



## **NEWLAND SCHOOL FOR GIRLS**

# **SUPPORTING PUPILS WITH MEDICAL NEEDS AND THE MANAGEMENT OF MEDICINES POLICY**

Governing Body	April 2017
Last Review Date	May 2018
Next Review Date	May 2019



## **NEWLAND SCHOOL FOR GIRLS**

### **Policy for Supporting Pupils with Medical Needs and the Management of Medicines**

The Children and Families Act 2014 places a duty on the Governing Body to make arrangements for supporting pupils at their school with medical conditions. This policy takes account of Section 100 of the Children and Families Act 2014 “Supporting Children at School with Medical Conditions” as well as the Equalities Act 2010 in setting out principles and procedures such as “reasonable adjustment” that are in line with legal requirements. Some pupils may have special educational needs (SEN) and may have a statement or Education, Health and Care (EHC) plan, for these children this guidance should be read alongside the Special educational needs and disability (SEND) code of practice.

Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.

Newland School for Girls (NSG) is committed to supporting pupils with medical needs in the school environment. Whether the medical condition is long term or short term, NSG will support pupils as far as possible to attend school regularly with minimum disruption to their education.

#### **Supporting Pupils with Medical Needs**

- The person with overall responsibility for implementing this policy is the Headteacher, but all queries regarding Care Plans, etc should be directed to the School Health and CP Co-ordinator.
- Parents or other persons with parental responsibility have the prime responsibility for providing the school with information about their daughter’s medical condition.
- NSG will issue all pupils in the school with a health questionnaire (Form 1) to be completed by the pupil and their parents and returned to the Head’s PA.
- The Head’s PA will, with information provided by parents, maintain up to date medical records.

- Where long term medical needs are identified the School Nurse in partnership with the pupil, parents, nurse specialists and other health professionals will develop an agreed individual health care plan. The plan will identify the level of support that the pupil requires in school and the action to be taken in an emergency. If a parent wishes to complete a care plan they will be asked to use Form 2.
- Wherever possible, pupils will be encouraged to manage their medical condition independently.
- Where emergency care is anticipated, or the pupils medical condition may impact on their ability to function in the classroom setting, medical information will be shared with school staff. This should be agreed with the pupil and parent. All school staff will treat medical information confidentially.
- A Medical Register labelled - CONFIDENTIAL - is to be found in the following areas within the school:-

Student Services  
Staffroom  
Cafelicious

CP Office  
Main Office

In addition to this all members of staff have been issued with a CONFIDENTIAL list giving them the names and photographs of girls who have SERIOUS medical conditions. They are told that if one of these girls requests to leave the room to go to Student Services they MUST allow them to go accompanied by another sensible pupil. All of the girls on the list carry a Medical Card with them.

All Supply Teachers are issued with this information. The information is returned at the end of the day.

- The Senior First Aider will store medical supplies and medicines in the medical room with prior agreement from parents. Where such situations are anticipated, the Senior First Aider will contact parents so that arrangements can be made.
- All new staff are to be briefed regarding procedures for dealing with all health related matters.
- Newland School for Girls have the appropriate level of Insurance provided by Zurich, as arranged by Hull City Council.

## **Prescribed medication**

- Medicines will only be accepted by the school if it is essential (that is when it would be detrimental to the child's health if the medicine was not administered during the school day).
- Medicines will only be accepted if they have been prescribed by the doctor, dentist, nurse or pharmacy prescriber.
- Where possible, parents should ask the prescriber if the frequency of the doses can be prescribed to enable the medicine to be taken out of school hours. It is to be noted that medicines that need to be taken three times a day could be taken before school, after school and at bedtime.
- Medicines will only be administered with the parent's written consent. (Form 3). The form should be handed to the Senior First Aider.
- Parents should contact the Senior First Aider prior to bringing medication into school to allow for appropriate arrangements to be made.
- Medicines will be stored in a locked cupboard in the medical room and made available to the named pupil at the appropriate time.
- It is the pupil's responsibility to take their medicine at the correct time.
- Where it is agreed on Form 3, pupils will be allowed to self administer their medication under the supervision of the Senior First Aider.
- All administration of prescribed medicine will be documented on Sims under Medical Events.

