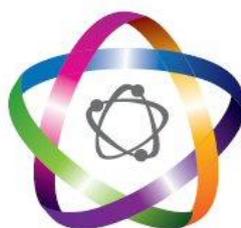


POLICY DOCUMENT No P19



DEBENHAM HIGH SCHOOL

A Church of England High Performing Specialist Academy



Supporting Students at School with Medical Conditions

This policy is reviewed annually

History of Document

Issue No	Author/Owner	Date written or amended	Approved by Governors on	Comments
Issue 1	L Ramsay	Sept 14	Oct 2014	1 st issue
Issue 2	L Ramsay	Sept 15	Oct 2015	Minor review and update
Issue 3	L Ramsay	May 2016	July 2016	Rewrite
Issue 4	L Ramsay	Jan 2019	Feb 2019	Minor review and update
Issue 5	L Ramsay	Jan 2020		Review
Issue 6	L Ramsay	June 2020		Review in light of COVID19
Issue 7	L Ramsay	June 2021	July 2021	Review
Issue 8	L Ramsay	June 2022	July 2022	Review/Minor Revision

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1. Policy statement and principles

a. Policy aims and principles

Debenham High School wishes to ensure that students with medical conditions and specific medication needs receive appropriate care and support at school. We also aim to ensure that students with medical conditions are able to participate fully in all aspects of school life.

The Headteacher will accept responsibility in principle for members of the school staff giving or supervising students taking prescribed medication during the school day where those members of staff have volunteered to do so.

The school will treat any medical information about a student as confidential and it will only be shared on a need to know basis to ensure that the student receives the most appropriate care and support during their time at the school.

Please note that parent/carers should keep their children at home if acutely unwell or infectious.

Key definitions used within this policy:

- 'Medication' is defined as any prescribed medication or that purchased over the counter.
- 'Prescription medication' is defined as any drug or device prescribed by a doctor.

Throughout this policy the term medical condition refers to those students affected by either a physical or mental health issue (or both).

This policy is consistent with all other policies adopted by Debenham High School and is written in line with current legislation and guidance.

b. Monitoring and review

This policy will be reviewed annually or in the following circumstances:

- changes in legislation and / or government guidance.
- as a result of any other significant change or event.

If there are urgent concerns these should be raised with the Headteacher in the first instance for her to determine whether a review of the policy is required in advance of the review date.

2. Roles and responsibilities

a. Key personnel

Assistant Headteacher i/c Pastoral Care		Louise Ramsay
Contact Details	Email	lramsay@debenhamhigh.co.uk
	Telephone	01728 862913
Headteacher		Simon Martin
Contact Details	Email	smartin@debenhamhigh.co.uk
	Telephone	01728 860213
First Aider		Mel Rose
Contact Details	Email	mrose@debenhamhigh.co.uk
	Telephone	01728 860213
First Aider (Alternate)		Lorraine Keeble
Contact Details	Email	lkeeble@debenhamhigh.co.uk
	Telephone	01728 860213

3. Supporting students

The school will work with parent/carers and medical professionals to enable the best possible support for students. Parent/carers are responsible for providing the school with comprehensive information regarding the student's condition and medication. Once the school has received information about a student with a medical condition, all relevant members of staff will be made aware of this. The school will agree a specific procedure with the parent/carers and the student once it is notified that a student has a medical condition, including any transitional arrangements between schools. For new students, arrangements will be in place at the start of term and for a new diagnosis or for students starting mid-term, within two weeks.

We understand that students with the same condition may require different treatment and support, therefore it is our policy to involve the student (if applicable) and their parent/carers when making support arrangements for an individual. The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

The school aims to be an inclusive environment and will therefore endeavour to obtain good attendance from all students, including those with medical needs. We will not send students home frequently or prevent them from taking part in activities at the academy where possible. Staff will

make reasonable adjustments to include students with medical conditions in lessons and in circumstances where this is not possible the school will inform the student and parent/carers of any alternative arrangements that will be put in place. The school will do everything possible to support the attendance of students with medical needs. Where absences relate to their condition then the student will not be penalised. The school will conduct risk assessments for school visits, holidays and any other school activity outside of the normal timetable, taking into account any medical condition a student may have.

