THE AVON VALLEY SCHOOL AND PERFORMING ARTS COLLEGE

SUPPORTING STUDENTS WITH MEDICAL CONDITIONS

Date of Policy: January 2019
Date of next review: January 2020

Who the review will involve: Headteacher, Governors, Senior Leadership team, Healthcare Assistant

Senior member of staff responsible for overseeing that this policy is implemented and regularly reviewed: Laura Bindley (Assistant Headteacher i/c inclusion)

DEVELOPMENT AND DISSEMINATION PROCESS

This policy was formulated through Senior Leadership Team, members of Inclusion team and Staff.

AIMS

The aim of this policy is in line with the Government Agenda to ‘improve the lives of children and young people’ and therefore using the procedures from the DfE and the ‘Managing Medicines in Schools’ document, we have produced an effective management system to help support individual students with medical needs.

This policy is to be reviewed on an annual basis to ensure up-to-date policies and procedures are being adhered to by all stakeholders.

This policy is to ensure that all school staff, students, parents/carers and governors are aware of the procedures to be followed in the event of medicines being brought and administered in school.

RESPONSIBILITIES

The Headteacher is responsible for:

- The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of The Avon Valley School and Performing Arts College.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy and where it is located.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child’s medical condition.
- Ensuring children with medical needs are supported with either an IHCP or an individual Medical Plan.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering this policy.
• Ensuring the correct level of insurance is in place for staff who support students in line with this policy.
• Contacting the school nursing service in the case of any child who has a medical condition.

Staff members are responsible for:

• Taking appropriate steps to support children with medical conditions.
• Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
• Administering medication, if they have agreed to undertake that responsibility.
• Undertaking training to achieve the necessary competency for supporting students 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 student with a medical condition needs help.
• In school Health Care Assistant is responsible for administering injections and medication.

District School nurses are responsible for:

• Notifying the school when a child has been identified with requiring in school support due to a medical condition.
• Liaising locally with lead clinicians on appropriate support.
• Liaising with the in school Health Care Assistant.

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.
• Discussing medications with their child/children prior to requesting that a staff member administers the medication.
• Where necessary, create an Individual Healthcare Plan (IHCP) or School Medical Plan for their child in collaboration with the Headteacher, SENCO, Health Care Assistant or other healthcare professionals.

1. Definitions

1.1. “Medication” is defined as any prescribed or over the counter medicine.
1.2. “Prescription only medication” is defined as any drug or device prescribed by a doctor.
1.3. A “staff member” is defined as any member of staff employed at The Avon Valley School and Performing Arts College, including teachers.
PROCEDURES

1. Non-Prescription Medicines

Staff should NEVER give a non-prescription medicine to a student unless there is specific written permission from their parents and the Headteacher. A completed proforma with both parental and Headteacher’s signatures or delegated person must be shown before medication can be administered.

Please be aware that non-prescription analgesics are not held in school.

2. Prescription Medicines

Sufficient information about the medical condition of any student with long-term medical needs must be obtained and kept in both the Inclusion office and in the Medical Room. If a child needs medication during school hours, parents need to complete the Parental Agreement (appendix 1) form and return it to school along with any other medical evidence. A container from the pharmacy should be used for the prescription, detailing the amount and level of medication required. 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.

A maximum of four weeks supply of the medication may be provided to the school at one time. All relevant paperwork will be kept in the student’s personal file.

If a student refuses to take the required medication the member of staff will not force them to do so. Parents will be informed and their guidance sought as to further action.

All medication is kept secure in the Medical room.

TRAINING

All teachers and support staff will be expected to familiarise themselves with the Supporting Students with Medical Conditions Policy as part of their new starter induction.

Those teachers and support staff who undertake responsibilities under this policy may receive the following training externally: the list is not an exhaustive:

- First Aid at Work – One Day
- First Aid at Work – 3 Day
- Diabetes awareness
- Tracheostomy care
- Epipen Training

Any training required to administer medication should be undertaken prior to the student starting at Avon Valley School or returning to the school after diagnosis. This training must be detailed in the student’s Medical Plan or IHCP.
The training of qualified First Aiders and Named Persons must be monitored and updated on a regular basis. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility.

The School will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

All relevant certificates of training will be displayed in the Medical Room together with a register of certificate expiry dates.