## **Controlled drugs**

- As a controlled drug is a prescribed medication, all of the above applies.
- The medication will be stored in a locked non-portable container (cupboard) that can only be accessed by a trained First Aider.
- If the medicine is not collected by the parent when it is no longer required it will be returned to the dispensing pharmacy (details on label).
- A pupil who is prescribed a controlled drug may legally have it in their possession; however it would be in breach of the school policy for a pupil to carry medication whilst on school premises. Therefore controlled drugs should be stored with the Senior First Aider following prior arrangement with parents.

## **Non-prescribed Medicines**

- Non-prescribed medicines should only be brought into school when essential.

- Parents should contact the Senior First Aider prior to bringing medication into school to allow for appropriate arrangements to be made.
- Medicines should be brought to the Senior First Aider for safe storage in a locked cupboard.
- Medicines will only be accepted in the original container.
- Medicines should be clearly labelled with the child's name.
- A parental consent form (Form 3) must be completed and returned to the Senior First Aider. Non-prescription medication **WILL NOT** be administered without written permission from parents.
- The administration of non-prescription medication is at the discretion of the Senior First Aider who may still contact parent's to obtain verbal consent prior to administering non-prescription medication.
- It is the pupil's responsibility to collect their medication at the required time.
- Where it is agreed on Form 3, pupils will be allowed to self administer their medication under the supervision of the Senior First Aider.
- All administration of medicines will be documented.
- The school cannot store medicines as a preventative measure or for situations that may occur.
- When medicines are no longer required or have expired, they should be collected from school by the parent.

### **The administration of simple analgesia (Paracetamol)**

- Paracetamol will not be administered without parent's consent.
- The administration of paracetamol is at the discretion of the Senior First Aider who, despite having written consent, may still contact parent's to obtain verbal consent prior to administering.
- The Senior First Aider relies on being provided with accurate health information from the pupil or parent with regard to the timing of the last dose of medication, allergies and any other possible drug interactions.
- The dose will be administered according to the manufacturers instructions i.e. age appropriate, unless otherwise agreed with parents.
- The Senior First Aider will record details of the administration of paracetamol.
- Frequent requests for paracetamol from individual pupils will be discussed with parents.

### **Storage of medicines**

- To maintain the safety of all pupils in the school, pupils are not permitted to carry medication on their person.

- Asthma inhalers and epipens (for anaphylaxis) are the only exceptions and should be clearly labelled with the child's name.
- Form 4 (Asthma Record) should be completed by the parent of pupils carrying the above medication.
- Pupils who are prescribed asthma inhalers and epipens should consider these medications to be part of their school uniform and should be carried by the pupil at all times. Bags containing medication should never be left unattended.
- The Senior First Aider is responsible for ensuring that medicines brought into the school (in agreement with parents) are stored safely and correctly.
- To avoid excessive storage of medicines on school premises, the amount of medicine brought into school will be stored in a locked cupboard in the medial room and made available to the pupil at the appropriate time.
- Where agreed between the parents and the Senior First Aider, a spare inhaler and/or epipen can be stored in the medical room. As with all medicines this should be clearly labelled with the pupils name and the prescribers instructions for administration.
- Medicines requiring refrigeration will be stored in the medical room fridge, which has restricted access.
- It is the parents responsibility to check the expiry dates of any medicines stored for their daughter in school, however the Senior First Aider will check any stored medication once a term and notify parents as necessary.
- The Senior First Aider will keep a record of all medicines brought into the school.

### **Disposal of Medicines**

- When medicines are no longer required or have expired, they should be collected from school by the parent. If medicines are not collected within one week of contacting parents, they will be taken to a pharmacy for safe disposal.
- Sharps boxes will be available for the disposal of needles. Collection and disposal of the boxes is arranged with the local council.

