



# **WHOLE SCHOOL POLICY FOR MANAGING MEDICINES & FIRST AID**

LONG STRATTON HIGH SCHOOL

## **Policy Consultation & Review**

This policy is available on request from the school office.

This policy will be reviewed in full by the Governing Body every three years. This policy was last reviewed and agreed by the Full Governing Body in January 2019. It is due for review in May 2021.

Signature

Headteacher

Date: January 2019

Signature

Chair of Governors

Date: January 2019

## **Management of Medical Conditions including First Aid and Intimate Care**

Long Stratton High School has responsibility to ensure that all students with medical needs have access to high quality educational support to enable them to continue with their education effectively. Good communication links, combined with co-operation between the School, home and professionals involved with the students care are essential. The Headteacher is responsible for the effective implementation of this policy.

### **Aims**

In accordance with the Department for Education's published statutory guidance (Sep2014) 'Supporting pupils at school with medical conditions', Long Stratton High School (LSHS) aims to:

- support pupils with medical (both physical and mental) conditions in order that they have full access to education, including school trips, extra curricular activities and physical education to help them achieve their full academic potential.
- promote self-confidence and educational achievement by making reasonable adjustments to buildings and the arrangements for teaching to accommodate pupils with medical needs.
- establish effective liaison between all parties involved and ensure prompt action takes place.

### **Statutory Requirements**

The Education Act 1996 states “Each Local Authority shall make arrangements for the provision of suitable education at school or otherwise than at school for those children of compulsory school age who, by reason of illness, exclusion from school or otherwise, may not receive a suitable education unless such arrangements are made for them”.

The Governing Body at Long Stratton High School therefore aims to ensure that every pupil with a medical condition will be supported on an individual basis and accepts that many medical conditions which require support within the school maybe life threatening and may seriously affect the quality of an individual's life. Such children are entitled to the same rights of admission to school as other children and as such no child should be refused admission to the school because medical provision has not been made.

Sufficient numbers of competent staff with suitable and relevant training must be assigned to take on the responsibility of supporting pupils with medical conditions. It is also vital that the staff that provide support to such pupils can access any relevant information concerning the pupil's medical care and any materials to support teaching as required without delay.

## **Roles and Responsibilities**

Governors, the Senior Leadership Team, Attendance Officer and Special Needs Coordinator SENDCo will:

- Monitor the attendance of all pupils with medical conditions
- Liaise with the Engage Trust at The Short Stay School for Norfolk (Sssf) (Medical Needs Team) regarding all pupils who are expected to be absent from School for half a term or more.
- Coordinate the educational provision from the first day of absence for any pupil with disrupted patterns of attendance arising from recurring illness and chronic medical conditions, including making the necessary arrangements for public exams.
- Coordinate the provision of work that will support a broad and balanced curriculum, where appropriate by liaising with the Sssf to ensure that any assessment and curriculum materials are made available within 5 working days.
- Ensure that there are mechanisms in place to communicate information about activities and social events to enable pupils to keep in touch with peers.
- Monitor provision, progress and reintegration arrangements.
- Ensure that the views of the pupils and parents/carers are taken into account.
- Ensure the appropriate Code of Practice (SEN and Disability) procedures are in place as required.

## **Procedures to be followed when notification is received that a pupil has a medical condition requiring medication**

### **Medicines Policy**

Many pupils at some point whilst in attendance at school will have short-term medical needs in the form of completing a course of prescribed medication, such as antibiotics and some may need longer term medication in the form of an inhaler, epilepsy or diabetic medication.

Medicines should only be brought into school when it is absolutely essential that they should be administered during the school day and they have been prescribed by a health professional such as a Doctor, Dentist or Nurse Practitioner. Such medicines should be provided in their original container with their prescriber instructions showing clear instructions for administration and dosage. The appropriate form Norfolk County Council - B should be filled out and signed by the parent or adult carer responsible for the pupil. The medicine and completed medicine form should be handed into the

school office where it will be taken to the first aid room and a written record of the medicine initiated, Norfolk County Council - C. The medicines are stored in a cupboard or a refrigerator until the adult responsible for the pupil for whom it has been prescribed collects it at the end of the day. On returning it at the end of the day the adult collecting the medicine will sign as confirmation of collection.

Medicines not collected 6 months after the medicine completed date will be disposed of at the pharmacy.

A pupil is responsible for 'self-administering' their medication under the close supervision of an adult member of staff and Norfolk County Council - D filled out as a record. Medications should be accessible quickly and easily. Only in exceptional circumstances will a nominated member of staff administer medication to a pupil and only with the approval of the Headteacher in consultation with parents/carers.

