



## Medical Policy (Students)

Audience: Parents/Staff/Governors

Status: Advisory

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Frequency of Review: Annually

Post Holder responsible for Review: Mr C. Bury, Assistant Headteacher

Link with Governance: Managing & Organising Committee

Recommended associated documents:

- Appendix A, School Procedures
- Appendix B, Statutory Guidance

Date of Last Review	16.1.17
Date of Next Review	May 2018

# Kingsmead School

## Medical Policy (Students)

### 1. Legal Framework:

The following legislation gives guidance on how schools should deal with students with medical conditions and school procedures for administering first aid;

The Education Act 2005;

The Education and Inspections Act 2006;

The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007;

The Education (Penalty Notices) (England) Regulations 2007 and amendments; and  
The Education and Skills Act 2008.

Children and Families Act 2014

Statutory guidance for support pupils with medical conditions February 2014

Asthma Documentation for Schools 2014 issued by Staffordshire and Stoke on Trent NHS partnership .

### 2. Contextual Information:

Kingsmead School believes it is every student's right to access education safely and we ensure we cater for the needs of individual students. This policy offers support to staff in managing students with diagnosed medical conditions and students who fall ill or have an accident whilst at school.

### 3. Aims and Objectives:

- to support students in managing medical conditions to enable them to access the curriculum
- to deal with accidents in school quickly and effectively
- to form partnerships with parents and external agencies to support students with medical conditions.

### 4. Key Principles:

- Kingsmead school will have an accurate and up to date list of students with diagnosed medical conditions;
- School will ensure that Care Plans are accurate, up to date and shared with staff;
- Key information about students with medical conditions will be outlined on Class Support Plans;
- School will ensure that there are an adequate number of trained first aiders to act as an initial point of contact when an accident occurs;
- School will record information and ensure accidents are reported correctly;
- School will inform parents as and when incidents occur in school so parents can seek the appropriate medical advice.

Kingsmead School does not have a qualified school nurse on site, so can therefore only administer emergency first aid. School will contact the emergency services and inform parents if a child's health and wellbeing is in question.

## 5. Key Staff

The staff responsible for students with medical conditions are;

**Mrs M. Richardson** (First Aid Officer)

**Mr C. Bury** (Assistant Head Teacher)

**Mrs K. Mitchell** (School Nurse)\*

\*Not based at school on a daily basis.

## 6. Notification of students with medical conditions

Kingsmead School asks parents to keep us informed of all medical conditions as and when they are diagnosed. The First Aid Officer is available for parents to inform school of new or changed medical conditions. Parents can either make school aware of medical conditions either

- in writing for the attention of the school First Aid Officer or;
- via a telephone call with the school First Aid Officer or;
- via an appointment with the school First Aid Officer.

As soon as the school have been informed, the school First Aid Officer will make a record of the medical condition using SIMS (school information reporting system) and update staff. Then the First Aid Officer will produce a draft healthcare plan or an amended healthcare plan and send it out to parents for their approval. In some circumstances a healthcare plan will not be necessary if parents are currently seeking further testing or medical advice on a condition.

For students moving to Kingsmead in year seven healthcare plans will be updated at the point of transition. For in year admissions healthcare plans will be updated within a two week window of the student's start date to Kingsmead.

## 7. Individual Healthcare Plans

The school First Aid Officer is responsible for creating healthcare plans and working with parents of students and the designated school nurse to ensure healthcare plans are accurate, appropriate and give staff clear guidance on what to do in an emergency. These will be sent for parents with a return envelope to check and sign. They will then be checked in school, shared with the relevant staff, uploaded to SIMS and key information will be populated onto Class Support Plans.

A blank *Kingsmead School Healthcare Plan* can be found in the appendix of this document. This has been approved for use this academic year by the school nurse.

All healthcare plans are reviewed annually at the beginning of an academic year. If medical needs change before this point we ask parents to contact the First Aid Officer.

