



RAINE'S FOUNDATION SCHOOL

A Voluntary Aided Church of England School

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“Achieving Excellence by Unlocking Potential”

**SUPPORTING PUPILS WITH MEDICAL CONDITIONS (INCL
HEALTH & SAFETY POLICY**

Date	What changed	Date Committee Approved
05.11.2013	Complete revision and renaming of policy	05.11.2013
24.11.16	Complete revision and re-write of policy	
Derivation		
Revision		
Policy		

Raine's Foundation School Supporting students at school with medical conditions policy

Section 100 of the **Children and Families Act 2014 places a duty on** governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting students at their school with medical conditions.

Raine's Foundation School recognises that children with a medical condition will require individualised care and support in terms of both physical and mental health and well-being, to ensure that they play full and active role in school life, remain healthy and achieve their academic potential.

This policy outlines the procedures, communication and support available to all students with medical needs, and their families. It also outlines the roles and responsibilities of all those involved in supporting a child with medical needs and the support and training given to staff.

Within this policy the terms children and student apply to the full range of learners at Raine's Foundation School from Year 7 to the post-16 provision in the Sixth Form.

For some students their medical condition may mean that they are considered disabled, or that they have an Education Health and Care Plan, and so this policy should be read in conjunction with the Raine's Foundation School SEND Policy.

A list of other relevant policies is provided at the end of this document.

Definition of Medical Needs

Students' medical needs may be summarised as being of two types:

- Short-term affecting their participation in school activities because they are on a course of medication, or are suffering a temporary injury requiring temporary additional support in school.
- Long-term potentially limiting their access to education and requiring extra care and support, requiring an individual health care plan

Specific Responsibilities in relation to students with Medical needs:

- | | |
|--|--------------------------|
| • Designated Governor for Safeguarding: | Liz Wolverson |
| • Designated Governor for Students with medical needs: | Jane Connolly |
| • Senior member of staff for Safeguarding | Lesley Swarbrick |
| • Designated Lead for Child Protection: | Lesley Swarbrick |
| • Senior Member of staff for Medical Needs: | Lesley Swarbrick |
| • Senior member of staff Trips and Visits: | Mike Evans |
| • Community School Nurse: | Elmedina Baptista-Mendes |
| • Senior First Aider: | Alison Deady |

Roles and responsibilities

The Governing Body

The governing body will ensure that:

- arrangements are in place to support students with medical conditions and that such children can access and enjoy the same opportunities at school as any other child.
- the focus of support is on the needs of each individual child and how their medical condition impacts on their school life, including their physical health, mental health and well-being and their ability to learn.
- all support increases the confidence of the student and their family and promotes self-care, where appropriate.
- staff are properly trained to provide the support that students need and that levels of insurance in place reflect levels of risk.

These responsibilities align with the Governing Body's wider safeguarding duties.

The School

The Headteacher, or delegated senior member of staff, is responsible for:

- The day-to-day implementation and management of this policy.
- Ensuring that all staff are aware of this policy and understand their role in its implementation.
- Ensuring that all staff who need to know are informed of a child's condition.
- Ensuring that sufficient numbers of staff are trained to implement the policy and deliver Individual Healthcare Plans (IHPs).
- The development of IHPs.
- Establishing and maintaining working arrangements with partner agencies, including community nursing teams, other health care professionals and the Local Authority.

Staff are responsible for:

- Familiarising themselves with this policy and associated procedures.
- Taking appropriate steps to support children with medical conditions.
- Taking account of the needs of students with medical conditions in lessons.

The Student and Parents/Carers

Parents and carers are responsible for:

- Completing a parental consent form to administer medicine or treatment before bringing medication into school
- Participating in the development, implementation and regular reviews of their child's IHP.
- Providing the school with the medication their child requires and keeping it up to date.

Students are responsible for:

- Providing information on how their medical condition affects them.
- Contributing to, and complying with, their IHP

Implementation (of this policy)

Training of staff

- All newly appointed staff will be briefed about this policy as part of their induction.
- Only staff members who have undertaken specific training may administer prescription medicines or undertake any healthcare procedures.
- The school will keep a record of medical conditions supported, training undertaken and a list of staff qualified to undertake responsibilities under this policy.

