



SUPPORTING PUPILS WITH MEDICAL NEEDS POLICY

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An academy within:



“Learning together; to be the best we can be”



This policy should be read in conjunction with the Department for Education (DfE) Supporting pupils at school with medical conditions 2014.

Rationale

A new duty issued in September 2014 sets out Governing Bodies responsibility aimed at ensuring that pupils with medical conditions; physical and mental are well supported enabling them to play a full and active role in school whilst meeting their academic potential. Guidance in supporting long term and complex conditions is available offering advice re statutory requirements.

Linked policies:

- Safeguarding Policy
- Complaints Policy
- Intimate Care Policy
- Educational Visits Policy

Key Points

- Pupils at North Ridge Community School with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- The Governing Body **must** ensure that arrangements are in place to support pupils at North Ridge Community School with medical conditions.
- The Governing Body needs to ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.
- North Ridge Community School should ensure Individual Healthcare plans are in place – (Department for Education (DfE) Supporting pupils at school with medical conditions 2014, pg.9).

The Equality Act (2010) places a requirement on public bodies to provide due regard in the elimination of discrimination, advancement of equality and foster good relations to protect those vulnerable members. It is noted that medical or special needs may not automatically equate to a disability, however, it may increase the pupils' vulnerability, therefore in turn impact upon achievement and socialisation.

This extends to the Children's and Families Act 2014 and additional acts referenced within Department for Education (DfE) Supporting pupils at school with medical conditions 2014, p 21/22.



NB – under Part 64 of the Equality Act (2010) responsible bodies for schools are strongly advised to make reasonable adjustments for disabled children, including those with medical needs, so that they can access all aspects of school life including the school day, trips and extra-curricular activities.

1. Introduction

The following guidance is designed to assist North Ridge Community School staff support pupils; complying with statutory responsibilities, introducing effective management systems that are inclusive and supportive.

Scope of Guidance

Management of:

- Short term medical needs
- Long-term medical needs (treatment of chronic illness or medical condition requiring medical technical support).
- Immediate medical response (response to acute medical conditions including calling the emergency services) through effective risk assessment and individual healthcare planning by properly trained staff in conjunction with parents and carers.

2. Aims and Objectives

- Promote equality in care provision for pupils with chronic or transient medical conditions within North Ridge Community School.
- Outline the roles and responsibilities of employees within North Ridge Community School in maintaining safety, achievement and attainment of pupils with medical needs.
- Identify the standard of training for North Ridge Community School in managing medical conditions.
- Comply with DfE / HSE and Ofsted requirements.
- Create a model process for developing individual health care plans Department for Education (DfE) Supporting pupils at school with medical conditions 2014, p 23.

3. Roles and Responsibilities

- A school nurse (RDASH) Listed – contact via RDASH (SPOC)
- North Ridge Community School ensure that a member of staff trained in paediatric first aid is always onsite. A member of the Senior Leadership Team is also available. All records are held centrally.
- At the onset of any emergency situation class staff will alert a member of the SLT through the use of the emergency call system. This member of SLT will make any call to the emergency services and instruct admin to call parents if deemed necessary.

School nurses (RDASH) responsible for:

- Supporting the class teacher to update health care plans
- Supporting North Ridge Community School in arranging health care visitors (e.g. optician/dentist)
- Supporting training and advice

The SEND Support Officer will be responsible for:

- Supporting teaching staff with reviews and updates to health care plans
- Monitoring medical storage and ensure all stocks remain adequate to meet daily needs.
- Monitoring dates on all forms of medication etc.
- Administering all forms of medication that they have received appropriate training for
- Administering all forms of medical interventions that they have received appropriate training for such as; suction, gastrostomy feeds (inclusive of nasal gastric) etc.
- Liaising with other relevant health professionals involved in the care of their pupils

The Senior Leadership Team will be responsible for:

- Ensuring paediatric first aiders receive appropriate up to date training
- Line managing staff involved in the ordering appropriate medical equipment
- Managing pharmacy and clinical waste disposal

North Ridge Community School staff must not administer medication or undertake any healthcare procedures without appropriate training; they must remain confident and competent to undertake their duties at all times.

- Staff should take responsibility for notifying line managers of any training needs even if they are within their annual competency time frame.
- North Ridge Community School fully meets the requirements contained within Department for Education (DfE) Supporting pupils at school with medical conditions (December 2014).
- North Ridge Community School staff roles are clearly in line with the DfE guidance (Department for Education (DfE) Supporting pupils at school with medical conditions 2014).
- North Ridge Community School ensures this policy is implemented and reviewed on a regular basis (Department for Education (DfE) Supporting pupils at school with medical conditions 2014, p7).