### **Emergency Procedures**

- Medical emergencies will be attended by the Senior First Aider or a member of staff qualified in first aid procedures, names are to be found in the Medical Register.

- First aid cover is available at all times during normal school hours.
- All staff are aware of how to call the emergency services and Form 5 'Contacting Emergency Services' is posted at every first aid station around the school.
- All staff are aware who is responsible for carrying out emergency procedures when the need arises.
- In the event that an ambulance is required a member of staff will accompany the pupil to hospital and remain with the child until the parent arrives.
- Health professionals are responsible for any decisions on medical treatment when parents are not available.
- Staff will not take pupils to hospital in their own car. When hospital treatment is required but the injury does not require an ambulance, pupils can be accompanied to the hospital in a taxi. This will only be provided in exceptional circumstances when the pupil's family is unable to provide their own transport.

### **Hygiene and infection control**

- Please refer to the schools health and safety policy.

### **Off site/educational visits**

- Newland School for Girls encourages and supports children with medical needs who wish to take part in off site/educational visits.
- Pupils will be issued with a form to complete asking for medical details prior to participating in school excursions. It is the parents responsibility to provide medical information about their daughter for such visits.
- Pupils will not be permitted to participate in off-site visits if this form is not completed.
- A named person will be responsible for the pupil and if necessary the safe storage of any medication.
- If a pupil requires prescribed medication during school excursions the onus is on the parent to complete the relevant section on the visits consent form. If necessary the pupil will have to collect her medication from the Senior First Aider.
- Staff members are not obliged to provide medication to pupils if it is required during off-site visits. If staff do not wish to undertake this role they should inform the Senior First Aider who will contact parents to discuss suitable arrangements.
- This policy should be used in conjunction with the school policy for off-site/education visits to ensure the health and safety of pupils.

## **Sporting Activities**

- Any restrictions on a pupils ability to participate in PE should be recorded on their health care plan.
- This information should be shared with the appropriate staff so that adaptations can be made for individual pupils.
- Pupils with asthma should ensure they have immediate access to their inhalers at all times.

## **Record Keeping**

- Parents or other persons with parental responsibility have the prime responsibility for providing the school with information about their daughter's medical condition and medication, and for providing the school with updated information when there are changes to the support needed or medicine prescription.
- The onus is on parents to review their child's Care Plan (usually annually unless the pupil's situation changes.)
- The relevant forms for the administration of medication will be held by the Senior First Aider in the medical room until the pupil no longer requires the medication. They will then be stored in the pupil's school record.
- Individual health care plans and health questionnaires will be held by the Senior First Aider and a copy shall be filed in the pupil's school record.
- Pupils medical information is held on the schools computerised records (SIMS).

## **Confidentiality**

- All staff will treat medical information confidentially.
- First Aiders cannot be held responsible if they act incorrectly in giving medical assistance, but otherwise in the best interests of a pupil, if medical information is withheld.
- Where medical information is of a particularly sensitive nature and pupils and parents do not wish this information to be shared, they should contact the Headteacher or the Senior First Aider to discuss this matter.

## **First Aid Trained Staff**

- The names of all First Aid trained staff can be found in the Medical Registers, their training needs are assessed regularly.

## Appendices

- (A) Form 1: Health questionnaire and consent for paracetamol
- (B) Form 2: Individual health care plan
- (C) Form 3: Parental agreement for school to administer medicines
- (D) Form 4: Asthma record/asthma treatment record
- (E) Form 5: Contacting emergency services

## References DFE

Supporting pupils at school with medical conditions  
February 2014

Hull Children's and Young Peoples Services (undated) Supporting pupils with medical needs – administration of medicines. HCC, Hull

Hull City Council (2006) Health & Safety Handbook for Schools HCC, Hull

This Policy should be read in conjunction with:-

SEN Policy

Child Protection Policy

Health and Safety Policy

Date of Policy: May 2018