In the case of COVID19, students who are unwell, having to isolate will have access to their learning online. A full curriculum offer will be provided meeting the requirements of the student's year group. Support will be provided, where necessary, through a member of staff checking in with the student and family to offer advice on how to access learning and/or sustain motivation.

Medical evidence and opinion will not be ignored and there may be times where the school is required to contact medical professionals directly. The school will always request authorisation for contacting medical professionals unless the school considers that disclosing this information would be detrimental to the student.

a. Long term or complex medical conditions

For each student with long-term or complex medication needs the school will ensure that an Individual Health and Care Plan (IHCP) is drawn up by Lorraine Keeble, Student Support and Alternate First Aider and Louise Ramsay, Assistant Headteacher, in conjunction with the appropriate health professionals. This may involve a meeting with the parent/carers and student to discuss arrangements for how the school can support the student whilst in education. (See Appendix A – IHCP; Appendix B – Letter to parents/carers re IHCP).

Individual Health and Care Plan (IHCP)

IHCPs will be easily accessible whilst preserving confidentiality. The IHCP will be monitored and reviewed at least annually or when a student's medical circumstances change, whichever is sooner.

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

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

b. Training

The Headteacher will ensure that members of staff receive training and advice on the Supporting Students with Medical Conditions Policy as part of their new starter induction and will receive regular and ongoing training as part of their development.

If a student has a specific medical need that require one or more staff members to undertake additional training this will be identified on their IHCP.

The school will keep a list of all training undertaken and a list of staff members qualified to undertake responsibilities under this policy. (See Appendix C – List of all First Aid Trained Personnel Levels 1 to 3 day)

c. Emergencies

Medical emergencies will be dealt with under the school's emergency procedures unless an IHCP is in place and this amends the emergency procedures for a particular student. (Appendix D – Contacting the Emergency Services)

If a student needs to be taken to hospital, a member of staff will remain with the student at the incident until a parent or known carer arrives or unless parental communication agrees otherwise.

All staff will be made aware of the procedures to be followed in the event of an emergency. Students will be informed in general terms of what to do in an emergency i.e. telling a member of staff.

d. Insurance

Staff members who undertake responsibilities within this policy are covered by the school's insurance.

Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact the Headteacher.

4. Process for administering medication

a. Medication administration within the school

Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours. If this is not possible, the following policy will apply.

Each item of medication must be delivered to the Headteacher or Mel Rose (First Aider) by the parent / carer. Medications provided by other individuals, and passing medication to another student will not be permitted on school premises and if found will be dealt with under the Positive Behaviour Policy and Drugs Education and Incidents Policy.

Medication must be provided in a secure and labelled container as originally dispensed. Medication will only be accepted if the school has received a completed medication administration form (Appendix E – Administration of Medicine in Schools) and each item of medication must be clearly labelled with the following information:

- Student's Name
- Name of medication
- Dosage (how much and for how long)
- Frequency of administration
- Date of dispensing
- Storage requirements (if important)
- Expiry date
- Amount of medication provided – please note that the academy will only accept a maximum of four weeks supply or until the end of the current term, whichever is sooner

Medicines which do not meet these criteria will not be administered.

It is the responsibility of the parent/carers to renew medication when supplies are running low, to ensure that the medication supplied is within its expiry date and to notify the school in writing if the student's need for medication has ceased.

The school may request additional information (such as doctor's note or prescription slip) prior to administering medication. This will only be done in rare situations where the school believes that this is a reasonable request. Renewed authorisation or additional information may also be requested where medication is taken for a prolonged period without diagnosis, this will ensure that the correct medication and dosage are still being administered by the school.

