviewed at least annually

CONTACT INFORMATION:

Family Contact 1	Family Contact 2
Name:	Name:
Phone no	Phone no
Relationship:	Relationship:
Family Contact 3:	
Clinic / Hospital contact	G.P.
Name:	Name
Phone no.	Phone no.

Describe condition and give details of student's individual symptoms:

Daily care requirements (e.g. before sport/at lunchtime):

Describe what constitutes an emergency for the student, and the action(s) to be taken if this occurs:

Follow up care:

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

Parent Signature: **Date**

School Representative Signature: **Date**

Form copied to:

Parents

Welfare Officer

Achievement Leader

Staff Room AEN Board

Form Tutor

Student File

School Nurse – Ros Moore



St. Anne's Catholic High School for Girls

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

The school will not be able to give your child medicine unless you complete and sign this form and the Head Teacher has agreed that school staff can administer the medication detailed.

All medication brought into school must be supplied in an appropriate and original container with the dispensing pharmacy details clearly stated and name and contact details of the doctor who prescribed the medication.

STUDENT DETAILS

Surname:	First Name(s):
Address:	
Condition or illness:	
Date of birth:	Class/Year:

DETAILS OF MEDICATION

Name/Type of medication: (as described on the container)
For how long will your child take this medication?
Date dispensed and by whom:
Full directions for use:
Dosage and method:
Timing:
Special precautions:
Side effects:
Self-administration:
Procedures to take in an Emergency:

CONTACT DETAILS

Name:	Daytime telephone no.
Relationship to Student	
Address	
<p>I accept that the administration of medication is a service which the school is not obliged to undertake and that, in doing so, it is being done with my full consent and all appropriate information has been supplied.</p> <p>The above information is accurate to the best of my knowledge at the time of writing and I give consent to the school to administer the medication. I will inform the school in writing of any changed to the above information.</p> <p>I understand that I am responsible for ensuring that the appropriate medication is available to the school.</p>	
Signed:	Date:
Relationship to Student	



Record of medicine administered to an individual child

Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

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
Staff initials

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
Staff initials



Record of medicine administered to all children

Name of school/setting

Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Signature of staff	Print name



Staff training record – administration of medicines

Name of school/setting

Name

Type of training received

Date of 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 [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____



Contacting Emergency Services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number
2. Your name
3. Your location as follows [insert school/setting address]
4. State what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. Provide the exact location of the patient within the school setting
6. Provide the name of the child and a brief description of their symptoms
7. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. Put a completed copy of this form by the phone