Medical conditions register

- A medical conditions register will be maintained and reviewed by the SENDCo. Class teachers will have an overview of the list for the students in their care.
- Supply staff and support staff will have access on a need to know basis.

Individual Healthcare Plans (IHPs)

- Where possible, an IHP will be developed in collaboration with the student, parents/carers, Head's of Learning, SENDCO and medical professionals.
- IHPs will be easily accessible to all relevant staff, whilst preserving confidentiality.
- IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a student has a SEND Support Plan or an Education, Health and Care plan, the IHP will be linked to it or become part of it.

Medication

- Where possible, unless advised it would be detrimental to health, medication should be prescribed in frequencies that allow the student to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental consent to administration of medicine form. (Annex 6)
- Medication will be administered in line with the Procedure set out in Annex 4

The role of the child

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Where possible, students will be allowed to carry their own prescribed medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location. **(Main reception office)**
- If students refuse to take prescribed medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

- Where appropriate, students will be encouraged to take their own medication under the supervision of a member of staff.

Educational visits and sporting activities

- Arrangements will be flexible enough to ensure students with medical conditions can participate in educational visits and sports activities and not prevent them from doing so unless a clinician states it is not possible.
- Risk assessments will be undertaken, where relevant, in order to plan for including students with medical conditions.

Emergencies

- Medical emergencies will be dealt with under Raine's Foundation School's emergency procedures, which will be communicated to all relevant staff so they are aware of signs and symptoms.
- If a student needs to be taken to hospital, a member of staff will remain with the child until their parent/carer arrives.
- Students will be informed in general terms of what to do in an emergency, such as telling a teacher.
- Where an Individual Healthcare Plan is in place, it should detail:
 - a. What constitutes an emergency
 - b. What to do in an emergency
 - c. If a student needs to be taken to hospital, a member of staff will remain with the child until their parent/carer arrives.

Students who cannot attend school due to a medical condition

If a child cannot attend school for a short period of time, or a number of short periods of time, due to their medical condition the school will support their learning through the student's key worker, who will provide work for the child to complete at home, and such arrangements will be indicated in the IHP. If a student's medical needs mean that they require longer periods of time away from school, or that their period of absence totals greater than fifteen days, a review of the IHP will be held to review support.

At this time the school, in agreement with medical professionals, the parents and the child, will implement the ***Tower Hamlets Policy for Ensuring a Good Education for Children who Cannot Attend School because of Health Needs (2015)***. The parents will be given a copy of the policy at the meeting and the contents of the policy will be explained in the context of the child's support needs.

Avoiding unacceptable practice

Raine's Foundation School 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 school office 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, including toilet issues.
- Creating barriers to children participating in school life, including educational visits.
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

Complaints

In the first instance, parents/carers should raise their concerns directly with the school. If not satisfied with the response, they should make a formal complaint using the School's Complaints Procedure.

Monitoring and Evaluation

Evaluation of the effectiveness of this policy will be undertaken by the Raine's Foundation School Safeguarding Committee, with regular reports provided for the Governing Body.

Policy Development Statement

This policy has been developed using the following document:

Supporting pupils at school with medical conditions statutory guidance for governing bodies of maintained schools...in England (December 2015)

And as such it has given due regard to the following legislation:

Education Act 2002
 Children Act 1989
 Children Act 2004
 Equality Act 2010
 Children, Schools and Families Act 2010
 Children and Families Act 2014

The Special Educational Needs and Disability Code of Practice (January 2015) Keeping Children Safe in Education (September 2016)

This Policy should be read in conjunction with the following policies agreed by the Raine's Foundation School Governing Body:

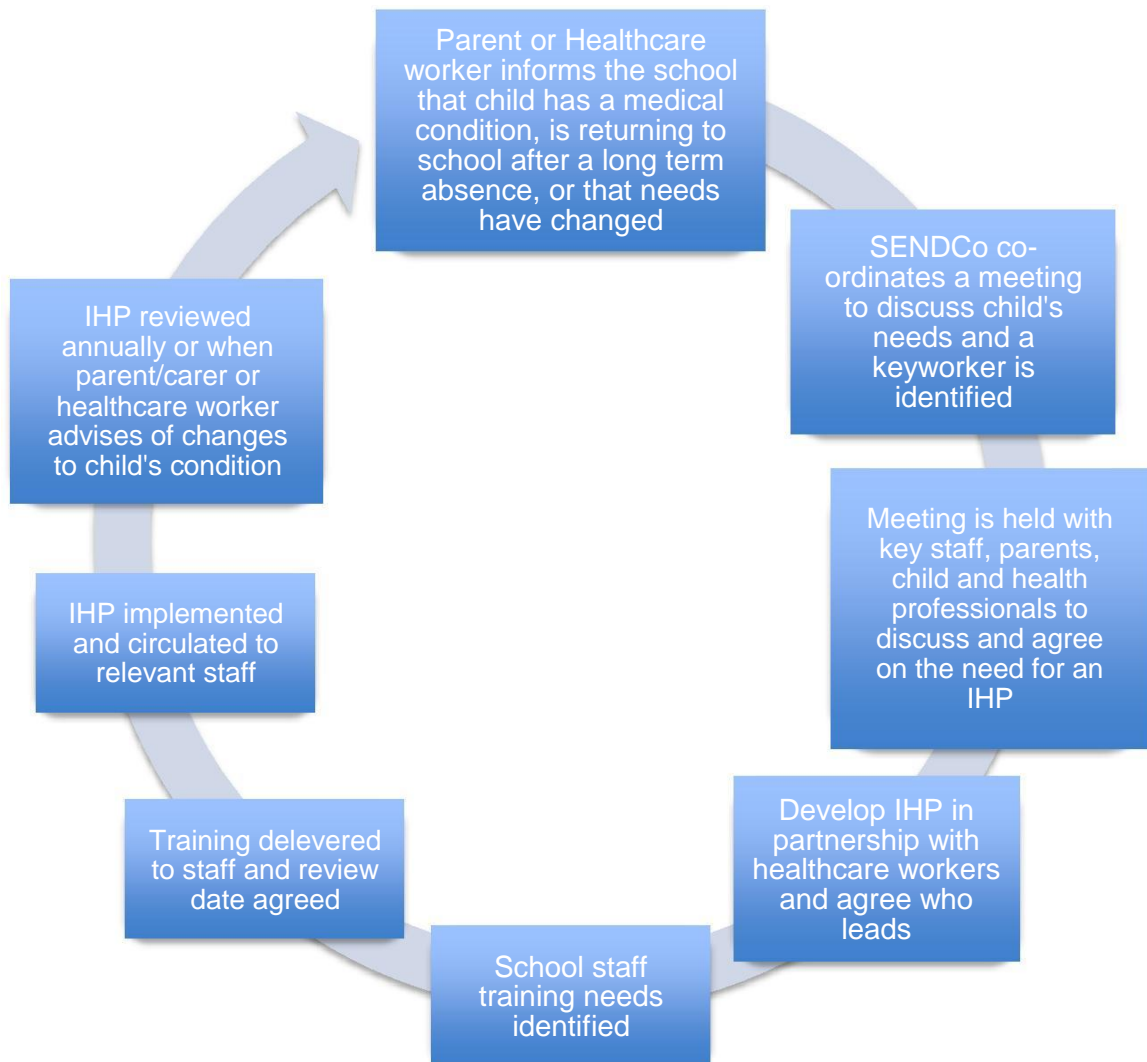
The School Equalities Policy
 The School Safeguarding Policy
 The School SEND Policy

This policy links directly to the following policy in providing care and support for students with medical needs:

The Tower Hamlets Policy for Ensuring a Good Education for Children who Cannot Attend School because of Health Needs (2015)

Annex 1

Process for Developing Individual Healthcare Plans



Annex 2

Information Required on an Individual Healthcare Plan

The following information should be considered when writing an Individual Healthcare Plan:

- The medical condition, its triggers, signs, symptoms and treatments.

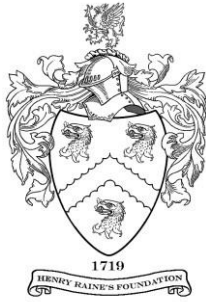
The student's resulting needs, including medication and other treatments, times, facilities, equipment.

- Testing, dietary requirements and environmental issues.
- Specific support for the student's educational, social and emotional needs.
- The level of support needed, including in emergencies.
- Who will provide support, their training needs, expectation of their role and confirmation of their proficiency and cover arrangements.
- Who in school needs to be aware of the child's condition and the support required.
- Arrangements for written permission from parents/carers and the Headteacher for medication to be administered by a member of staff or self-administered. Children who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision.
- Separate arrangements or procedures required for educational visits or other activities outside of the normal school timetable that will ensure the child can participate.
- Confidentiality.
- What to do if a child refuses to take medicine or carry out a necessary procedure.
- What to do in an emergency, who to contact and contingency arrangements.

Where a student has SEN but does not have an Education, Health and Care plan, their special educational needs should be mentioned in their Individual Healthcare Plan.

Annex 3

Individual Healthcare Plan



Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

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

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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

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

Annex 4



Record of Staff Medical Training

First Aid at Work

Name	Level of Training	Locations	Telephone extension	Date of renewal
	Emergency First Aid At Work			
Colin Naylor	Emergency First Aid At Work			
Simon Bartlett	Emergency First Aid At Work			
Russell Flanagan	Emergency First Aid At Work			
Susan Camilleri	Emergency First Aid At Work			

Trained to use Defibrillator				
Name	Level of Training	Locations	Telephone extension	Date of renewal

Trained to administer epi-pen/ support a seizure				
Name	Level of Training	Locations	Telephone extension	Date of renewal
Alison Deady		Victorian block	209	

Trained to give insulin injections				
Name	Level of Training	Locations	Telephone extension	Date of renewal
Helen Simons		Victorian Block	244	
Susan Camilleri		Main office	202	

This record is kept by the Raine’s Foundation School Safeguarding Committee and updated half-termly

Annex 5

Emergency Procedure to be followed in case of all medical emergencies

1. Call nearest staff member above to aid support student/member of staff
2. If an ambulance is needed, reception should contact the Headteacher, or one of the Deputy Headteachers, to authorise the call to the ambulance service.
3. Call an ambulance – dialling 999

Speak clearly and slowly and be ready to repeat information if asked.

- a. Give your telephone number
 - b. Give your name
 - c. Give your location as RFS, Approach Road, London, E2 9LY
 - d. Provide the exact location of the patient within the school setting
 - e. Provide the name of the child and a brief description of their symptoms
 - f. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient - advise entry via Approach Road
 - g. Inform Premises / Reception to have gate open and to support access to site
 - h. Ambulance crew to be accompanied to child
 - i. Continue to monitor until arrival of ambulance crew – keeping all staff updated about arrival times
4. Parents are called and advised of the situation
 5. A senior member staff is called who can decide on how the situation is supported – i.e. keeping area clear of staff and students etc This person to notify and keep the Headteacher informed
 6. First aid trained member of staff stays with child/adult and liaises with senior member of staff
 7. Parents accompanied to their child upon arrival
 8. If child needs to be taken to hospital then child and parent travel to hospital with the ambulance
 - a. If parents not at school
 - i. member of staff accompanies child to hospital
 - ii. parents are called and advised to go to the hospital
 - iii. member of staff stays with child until parents arrive
 9. All accounts are filed with copies in student file and sent to parents
 10. All external documentation is completed, sent and copies filed in school
 11. At the first available opportunity all staff involved attend a de-brief and review procedures and their effectiveness. The designated governor responsible for children with medical needs will also attend the debriefing session.

Follow-up:

For children:

Pastoral teams follow up with parents about the well-being of the child

For adults:

Line managers/HR to follow up with staff/adults about their well-being

In either case there may be a need to refer parents/adults to a senior member of staff who can go through the process taken by the school, and refer them to relevant complaints documentation if that is required.

Annex 6

Procedure for administering medication to students at Raine's Foundation School

Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

Where clinically possible, medicines should be prescribed in dose frequencies that enable them to be taken outside school hours.

When students need to take medication in school, parents/carers must complete a medication form. Copies are available from the school office, or in the parent's section of the school website. The following details are required:

- Full name of student and date of birth
- Name of medication and strength
- Who prescribed it
- Dosage to be given
- Any possible side effects that may be expected should be noted
- Signature printed name of parent/carer and date

Asthmatics, diabetics and those with EpiPens need only submit one form, not for each occasion of treatment being administered.

Prescribed 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, and asthma pumps) with dosage instructions. **Medicines that do not meet these criteria will not be administered.**

Medication will be individually pharmacy labelled, with use by dates clearly displayed, and stored within the general office as agreed by Raine's Foundation School Safeguarding Committee.

No child under 18 years of age will be given medication that contains aspirin without a doctor's prescription.

Parents may give permission for their child to receive certain non-prescription medicines (not aspirin) but this should be done in consultation with the school and with written permission, where possible. Parents should be informed before the medicine is administered and a record kept in line with the policy.

Any medications left over at the end of the course will be returned to the student's parent/carer. Written records will be kept of any medication administered to students.

Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed.

All medicines will be placed in the **(Main reception office)** away from other children.

Medicines and devices such as asthma inhalers, blood testing meters and adrenaline pens will always be available to children and not locked away. Ideally one with the child and one held in the main reception in a secure box.

If medicines require refrigeration parents will be advised of the school's ability to store such medicines at the time of application via the medication form.

Annex 7

Guidance at a Glance for Staff

The table below contains advice that members of staff can refer to when administering medicines to students in school. It is based on the Department for Education's statutory guidance on supporting students at school with medical conditions.

Do	Do Not
<ul style="list-style-type: none">✓ Remember that any member of school staff may be asked to provide support to students with medical conditions, but they are not obliged to do so✓ Check the maximum dosage and when the previous dosage was taken before administering medicine✓ Keep a record of all medicines administered to individual children. The record should state the type of medicine, the dosage, how and when it was administered, and the member of staff who administered it✓ Inform parents if their child has received medicine or been unwell at school✓ Store medicine safely✓ Ensure that the child knows where his or her medicine is kept, and can access it immediately	<ul style="list-style-type: none">✗ Give prescription medicines or undertake healthcare procedures without appropriate training✗ Accept medicines unless they are in- date, labelled, in the original container and accompanied by instructions✗ Give prescription or non-prescription medicine to a child under 16 without written parental consent, unless in exceptional circumstances✗ Give medicine containing aspirin to a child under 16 unless it has been prescribed by a doctor✗ Lock away emergency medicine or devices such as adrenaline pens or asthma inhalers✗ Force a child to take his or her medicine. If the child refuses to take it, follow the procedure in the individual healthcare plan and inform his or her parents

Annex 8

Medication Form

Request for Raine's Foundation School to give medication

Dear Headteacher

I request that

.....Class.....
(FULL name of child)

Be given the following medication:

..... (Name of
Medicine/s) (PRESCRIBED SPECIFICALLY TO CHILD ONLY)

Dosage:.....

At the following times during the day:

For a period of (SCHOOL DAYS)

*In the case of prescription only medicines the above medication has been prescribed by the family Doctor.
It is clearly labelled indicating contents, dosage and child's name in FULL.*

In the case of medications available without prescription the above medication is clearly labelled indicating contents, dosage and child's name in FULL. (Delete as applicable)

I understand that the medicine must be delivered personally to the School Office and accept that this is a service which the school is not obliged to undertake.

Signed:..... Parent/Guardian

Date:.....

NOTE: Medication will not be accepted by the school unless this letter is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Head teacher

Changes to the above arrangements will require the completion of a new request form and may require a meeting to discuss an individual healthcare plan.

Office use only:

Administration of medicine agreed/not agreed (delete not applicable)

Signed (for an on behalf of the Headteacher):

Date:

Annex 9

Record of Medication Given

Date.....

Dear Parent/Carer,

In accordance with your permission, we have given medication at school today.

Child's name.....

Form.....

He/She was given.....

Dose.....

At.....am/pm

Additional Notes:

By (Name of Staff).....

Signed.....

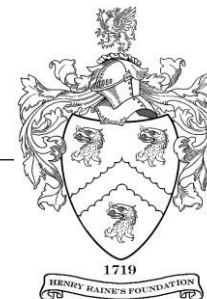
Annex 10

Record of medicine administered to all children



Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Signature of Staff	Print name

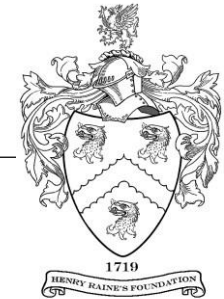
Annex 11



Record of Intimate and Personal Care Tasks Undertaken

Name of student	Form	Date	Task Undertaken	Time left room	Time returned	Member of staff

Annex 12



Record of Supervision/Monitoring of an unwell Child

Date:

Name of Student	Form	Description of Illness	Time left room	Time returned	Member of staff signature