If a child has a special educational need or disability and has an Education and Health Care Plan or a Statement of Special Educational Needs the healthcare plan will reflect the content ensuring that where appropriate the targets from the EHPC/statement are being met.

## 8. Staff Training and Support

Any member of staff can volunteer to be trained in administering first aid. The Office Manager will keep a list of trained staff and ensure (in collaboration with the Health

and Safety Officer) there is enough trained staff to ensure incidents can be dealt with quickly and safely.

Across high risk areas of the school there are additional first aid boxes that are maintained on a monthly basis.

Four staff hold a first aid at work qualification and this will be updated on a three yearly cycle. There are two other staff trained in first aid to provide cover during the holiday periods.

All staff have the opportunity to be trained in administering epi-pens. This refresher training is provided on an annual basis.

The First Aid Officer and eight other members of staff are trained to use the defibrillator that is kept in the medical room. Staff training for the defibrillator (which was every year) is no longer needed.

The Health and Safety Officer is responsible for ensuring all of the correct forms have been filled in correctly and the relevant agencies have been informed after an incident/accident. The Health and Safety Officer will offer support to the staff involved and refer any concerns to the Assistant Head Teacher.

Kingsmead offers an open door policy and if any staff needs additional support they may seek assistance from the Assistant Head Teacher.

## **9. Student's role in managing their own medical needs**

After discussion with parents, students who are competent should be encouraged to take responsibility for managing their own medicines and procedures. Wherever possible, students should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication, quickly and easily. Students will be able to come to the medical room to administer medication.

If a student refuses to take medicine or carry out a necessary procedure, staff will not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents should be informed.

Students should take responsibility to attend the medical room to take their medication or carry out the procedure at the time agreed in their healthcare plan.

## **10. Managing medicines on premises**

All medication stored in school will be clearly labelled and staff will have written signed guidance from parents. The medication form is attached in the appendix.

No student will be given medication without written consent from parents except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality.

All medication on site will be stored in a marked cupboard in the medical room. It must be labelled referencing the student, dosage, in its original container.

A prescribed controlled drug may be kept on the student's person with prior notification to the school. However it is an offence to pass a controlled substance to another person. Staff can administer controlled substances to students if they have received specific training and they check the details and dosage of the drug.

When medication is no longer required the First Aid Officer will arrange for parents to collect and dispose of the medication.

## **11. Asthma**

As a school Kingsmead does not participate in the universal inhaler scheme. This is reviewed on an annual basis.

Kingsmead has implemented the statutory guidance from Staffordshire and Stoke on Trent NHS Partnership on Asthma in schools. School has amended the documentation and Kingsmead's version of this paperwork can be found in Appendix B.

This means that Appendix B 'Use of School Spacer and inhaler' should be disregarded

## **12. Record keeping**

Kingsmead will keep accurate and up to date records. These are assessable to key staff involved in supporting student's medical needs. These procedures will be reviewed annually. The records kept are to ensure the safety of staff and students to provide evidence of following the school procedures.

## **13. Complaints**

If you wish to discuss your child's medical needs or are unhappy about any issues regarding the school's response to meeting these needs please contact the following:

- First Aid Officer
- Assistant Head Teacher with responsibility for Medical Needs

For complaints, please contact the Headteacher. They can be contacted via the school office on 01543 512455.

## **14. Appendix A**

- Emergency Procedures
- Medication on Premises Form
- Sporting Activity and Educational Visit Guidance
- List of Trained First Aiders and Location of First Aid Kits
- Insurance and Liability
- Blank Healthcare Plan
- School Nurse Referral Form

## **15. Appendix B**

- Statutory Guidance
- Asthma Policy
- Record Keeping
- Flow Chart

- Asthma Register
- Consent Form
- Care Plan
- Guidelines for Care Plans
- How to recognise an Asthma attack
- Emergency Procedure
- Notification to parents
- Record of Inhaler Use
- How to use a spacer
- Care of spacer and inhaler
- Review of Care Plan
- GP letter
- Inhaler request letter
- *References*