No medicines will be accepted to be used 'where necessary' when requested by a pupil e.g. for a headache or menstrual pain. Consent is required for the administration of all medicines. Any deviation from this policy must be discussed and agreed with the Headteacher.

Parents/carers of pupils who require the school to keep prophylactic medicines (e.g. epi-pens and asthma inhalers) are responsible for ensuring that the medicines remain in date.

In the case of a pupil refusing to take their medication, staff should make a written record of the refusal and contact the parent/carer of the pupil as soon as reasonably practical on the same day.

Long Stratton High School ensures that under the guidance of a suitably trained first aid qualified member of the school staff, every effort will be made to comply with the request to supervise the administration of medication. If it is paramount that medication should be administered by an adult at a certain time of day, we would request that the pupil's parent/carer attend school to oversee the administration of the medication at the appropriate time of day.

## **Individual Care Plans**

Individual Care Plans where a pupil's medical condition is potentially long-term or complex will often be essential especially if the medical condition fluctuates or where there is a high risk that emergency intervention will be required. These should be put in place only following joint discussion with the parent/carer of a pupil, the pupil to whom it relates, Long Stratton High School and any relevant healthcare professionals. See Norfolk County Council - A and G.

Parents and carers should take responsibility in organising the plan through GP/Healthcare provider, including the reviewing if medical needs change.

Where the pupil has a special educational need identified in a statement or Education, Health and Care (EHC) Plan, the Individual Care Plan should be linked to or become part of that statement or EHC plan.

**Information to be included on an Individual Care Plan should include the following:**

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs including medication (dose, side-effects and storage), facilities in terms of equipment, access to food and drink where it is used to manage the condition, and environmental conditions such as crowded corridors and travel time between lessons.
- Specific support required to manage the pupil's educational, social and emotional needs including managing absences from school, any additional time required to catch up with lessons or to complete exams and counseling sessions.
- The level of support needed including in emergency situations. If a pupil is also self-administering medication, any appropriate arrangements for monitoring this must be clearly stated.
- Who is responsible for providing individual support to a named pupil and who will deputise in their absence.
- Who in the school needs to be made aware of a pupil's condition and the support required and the level of confidentiality agreed.
- The relevant written permission from parents/carers for medication to be administered either by a member of staff or self-administered by the pupil under supervision during school hours.
- Any arrangements that need to be in place to cover school trips or extra curricular activities.
- Emergency arrangements – who to contact and contingency arrangements.

Individual Care plans are made available to staff, displayed confidentially in the staff room and in the first aid room. It is the responsibility of the trip leader to ensure that they consult and adhere to individual care plans prior to any external trip where they are responsible for the individual pupil.

## **Staff Training**

### Norfolk County Council - E

Staff training should be relevant, suitable and sufficient to ensure that they are competent in understanding specific medical conditions and have confidence in their ability to support pupils with medical conditions. Staff should be able to fulfill the requirements as set out in individual care plans. They should be pro-active in preventative measures and reactive in responding to emergency situations with relevant appropriate action when problems arise.

### Norfolk County Council -Template F.

A First Aid Certificate does not constitute appropriate training in supporting a pupil with a medical condition.

Staff must not give prescription medicines or undertake health care procedures without appropriate training. Only a qualified healthcare professional can provide confirmation

of the proficiency of a member of staff to carry out a medical procedure or in providing medication.

## **Managing Medicines on School Premises**

Medicines should only be administered at school when it would be detrimental to a pupil's health for it not to be taken during the hours of the normal school day.

In accepting prescription medicines into school, they must be checked by the receiving person that they are supplied in the original packaging, are in date and have the original correct label stating the person for whom they are prescribed and the clear dosage level and frequency stated on the label. It should also be documented when the last and next required dosage is required together with the amount of prescription drug supplied. The exception to this is insulin which is generally available to schools inside an insulin pen or a pump, rather than being in its original container.

All medicines should be securely stored in a non-portable cabinet, container or fridge. Pupils should know who has the key and a key holder should be assessable at all times allowing immediate administration of medication to a pupil in an emergency. Asthma Inhalers, blood glucose testing meters and adrenaline pens should always be readily available and not locked away.

Medicines no longer in use should be returned to the parent/carer of the pupil for whom they were prescribed.

Sharps boxes should always be available to ensure the safe disposal of sharps and needles.

## **Record Keeping**

Accurate records must be written, stored and maintained at all times as these offer protection to staff and pupils that agreed procedures have been followed.

Records will be kept of any medication administered to a pupil, the time of administration and the level of dose administered and the person supervising the administration. Any side effects will also be recorded. Parents will also be informed if their child has been unwell.