**INDIVIDUAL HEALTH CARE PLAN (IHCP)**

If an IHCP is required, this is provided by the district school nursing service, (WSHWS_Rugby@welearn365.com) prior to the student joining the school or returning to the school after diagnosis.

IHCPs will be shared with relevant staff whilst preserving confidentiality. IHCPs will be reviewed at least annually or when a child’s medical circumstances change, whichever is sooner.

Where a student has an Education, Health and Care plan, the IHCP will be linked to it or become part of it.

Where a child is returning from a period of hospital education, alternative provision or home tuition, we will work with the relevant health care professionals and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

**MEDICAL PLAN**

The aim of the school led Medical Plan is to safely and accurately record the child’s health needs and support required. This information will be shared with relevant staff and enable school to monitor the child’s health needs. We will liaise with parents/carers whilst their child attends school.

**EMERGENCIES**

Medical emergencies will be dealt with under the school’s emergency procedures.

Where an Individual Healthcare Plan (IHCP) or school led Medical Plan is in place, it should detail:

- What constitutes an emergency.
- What to do in an emergency.

IHCPs and school led Medical Plans are co-produced with students, parents/carers school and Health Care professional so that everyone involved clearly knows how to respond in an emergency.

If a student needs to be taken to hospital, a member of staff will remain with the child until their parents/carers arrive.
COMMUNICATIONS POLICY

- Parents to be informed of the policy upon request. A summary of the policy can be found on the school’s website.
- All staff will be given a copy of this policy.
- Relevant named persons and qualified First Aiders will be kept up-to-date with government changes and updates to this policy.

AVOIDING UNACCEPTABLE PRACTICE

The Avon Valley School and Performing Arts College understands that the following behaviour is unacceptable:

- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the student and/or their parents.
- Ignoring medical evidence or opinion.
- Sending students home frequently or preventing them from taking part in activities at school.
- Sending the student to the medical room or faculty first aid alone if they become ill.
- Penalising students 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.
- Creating barriers to children participating in school life, including school trips.

COMPLAINTS

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

- Stage 1 - Complaint Heard by Staff Member
- Stage 2 - Complaint Heard by Headteacher
- Stage 3 – Complaint Heard by Governing Bodies’ Complaints Appeal Panel (CAP)

CONCLUSION

It is important that our students have successful and fulfilling lives. By implementing this policy we will be helping to achieve the Every Child Matters agenda that all children and young people should be healthy, safe, enjoy and achieve and make a positive contribution.

REVIEW

This policy will be reviewed annually.
Appendix 1

FORM 2

2. Parental Agreement for Avon Valley School to Administer Medicine

The school will not give your child medicine unless you FULLY complete and sign this form and the school has a policy that staff can administer medicine.

Name of school: THE AVON VALLEY SCHOOL AND PERFORMING ARTS COLLEGE

Student's Name: __________________________________________________________

Date of Birth: _______ / _____ / _______  Tutor Group: __________________________

Condition/Illness: _________________________________________________________

MEDICINE DETAILS  Agreed review date to be initiated by: ______/_____/_____

Name of medicine: _________________________________________________________

(As described on the container)

Date dispensed: ______/_____/______ Date bought: ______/_____/______

(From Pharmacy) (From Chemist/Shop)

Expiry date: ______/_____/______ Expiry date: ______/_____/______

Dosage, method and timings:

Special precautions: _________________________________________________________

Side effects that the school need to be aware of: ________________________________

Self administration: YES/NO (delete as appropriate)

Emergency procedure: _____________________________________________________

CONTACT DETAILS

Name: ___________________________ Daytime Telephone No. ____________________

Relationship to Student: ____________________________________________________

Address: _________________________________________________________________

I understand that I must deliver the medicine personally to a member of the first aid team and I accept that this is a service that the school is not obliged to undertake, but must notify the school of any changes in writing.

Signed: ___________________________ Parent/Carer

PRINT NAME: ___________________________ Date: ______/_____/______

AVS
Appendix 2

Confirmation of the Headteacher’s agreement to administer medication

I agree that _________________ in Tutor ______ will receive _________________

when required for _________________

_______________ will be supervised whilst they take their medication by a member of the first aid team. This arrangement will continue until we are instructed otherwise by Parents/Carers.

Signed: ___________________________ Date: ___________________________

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