Personal carers must not administer medication or undertake any healthcare procedures without appropriate training unless deemed appropriate through individual pupil care plans and agreements with relevant agencies and insurers; they must remain confident and competent to undertake their duties at all times.

North Ridge Community School

North Ridge Community School will provide guidance and training for employees on the management and administration of medicines and supporting children with medical needs. North Ridge Community School holds vicarious liability for the actions of employees, working within the guidance of a current care plan, following completion of required training and demonstration of understanding of the pupils needs.

Headteacher

- The Headteacher has responsibility for developing detailed procedures for North Ridge Community School and ensuring that staff receive the necessary support and training to maintain the health, safety and wellbeing of pupils.
- The Headteacher should ensure that all staff, who needs to know, are aware of the pupil's condition prior to being involved in their care.
- The Headteacher has overall responsibility for the development of the pupils' individual Health Care plans.
- The Headteacher has overall responsibility for ensuring all changes to Health Care plans are communicated effectively to those involved in their care; this may include services outside of education.

Teaching Staff

- North Ridge Community School teaching staff have a duty to ensure they are up to date with training regarding support and management of medical conditions. Where training is required this **MUST** be raised with the Headteacher. Staff must not administer medication or any other clinical intervention without training and competency.
- All teaching staff have a duty to act as a prudent parent ensuring care is delivered where omission could be potential harmful.
- Teachers have a responsibility to amend resources of the curriculum to ensure inclusion of any pupil within their "class" to access education.
- Teachers have a duty to ensure that all relevant changes to a pupil's care plan are disseminated to all relevant care professionals.
- Teachers have a duty to instigate all changes to individual pupil's health care plans where necessary.
- Teachers should request medical supplies and alert parents to faulty equipment.



Associate / Support Staff

- North Ridge Community School associate / support staff have a duty to ensure they are up to date with training regarding support and management of medical conditions. Where training is required this **MUST** be raised with their line manager. Staff must not administer medication or any other clinical intervention without training and competency.
- All associate staff have a duty to act as a prudent parent ensuring care is delivered where omission could be potential harmful.
- Associate staff must always raise any concerns they have over the care of a pupil with their line manager or class teacher.
- All associate staff have a duty to share all information regarding a pupil with the class teacher.

Parent/Carer

- Have a responsibility for the child's health and well-being. They **MUST** ensure North Ridge Community School has current, accurate information regarding any medical conditions; any changes must be conveyed immediately.
- Where medication is required, this should be provided with instructions of dose, frequency and be prescribed to the named pupil. Where possible medication should be prescribed outside the school day. All medication which needs to be administered by North Ridge Community School staff needs to be accompanied by a written consent form.
- Where pupils are ill, parents should always seek to return the pupil to school at the earliest opportunity once the pupil has made sufficient recovery.
- Should keep acutely ill pupils; especially infective, at home following the guidance available from school or school nurse.
- Ensure the prompt delivery of all medical supplies to school on request.
- Ensure that all equipment is recalled for appropriate servicing.

NHS Trust

- Rotherham, Doncaster and South Humber Foundation Trust (RDaSH) will support/coordinate generic medical condition training and medication management training on a yearly basis on request. There may be a possible fee for training needs.
- Where a new diagnosis is received and further advice and support is required, North Ridge Community School will seek the support of healthcare professionals.

4. Health Care Plans

Who needs a health care plan?

All children requiring additional safety measures or supportive mechanisms during the school day that if not met may put themselves or other pupils at risk; constituting physical, emotional and psychological need. Care planning is the mechanism whereby staff can identify the necessary measures to support those with additional needs. Agreement should be reached between North Ridge Community School, the parent and multi-disciplinary teams that care planning is required.

Who should input into the care plan?

- The care plan should be a multi-disciplinary document. North Ridge Community School should liaise with parent/carers/young person, specialist teams providing care.
- Plans should be drawn up in partnership between school parents and relevant health care professional e.g. specialist or community nurse who can best advise on the particular needs of the child.
- A meeting should be convened by North Ridge Community School inviting all who are required to give input, provide training or support to the young person. This meeting should provide the basis for the care plan.
- Care plans must be shared with and signed by all staff and parents.
- Care plans must be reviewed at least annually by North Ridge Community School (supported by a relevant health practitioner) or earlier if the child's needs have changed.
- North Ridge Community School will ensure copies of care plans are in the medical file (stored in medical room) and in the central file within the school office. Care plans must be taken on out of school visits, (responsibility of the party leader). Relevant medical professionals will hold a copy of all care plans.

5. Medication

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so. If a child needs any "as required" medication i.e. pain relief, then parents must be contacted to check when a previous dose was taken and parents should be informed of if a dose has been administered via the home/school diary or via phone.

Prescription Medication

North Ridge Community School only accepts medication prescribed by a doctor, nurse practitioner, dentist or pharmacist prescriber. Medication **MUST** be provided in the original packaging, with clear prescriber instructions regarding dosage and

administration accompanied with a written consent. Where circumstances dictate, North Ridge Community School will explore all options to ensure that care is delivered when the above cannot be met due to exceptional circumstances. All such circumstances should be reported to the relevant line manager.

Non-prescription or over the counter medication

North Ridge Community School will **not** administer any non-prescribed medication. Where circumstances dictate and non-medicinal creams used in personal care are provided by parents, North Ridge Community School will ask them to sign a disclaimer or consent form.

Controlled drugs (CDs)

<https://www.gov.uk/government/publications/controlled-drugs-list>

E.g.s of controlled medication (Buccal Midazolam)

- It is illegal for any child to hold controlled drugs in their possession, even if they are prescribed it (Misuse of Drugs Act, 1971). Any controlled medication **MUST** be stored in a LOCKED, NON PORTABLE, container or cupboard. Access to this medication should be allocated to TRAINED STAFF ONLY; this allocation should be recorded. Controlled medication remains in the medical room.
- Each area that holds a stock of controlled drugs must have a controlled drug register to record all CDs received, administered or discarded. Information of any missed doses should be shared with parent/carer. Any travel or movement of buccal midazolam must be recorded on all occasions including if medication leaves the site, is sent home or administered.
- Weekly stock checks of controlled drugs must be carried out to ensure appropriate stock levels are kept, expiry dates are checked and if there are any anomalies with the drug. Any anomalies i.e. missing stock must be reported immediately to a member of the SLT team. Where levels of controlled drugs are seen to be low and could potentially compromise the safety of the pupil (place them at risk), classes should request additional supplies from parents/carers by telephone and send out a medication requirement form that day.
- Should a pupil arrive in school without their prescribed emergency medication, school should contact parents immediately, request that the pupil is collected or that replacement medication is delivered.
- North Ridge Community School requires that parents supply a dose of their child's rescue medication to maintain adequate stock levels therefore averting potential shortages should a second dose be needed in an emergency. There is no need for a second dose in school unless a child is prescribed a second dose. This would be a waste on NHS resources in most cases. Staff must protect the tamper proof seal and bear in mind this is a controlled drug.

- North Ridge Community School will only store, supervise and administer medicines that have been prescribed for an individual child. No medicine should be accepted if it is not in its original packaging, with the child's name, dosage and frequency of administration clearly displayed on it. If a child requires two separate medicines, each should be provided in a separate package and container.
- Non-medically qualified staff should never transfer prescribed medicines from their original containers.
- Where appropriate children need to know where their own medicines are stored and have permanent and immediate access to their medicines when required. (staff present)
- Medicines such as adrenaline pens and asthma inhalers should be readily available to children throughout the school day and should **NEVER** be locked away. These items will be located in cupboards in the classroom.
- Where deemed appropriate North Ridge Community School will allow children to carry their own inhalers, adrenaline and insulin pens if fully competent in using it this should be reflected in a pupils individual Healthcare Plan to assess risk for the individual pupil and of other North Ridge Community School pupils. In doing so school will ensure that these medicines are only accessible to those for whom they are prescribed and those have been trained to administer.

Prescribed medications for non-school use

Parents and respite centres may send medications into school to support additional services i.e. respite. On arrival into school these medications should be locked in the medical room cupboard. Staff must also complete the prescribed medications for non-school use checklist. All medications should be returned to the services or home at the close of the school day.

Other medical interventions

Enteral Medications

Any staff administering enteral medications must have completed the enteral feeding package and enteral medication competency assessment. This assessment will only enable a member of staff to administer enteral medications using the device type that they have received training for. This must be updated annually. Where training is required this **MUST** be raised with the Headteacher. Staff must not undertake any clinical intervention without training and/or competency.

Enteral Feeding inclusive of Aspiration

- North Ridge Community School staff have a duty to ensure they are up to date with training regarding support and management of medical conditions. Where training is

required this **MUST** be raised with the Headteacher. Staff must not undertake any clinical intervention without training and/or competency.

- All staff have a duty to act as a prudent parent ensuring care is delivered where omission could be potential harmful.

Oral Suction

- North Ridge Community School staff have a duty to ensure they are up to date with training regarding support and management of medical conditions. Where training is required this **MUST** be raised with the Headteacher. Staff must not undertake any clinical intervention without training and/or sufficient competency.
- All staff have a duty to act as a prudent parent ensuring care is delivered where omission could be potential harmful.

Vagal Nerve Stimulation

- North Ridge Community School staff have a duty to ensure they are up to date with training regarding support and management of medical conditions. Where training is required this **MUST** be raised with the Headteacher. Staff must not undertake any clinical intervention without training and/or sufficient competency.
- All staff have a duty to act as a prudent parent ensuring care is delivered where omission could be potential harmful.

Undiagnosed seizure activity

- If a pupil presents with a seizure who has no known history or a care plan in place, this should be treated as a medical emergency.

ALL STAFF SHOULD AT ALL TIMES REFER TO NORTH RIDGE COMMUNITY SCHOOL'S STANDARD OPERATING PROCEDURES

Emergency Call Alert

- This system should be used in the event of any medical emergency to alert the Senior Leadership Team.
- Once staff suspect a pupil is likely to breach their seizure protocol and rescue medication is likely to need administering, they should alert the SLT and school nurse by sounding the emergency call system. SLT members will attend the scene and call emergency services, and notify parents/carers where deemed necessary.
- Lead first aider to contact key holder / obtain keys from administration office



Record Keeping

- Parents should inform North Ridge Community School about the medicines their child requires during the school day. The medication should be provided in the original packaging, be labelled with the child's name, administration route, dose and frequency.
- North Ridge Community School will gain signed consent from parent/carer to administer medication; where medication is used long term it is the parent/carer responsibility to ensure any medication sent into school is in date and that school receives sufficient supplies upon the request of school. Any medication administered in school will be clearly documented on a Medication Administration Record (MAR) to show the date time and dose of administration and should have two staff signatures.
- Medication request forms should be completed when supplies are required.
- A medicine alert form must be completed when medicines are returned to parents. (Parents must contact school if the medicine does not arrive home with their child)
- Checklists should be completed whenever any new medication/stock arrives into school.

Disposal of Medicines

- Large volumes of medicines should not be stored in school. Should North Ridge Community School have uncollected, spent or out-of-date medicines at the end of each term, these should in the first instance be sent home for parents to dispose of them correctly. At the end of every academic year all medicines must be sent home or earlier if staff are aware of pupil absence prior to the end of term. Any spillage waste must be disposed of into a pharmaceutical waste bin (yellow medical waste bags) located in changing areas.
- It is the responsibility of all staff at North Ridge Community School to ensure that the facilities coordinator's room remains locked at all times.

Infection Control

- All staff must be vigilant in hand hygiene procedures i.e. washing hands before and after a clinical procedure and using alcohol gel (no more than the recommended 10 times) if hand washing facilities are not available. However, staff should be aware that wherever possible hand washing is the preferred option at all times.
- All staff must where appropriate personal protective equipment when carrying out medical procedures i.e. aprons and gloves appropriate to the procedure (please refer to individual standard operating procedures documents)

Educational Visits (Please also refer to the Educational Visits Policy)

- The group leader is responsible for risk assessing the medical needs of all pupils and ensuring all needs can be met.
- Any additional information highlighted on the day identifying possible new risks of the visit must be added to the individual health care plan.



- On administration of Buccal Midazolam an ambulance should be called and parents informed
- The agreed medi-packs, supplied by school, must always be used to transport medication off site. These medi-packs are located in the facilities coordinator's room.

Non North Ridge Community School Staff i.e. personal carers

- Staff funded by continuing health care must provide evidence of appropriate training to deliver clinical interventions. This therefore ensures that they are covered by North Ridge Community School's over-arching policy.
- All personal carer's whilst working on North Ridge Community School premises will not be required to administer medication to any pupils of whom they support without receiving appropriate training.

Education for All

The following contacts and documents will support North Ridge Community School to offer inclusive education to all pupils with short and long term medical needs.

Error/Omissions Process

All staff are responsible for their own actions when carrying out clinical interventions, although school wish to adopt an open and transparent practice to the identification and response to errors/omissions.

If any error or omission is made during any clinical intervention the following steps should be carried out:

- Inform Line Manager
- Line Manager to Inform a member of the SLT
- Contact Parent/Carer
- Seek appropriate healthcare advice
- Record Process

6. Partnership Working

Local Authority Contacts

Sarah Stokoe – sarah.stokoe@doncaster.gov

Health Contacts

Kate Watkins – kate.watkins@rdash.nhs.uk



7. References

DfE (2014/15) supporting pupils at school with medical conditions

Statutory guidance for Governing Bodies of maintained and proprietors of academies in England.

Equality Duty (2011)

DfE & DH (2005)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/196479/Managing_Medicines.pdf