## **Emergency Procedures**

Where a pupil has an individual healthcare plan, this should clearly define what constitutes to an emergency situation and must explain what staff procedures must be followed. This in turn means that staff in contact with such pupils must be familiar with who they are and any presenting symptoms which may arise to escalating into an emergency.

If a pupil needs to be taken to hospital, staff will stay with the pupil until their parent/carer arrives or accompany the pupil to hospital by ambulance. Any medication

prescribed to the pupil and held by the school will accompany the pupil to the hospital together with any relevant medical records.

## **Day Trips, Residential Visits, Work Placements, Sporting Activities and Off-Site Education**

Flexible arrangements will be made to include any pupil with a medical condition and will be aimed at all children being able to take part to the best of their ability and without the feeling of being excluded, unless evidence from a GP states that this is not possible.

A member of the school staff associated with the proposed activity will always risk assess the activity in the planning stage to ensure that any reasonable adjustments, which need to be made, can be highlighted and accommodated.

It is the responsibility of the parent/carer to ensure that when giving permission for their child to go on a trip they complete the consent form, giving details of any medication prescribed for their child. All medication must be clearly labelled with the child's name and dosage and handed in to the trip leader. We strongly recommend that children suffering from asthma are equipped with two inhalers. (See also Educational Visits Policy)

Any restrictions on a pupil to fully participate in PE as a result of a medical condition should be recorded in a pupil's Individual Care Plan.

Long Stratton High School is responsible for ensuring suitable work placements are found where pupils have a medical condition. The school is also responsible for pupils with a medical condition who are educated off site through another learning/training provider. Parents/carers of such pupils must give consent for any relevant medical information to be shared with employers or other learning/training providers.

## **Home to School Transport**

Where pupils have life threatening conditions, an individual transport health care plan will be put in place. This will be prepared in liaison with the parents/carers of the pupil together with a responsible medical Practitioner. Assessment of the vehicle and the pupils specific needs must be made and relevant training given to the driver/passenger assistants in order that they can minimize any risks to the pupil during transport to and from school. The training given must address what to do in the event of any emergency, however, unless specifically trained to do so, the driver or passenger assistant is not required to administer any medication unless it is essential to the safety of the pupil.

Where pupils have severe allergic reactions, risks can be minimized by not allowing pupils to eat or drink in vehicles and by ensuring that details of any allergy is made apparent to the transport service before travel begins.

## **Intimate Care**

Long Stratton High School aims to ensure that in relation to Intimate Care the views and needs of all pupils are respected and confidential and that pupils have the right to be valued as individuals. The school environment promotes a non-discriminatory approach and aims to ensure that pupils feel safe and secure and able to freely express their choices in relation to the image of themselves and their bodies.

### **Procedures**

All staff involved with intimate care should adhere to the following advice in accordance with Norfolk Child Protection procedures:

- Only members of the school staff should be involved in Intimate Care and not parent helpers or volunteer staff
- All staff should be aware of and have read the safeguarding policy and have been trained in line with school safeguarding procedures
- Knowledge of the pupil and the nature of the incident should dictate how many staff get involved in an incident of intimate care. In some cases where a child is identified as vulnerable, is subject to child protection plans or where knowledge of the pupil or family could result in allegations being made, it may be advisable for two adults to be in attendance.
- All staff should consider the dignity of the pupil and ask them how they would like to be assisted, ensuring their privacy appropriate to the pupil and situation.
- Be respectful of religious and cultural values.
- Where pupils can change themselves, wait outside the door and offer reassurance. When appropriate, encourage the pupil to wash themselves using disposable, flushable wet wipes and ensure clean spare clothing is readily available.
- Where injury has occurred, a second member of staff should always be in attendance and a parent called to attend if appropriate.
- All items of soiled clothing should be appropriately disposed of appropriately and any soiled surfaces disinfected.
- Preparation of a secure space for reassurance after the incident should be made available.
- All incidents of intimate care should be recorded with confidentiality being maintained between all parties involved. Parents/carers should be notified of the incident.
- Any aspects of intimate care giving rise for concern should be escalated to a senior member of staff.
- Ongoing and recurring incidents requiring intimate care should be brought to the attention of the Headteacher, Senior Leadership Team or SENDCo for discussion with parents/carers as to finding a resolution.

### **First Aid Provision at Long Stratton High School**

In line with the Health and Safety at Work Act 1974, the Governing Body at Long Stratton High School ensures that it has a suitable and sufficient Health and Safety Policy. This includes the arrangements for the provision of First Aid.



The Health and Safety (First Aid) Regulations 1981 set out that employers must provide adequate equipment, facilities and qualified first-aid personnel.