The school will not make changes to dosages on parent/carer instructions alone. For prescription medication, a doctor's note or new prescription slip will be required and for non-prescribed medication any alteration must be within the recommended guide appropriate for the type of medication.

b. Medication administration outside of the school

Where the student travels on school transport with an escort, parent/carers should ensure the escort has written instructions relating to any medication sent with the student, including medication for administration during respite care.

The school will make every effort to continue the administration of medication to a student whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a student on a trip if appropriate supervision cannot be guaranteed, or alternative arrangements would not be reasonable for the school to provide.

If the student is on a trip when medication is required, the student or an authorised member of staff will carry the medication. Parent/carers and students will be informed of the process for taking medication whilst on the trip in advance.

c. Administering the medication

Students will never be prevented from accessing their medication; however, medications will only be administered at the school if it would be detrimental to the student not to do so.

Staff members may refuse to administer medication. Where concern exists on the administration of medication, parents/carers and medical personnel will be consulted in order for an appropriate procedure to be put in place. This will then be recorded on the IHCP.

If a controlled drug is required to be administered, this will only be done so by a qualified staff member who is fully trained in administering a particular type of drug.

Where it is appropriate to do so, students will be encouraged to administer / carry their own medication, if necessary under staff supervision. Parent/carers will be asked to confirm in writing if they wish their child to carry their medication with them in the school.

If a student refuses to take medicines, staff will not force them to do so, and will inform the parent/carers of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed. Any refusal to take medication will be recorded.

If a student does not take the medication expected to be taken on a particular day or for a period of time then the reason for this will be recorded. Reasons could include: student absence; parent/carers collecting the student to administer medication themselves; student not turning up for medication where this is the arrangement.

The school cannot be held responsible for side effects which occur from any medication taken. Any side effects suffered by the student will be noted and the school first aid or emergency procedures will be implemented when necessary.

d. Storage of medication

Medication will be kept in a secure place, out of the reach of students. Unless otherwise indicated, all medication to be administered in the school will be kept in a locked medicine cabinet.

Students will be informed of where their medicines are at all times and will be able to access them immediately (accompanied by authorised school staff). Where relevant, the Student will be aware of who holds the key to the medicine cabinet. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to students and not locked away.

Medication will be stored in a locked filing cabinet in the Front Office or in a locked fridge in the medical room if it is needed to be kept at a controlled temperature.

Only authorised school staff will have access to where medication is stored. No student will be left unaccompanied where medication is accessible.

e. Disposal of medication

School staff will not dispose of any medicines.

Medicines which are in use and in date should be collected by the parent / carer at the end of each term. Date-expired medicines, those no longer required for treatment or when too much medicine has

been provided will be returned immediately to the parent/carer for transfer to a community pharmacist for safe disposal.

f. Record keeping

The school will keep records of:

- The medication stored
- The quantity
- When the medication has been taken
- Reasons for medication not being administered when medication was expected to be taken
- Any medication returned to parents / carers and the reason
- Medication records will be made available for parent/carers on request. (Appendix F: Record of Medication Administered in School)

g. Training

The school will ensure that staff members who volunteer to assist in the administration of medication receive appropriate training / guidance through arrangements made with the School Health Service.

No staff member may administer prescription medicines, administer drugs by injection or undertake any healthcare procedures without undergoing training specific to the responsibility.

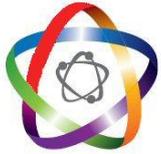
The school will keep a list of all training undertaken and a list of staff members qualified to undertake responsibilities under this policy.

h. Individualised Practice

The school recognises that not all students with the same condition will require the same treatment. Each student's medical needs will be approached on a case by case basis and in accordance with his/her requirements. The school will take into account the views of the student, the parents/carers and medical advice.

The school will ensure that pupils with medical conditions are given suitable access to food/water and allowed suitable breaks, including toilet breaks, such as may be required to manage their condition effectively.

Appendix A



Debenham High School

Individual Healthcare Plan

Student

Form

Date of Birth

Address

Medical Condition

Date

Family Contact Information

PRIORITY ONE - Name

Phone – Work

Phone – Home

Mobile

Relationship to Child

PRIORITY TWO – Name

Phone – Work

Phone – Home

Mobile

Relationship to Child

Clinical Hospital Contact

Name

Telephone No

G.P Contact

Name

Telephone No

Person responsible for providing support in school

Name

Medical needs, symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues

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 student's education, social and emotional needs

Arrangements for school visits/trips etc

Other Information

Person responsible in an emergency

Plan developed with

Staff training needed/undertaken – who, what, when

Appendix B

Dear Parent/Carer,

The Individual Health Care Plan (IHCP)

Thank you for informing us of your child's medical condition. As part of accepted good practice and with advice from the Department for Education, relevant voluntary organisations and the school's governing body, Debenham High School has recently established a new medical conditions policy for use by all staff.

As part of this new policy, we are asking all parent/carers of children with a medical condition to help us by completing a school IHCP for their child/children. Please complete the plan, with the assistance of your child's healthcare professional, and return it to the school. If you would prefer to meet someone from the school to complete the IHCP or if you have any questions then please contact me on 01728 862913.

Your child's completed plan will store helpful details about your child's medical condition, current medication, triggers, individual symptoms and emergency contact numbers. The plan will help school staff to better understand your child's individual condition.

Please make sure the plan is regularly checked and updated and the school is kept informed about changes to your child's medical condition or medication. This includes any changes to how much medication they need to take and when they need to take it.

I look forward to receiving your child's IHCP. Thank you for your help.

Yours sincerely

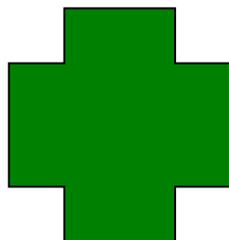


Mrs L Ramsay
Assistant Headteacher

Appendix C

List of First Aid Trained Personnel in School Levels 1 -3

FIRST AID



APPOINTED PERSONNEL

THREE DAY COURSE

Mrs. M. Rose

Mr. K. Cook

Mrs. S. Fowler

Mrs. L. Keeble

Mr. R. Keeble

Mr. N. Mitchell

Miss M. Boddy

Mrs. J. Norman

Ms. V. Sandall

Mr. K. Voller

ONE DAY COURSE

Miss S. Barrett

Mrs. J. Page

Miss N. Rendell

Mrs. C. Gilgan

Mrs. M. Godson

Mr. S. Hawkins

Mrs. N. Hughes

Mrs. L Carr

Mrs. Foord-Johnson

Mrs. K. Wither

CONTACTING THE EMERGENCY SERVICES

Dial **999**, ask for an ambulance and be ready with the following information:

1. Your telephone number – 01728 860213
2. Give your location as follows:

Postcode: **IP14 6BL**

Debenham High School
Gracechurch Street
Debenham

3. Give exact location in the school of the person needing help.
4. Give your name.
5. Give the name and age (date of birth if possible) of the person needing help.
6. Give a brief description of the person's symptoms
(and any known medical condition).
7. Inform ambulance control of the best entrance and state that the crew will be met at this entrance and taken to the student.
8. Don't hang up until the information has been repeated back to you.

Speak clearly and slowly

Appendix E

Debenham High School

ADMINISTRATION OF MEDICINE IN SCHOOL

IMPORTANT INFORMATION, PLEASE READ CAREFULLY

Parents/Carers are required to:

1. Complete all of Form 1 "*Medical Consent Form*".
2. If you require the school to keep and administer medicines, you must complete and sign Form 3b "*Parental agreement for school to administer medicine*".
3. If your child needs to carry an inhaler in school, you must complete Form 7 "*Request for child to carry his/her own medicine*".

Medicines must be delivered to the school office by a parent/carer or other responsible adult (i.e. NOT the student). They must be clearly labelled with child's name, contents name, dosage and any other instructions from the doctor.

If medication is required over long periods of time, any change in dosage or other arrangements should be notified by parents/carers. It is the responsibility of parents/carers to maintain supplies of medicines in school and to ensure that those supplies are within their expiry date.

Students may be given Paracetamol by the office staff **if you have given your permission** on the Student Information form; a request form need not be completed. Only one tablet (500mg) is given in a 4 hour period and is stamped each time in the student's log book.

This form MUST be completed by the parent/carer

MEDICAL CONSENT FORM

PLEASE PRINT CLEARLY

Student's Full Name _____

1. Medical Information

a. Does your son/daughter suffer from any conditions requiring medical treatment?

If YES, please give brief details.

b. To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious.

YES NO

If yes, please give details _____

c. Does your son/daughter suffer from any allergies? YES NO

If yes, please give details including management and emergency protocol forms, if applicable, _____

d. Please outline any special dietary requirements of your child:

If you wish the school to retain your child's medicine and be supervised during administration of his/her medicine, please complete Form 3b "*Parental agreement for school to administer medicine*" including the "*Legal Disclaimer*" below.

If you wish your child to carry and administer his/her own medicine, please complete Form 7 "*Request for child to carry his/her own medicine*" including the "*Legal Disclaimer*" below.

2. Declaration

I undertake to inform the school as soon as possible of any changes in the medical circumstances of my child whilst attending the school. I agree to authorise the Headteacher to approve such medical treatment for my child as is deemed necessary in an emergency. I may be contacted by telephone on the telephone numbers provided on the Student Information Form.

Signed _____ (Parent/Carer) Date _____

LEGAL DISCLAIMER

I understand that neither the Headteacher nor anyone acting on his/her authority, nor the Governing Body will be liable for any illness or injury to the child arising from the administering of the medication or drug unless caused by the negligence of the Headteacher, the person acting on his / her authority or the Governing Body, as the case may be.

Signature _____ Date _____

Relationship _____

Only to be completed if your child takes prescribed medication in school

PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICINE

The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medication. Please read and sign the disclaimer below.

DETAILS OF STUDENT:

Full Name _____ Form _____

Address _____

Condition or Illness _____

MEDICATION

Name/Type of Medication
(as described on the container) _____

Date Dispensed _____

Full Directions for Use _____

Dosage and method _____

Timing _____

Special Precautions _____

Side Effects _____

Self Administration _____

Procedures to take in an Emergency _____

CONTACT DETAILS

Name of Parent/Carer _____

Relationship to Student _____ Daytime Contact No _____

Address _____

My child's doctor has prescribed the above medication. I understand that I must deliver the medication personally to the school office. I accept this is a service which the school is not obliged to undertake.

Signature _____ Date _____

LEGAL DISCLAIMER

I understand that neither the Headteacher nor anyone acting on his/her authority, nor the Governing Body will be liable for any illness or injury to the child arising from the administering of the medication or drug unless caused by the negligence of the Headteacher, the person acting on his/her authority or the Governing Body, as the case may be.

Signature _____ Date _____

Relationship _____

Only to be completed if your child carries an asthma inhaler

REQUEST FOR CHILD TO CARRY HIS/HER OWN MEDICINE

If an epipen is to be carried, prior arrangement with the school is required.

If staff have any concerns discuss this request with healthcare professionals.

DETAILS OF STUDENT:

Child's Name _____ Form _____

Address _____

Name of Medicine _____

Procedures to be taken in an emergency _____

CONTACT INFORMATION

Name _____

Daytime Phone Number _____

Relationship to Child _____

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signature _____ Date _____

LEGAL DISCLAIMER

I understand that neither the Headteacher nor anyone acting on his/her authority, nor the Governing Body, will be liable for any illness or injury to the child arising from the administering of the medication or drug unless caused by the negligence of the Headteacher, the person acting on his / her authority or the Governing Body as the case may be.

Signature _____ Date _____

Relationship _____

Note; if more than one medicine is to be given, a separate form should be completed for each one.

RECORD OF MEDICATION ADMINISTERED IN SCHOOL

Date	Student's name	Time	Name of medication	Dose given	Any reactions	Signature of staff member	Print name