The Management of Health and Safety at Work Regulations 1992 also require employers to make suitable and sufficient assessment of the risks to the health and safety of their employees at work, and others who may be affected by their undertaking (eg staff, pupils, visitors and contractors), to identify what measures they need to take to prevent or control these risks.

Under the Education (School Premises) Regulations 1996, Long Stratton High School has a dedicated first aid/medical room situated in an adjacent room to the main office where simple first aid can be administered. First Aid boxes are also situated within the Science, and Design and Technology Departments, PE changing rooms, Swimming Pool, Kitchen and School Hall which can be readily accessed by staff.

The school has a list of named staff who have current and valid First Aid Certificates approved by the Health and Safety Executive displayed in the First Aid Room. First Aid signs throughout the school include the location of the First Aid equipment and trained personnel.

Currently there are 23 members of staff trained in first aid including residential, a further 6 staff trained in emergency first aid and a further 2 members of staff trained in first aid tailored for remote access and difficult situations i.e Duke of Edinburgh residential trips. The school also has 12 members of staff who has attended an NHS Diabetes workshop to assist the school in knowledge of managing diabetic student's needs. Due to the fact that we are in close proximity to a medical centre, it is not currently deemed necessary to train further staff in first aid. Consideration has also been given to trained staff being unavailable/off site and adequate cover being available at all times, including for off-site activities/school trips.

The main duties of a First Aider are to give immediate help to pupils/casualties with common injuries or illnesses arising from specific hazards acquired whilst at school and when necessary to call for emergency help in the form of an ambulance or other professional medical person.

The Governing Body and Headteacher regularly review the provision of the First Aid facilities within Long Stratton High School to ensure the needs of our pupils and staff are adequately met and provided for.

Induction of new staff includes information about the school's first aid arrangements and is included in the staff handbook, which is updated annually.

The contents of all the first aid boxes are checked monthly by Claire Dyble-Fiske, first aider. First Aiders are responsible for reporting low stock levels in first aid boxes in order that they are adequately maintained.

For the purpose of school activities held off site, a member of staff who is qualified in first aid is always in attendance and a travelling first aid container containing the HSE minimum recommended first aid stock is collected from the medical room. Currently there are 2 large, 2 medium and 6 small travelling first aid kits at Long Stratton High School. These boxes are signed in and out and any items used are highlighted to the

nominated person in charge of the boxes. Staff using the travel first aid kits should consult the guidance displayed in the first aid room to ensure that the size and number of kits required is adequate for the number of students and staff on the trip.

## **Hygiene/Infection Control**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves and hand washing facilities.

## **Recording of First Aid incidents**

All incidents resulting in first aid treatment are recorded by the first aider at the first aid point where the incident was treated and logged electronically, as are incidents resulting in a medical review by a Doctor or medical professional.

Where a first aider is in doubt of whether the incident may result in a medical review by a Doctor or medical professional at a later time, the first aider should log the incident electronically.

## **Statutory Requirements**

Under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences 1995), some accidents must be reported to the HSE.

Long Stratton High School will keep a record of any reportable injury, disease or dangerous occurrence. This record will include the date and method of reporting (written/verbal), details of those persons involved and a brief description of the nature of the event or disease.

The following accidents involving a pupil, employee or person connected with working on the premises must be reported and include:

- Accidents resulting in death or major injury resulting in attendance to hospital from the site of the accident (including as a result of physical violence)
- Accidents which prevent the injured person from their normal work for more than three days (including as a result of physical violence)
- The accident arises out of or in connection with work

The HSE must be notified initially without delay (by telephone) of any fatal or major injuries and dangerous occurrences and this must be followed up within 10 days with a written report on Form 2508.

In the HSE's view of an accident, it must be reported if it relates to:

- any school activity, on or off the school premises
- the way in which an activity has been organized and managed (Eg the supervision of a field trip)
- equipment, machinery or substances
- the design or condition of the premises

## A: Individual Healthcare Plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date


### Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)


### Clinic/Hospital Contact

Name

Phone no.


### G.P.

Name

Phone no.


Who is responsible for providing support in school

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

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

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

## B: Parental agreement for LSHS to administer medicine

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

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness


### Medicine

Name/type of medicine  
*(as described on the container)*

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency


**NB: Medicines must be in the original container as dispensed by the pharmacy**

### Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if

there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

## C: Record of medicine administered to an individual child

Name of school/setting	
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			



### C: Record of medicine administered to an individual child (Continued)

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			



## E: 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 \_\_\_\_\_

## **F: 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 – 01508 530418
2. your name
3. your location as follows [Long Stratton High School]
4. state what the postcode is – NR15 2XR
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

## **G: Model letter inviting parents to contribute to individual healthcare plan development**

Dear Parent

### **DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD**

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information. A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely