



Medical Procedure and Supporting Students with Medical Needs

The purpose of this procedure is to state how our Bradon Forest School deals with the requirements of medical conditions of students and support for unexpected medical issues and accidents.

Responsible Staff

The following members of staff have a responsibility to ensure, as appropriate, that all first aid arrangements, equipment and facilities are maintained and in good working order:

- Sarah Chandler – Medical for Student Services
- Sarah Haines – Headteacher

They also have a responsibility to ensure that adequate first aid cover is available at all times and is applicable and relevant to the conditions at the time and the numbers of persons to be covered. They will also ensure that first aid personnel are trained by a competent organisation and that such training is carried out and certificated in a timely manner as required by the current regulations. Finally, they will be required to ensure that any incident or accident that is reportable under the current set of regulations ('RIDDOR') is done so in a timely manner as required by those regulations. If appropriate, specific tasks can be delegated to other staff members where agreed and accepted.

Aims

As a school we aim to ensure that students with medical needs receive proper care and support at school and to enable students, parents and staff to feel confident that the student is able to integrate as far as possible into "normal school life".

It is the parent/carer's responsibility:

- to keep a child at home when acutely unwell.
- to inform the school of any on-going medical condition or if a medical condition develops.

This should be done in writing to the appropriate Head of Year or Form Tutor, who will then pass the information to Sarah Chandler in Student Services to update records.

Introduction

The Role of Staff

- Anyone caring for children, teachers, and support staff, have a common law duty of care to act like any reasonably prudent parent/carer. This duty extends to staff leading activities taking place off site, such as visits, outings or field trips and may extend to taking action in an emergency. (See Visits and Excursions Procedure.)
- Staff who have children with medical needs in their care should understand the nature of the condition, and when and where the child may need extra attention.



- All staff (teaching and non-teaching) should be aware of the likelihood of an emergency arising and be aware of the protocols and procedures for specific children in school through attending training provided and reading medical information and/or individual healthcare plans (IHCPs)/health needs risk assessments (HNRAs) devised for individual children.

The Role of Parents/carers

- Parents/carers have prime responsibility for their child's health and must provide the school with up-to-date information about their child's medical conditions, treatment and/or any special care needed.
- If their child has a more complex medical condition, they should work with the school to help develop an individual healthcare plan which will include an agreement on the role of the school in managing any medical needs and potential emergencies.
- It is the parent/carer's responsibility to make sure that their child is well enough to attend school.

Identification

- Upon entry to school, parents/carers will be asked to complete admission forms requesting medical information.
- Throughout the year we request through our newsletter that parents keep us up to date with any changes in medical information.
- Medical Forms are completed by parents for every trip/visit, in line with the Visits and Excursions Procedure.

Individual Health Care Plans (IHCP)

- The main purpose of an IHCP is to identify the level of support that is needed at school/centre for an individual child. The IHCP clarifies for staff, parents/carers and the child the help the school can provide and receive.
- These plans will be reviewed regularly at the request of parents/carers or the school, or as required.
- An IHCP will include:
 - Details of the child's condition and any medicines that are required to be administered.
 - What constitutes an emergency
 - What action to take in an emergency
 - What not to do in the event of an emergency
 - Who to contact in an emergency
 - The role the staff can play
 - Special requirements e.g. dietary needs, pre-activity precautions
 - Any side effects of medicines
- A copy will be given to parents/carers and a copy will be retained in the medical needs file in Student Services.
- Information is given to staff regarding IHCPs via SharePoint - medical.



Details and Procedures

Short Term Medical Needs

- Medication should only be brought into school if it is vital that it should be taken during school hours.
- Any medication needed during school hours should be clearly labelled with the student's name and tutor group. All medication should be handed in to Student Services and should be accompanied by a written letter, signed by parent and explaining the exact dose and time the medication should be taken. It is the parent/carer's responsibility to advise the school of any possible side effects. Any medication will be taken under supervision.
- Painkillers can be issued by school staff by consent of parent and parent supplying painkillers to keep and store in school.

Long-Term Medical Needs

- It is the parent/carer's responsibility to inform the school of any on-going medical condition and to up-date the school of any changes to the condition and/or treatment. This should be done in writing to the Head of Year/Form Tutor who will inform Student Services so where appropriate the student's IHCP will be amended and the Medical list updated and colleagues informed.
- Where the medical condition requires on-going medication, regular hospital visits or may require emergency treatment, an IHCP will be agreed between parents and the school with professional input from the GP/School Nurse as appropriate.
- It is the parent/carer's responsibility to ensure any medication kept in school is kept up-to-date and is disposed of when past its expiry date.

Self-Management

- It is good practice for students to manage their own medication and, where this has been agreed through an IHCP.
- Medication must not, for the safety of other students, be carried around by the student except where a student has been prescribed an EpiPen for allergic reaction, a blue inhaler for the use of asthma relief, or Insulin pens for diabetes management. All other medication will be kept in a securely in Student Services.

School Visits and Excursions

Please refer to the Visits and Excursions Procedure as appropriate.

- It is the parent/carer's responsibility to fully complete, with all appropriate details, the Visits and Excursions Procedure Medical and Consent forms, issued by the school prior to a day/residential visit.
- Parents must ensure that the emergency contact details they fill in on the Visits and Excursions forms are accurate.



- Parents/carers of students participating in residential visits will need to complete a consent form giving details of all medical/dietary needs, online or on a paper copy.
- Administration of medicine forms need to be completed prior to the day of departure and all medication which needs to be administered during the course of the visit should be handed directly to the group leader before leaving the school at the start of the visit.
- A copy of any student's IHCP/HNRA and any medication should accompany the visit and parents should ensure staff are fully aware of any specific problems that may be encountered on the visit.
- All staff accompanying the visit should be aware of the students with IHCPs/HNRAs and any other students with medical issues.
- If staff have further concerns regarding the student's safety or the safety of other students, they should seek advice from the parents/carers and the school nurse/child's GP as appropriate.

Sporting Activities

- Students who are prescribed blue inhalers for the relief of asthma should be allowed immediate access to their medication if necessary – please see Appendix C. PE will make the necessary arrangements both for indoor, outside and off-site activities in their specific departmental HASAW documentation.
- Staff supervising sporting activities should be aware of relevant medical conditions and emergency procedures. A copy of any student's IHCPs/HNRAs is kept in Student Services and can be accessed by staff via T Drive/Medical.
- Where there are fixtures either home or away a list from PE will be provided for Student Services for any support or First Aid requirements.
- The PE Team will ensure **all** accidents including those outside the school day are reported to Student Services so that the school Accident Book has a 100% record/coverage of all accidents.

Illness in School - Procedure

- It is the parent/carer's responsibility to keep the child at home when acutely/obviously unwell.
- Staff at our school, including our trained First Aiders are **not** health professionals, but will always act in what they believe to be the best interests of the child.
- If a child says s/he is unwell and is unable to carry on in the lesson, the teacher/tutor will issue an 'Out of Lesson' card and direct the student to report to Student Services. Where necessary another student should accompany the unwell child.
- Where a student is obviously too ill to continue the day in school, parent/carer will be contacted and asked to come to school to collect the child. The parent/carer may authorise another responsible adult to do this on their behalf, but under **no** circumstances will the child be allowed to leave the school unaccompanied.



- Where the student is feeling 'off colour' but has no clear signs of illness they will be encouraged back to lessons after a short spell in the medical room.

Dental/Medical Appointments

- Students who have a dental or medical appointment should bring a note for their tutor to sign and show to their teacher when they leave the lesson. The note should be handed into Student Services when the student signs out for the appointment.

Accidents/Injuries

Please also refer to 'Procedures for Dealing with Accident and Illness at School, which is available in the Staff Handbook.

- A list of all staff who hold a valid First Aid Certificate is displayed throughout the school and those named staff should be contacted immediately in the case of an accident or emergency.
- First aid will be administered and in non-emergency situations parents will be contacted so they can take the child to A & E/their GP for further check-ups where appropriate.
- In urgent cases a 999 call will be made first and parents contacted immediately afterwards.
- Reception will advise the ambulance where to go.
- The child will be accompanied in the ambulance by a member of staff until the parent/carer has arrived.
- If an injured student needs to be taken to hospital the school will endeavour to contact a parent/carer first but if there is a delay and it is in the best interests of the child, a member of staff may seek parental permission to take the child to the hospital themselves.

Information about Students' Medical Needs

- SharePoint - medical holds all information relating to students with serious medical conditions, students with HNRAs and students requiring IHCPs.
- A list of students with specific allergies will be kept in Student Services, to enable relevant information to be checked quickly and where necessary relayed to ambulance staff, A & E etc.
- A list of students with serious medical conditions will be posted in the Staff Room, and an up to date list maintained on SharePoint/Medical so that Bradon Forest teachers covering for colleagues can be kept informed. They should refer to the medical information flagged on their SIMS class lists. A photo list of these students are also displayed in the staff room.
- Copies of IHCPs and HNRAs are available for all staff to look at. They are stored on SharePoint under Medical. Every attempt will be made to ensure other staff, such as supply staff, teaching assistants and support staff are also made aware.



Administration of Medicines

- The school will accept responsibility for members of school staff giving or supervising children taking prescribed medication during the school/centre day where those members of staff have volunteered to do so and have agreed to adhere to this procedure
- Prescribed medication provided in its original pharmacy labelled container can only be administered to children where parents/carers provide such medication to the school and parents/carers must specifically request in person that the school administers it.
- Medication will not be accepted without a completed Administration of Medicines Consent Form with clear instructions as to administration.
- The school will consider in each case the nature of the medication to be administered, any potential risks and all other relevant information before deciding whether in any particular case medicine can be administered in school.
- Where there is concern about whether the school can meet a child's needs the Headteacher should seek advice from the school nurse or doctor, the child's GP or other medical adviser. Once agreed a letter of confirmation will be sent to the parent/carer.
- Each item of prescribed medication must be delivered in its original, pharmacy labelled container and handed directly to the Sarah Chandler (Student Services) or person authorised by the Headteacher.
- The school/centre will **not** accept medication which is in unlabelled containers.
- Each item of prescribed medication must have the pharmacy label still attached with the following information:
 - Child's name
 - Child's date of birth
 - Name of Medication
 - Dosage
 - Frequency of dosage
 - Date of dispensing
 - Storage requirements (if necessary)
 - Expiry date
- The school must approve, in advance, students carrying and administering their own medicine. In deciding whether to permit this the school will take into account the nature of the medication, the age of the child and the safety of other children.
- Staff who volunteer to assist in the administration of medication must receive appropriate training/guidance identified by the school in liaison with health professionals.
- The school will seek the advice of healthcare professionals on the type of training required for each authorised member of staff and what types of medication that training covers.
- Unless otherwise indicated on the storage instructions, all medication to be administered will be kept in a safe place as designated by Sarah Chandler.



- The school/centre member of staff administering the medication must record details of each occasion when medicine is administered to a child.
- If children refuse to take medication, the staff should not force them to do so. The school should inform the child's parent/carer as a matter of urgency and may need to call the emergency services.
- Parents/carers will be advised that it is their responsibility to notify the school of any changes to a child's medication.
- Parents/carers should also inform the school of any other circumstances that may affect the administration of medication or of the child's reaction to the medication.

Appendices to Medical Procedure

- Appendix A: Injuries and Accident Flow Chart
- Appendix B: Student Illness Flow Chart
- Appendix C: Asthma Policy
- Appendix D: Epilepsy Policy

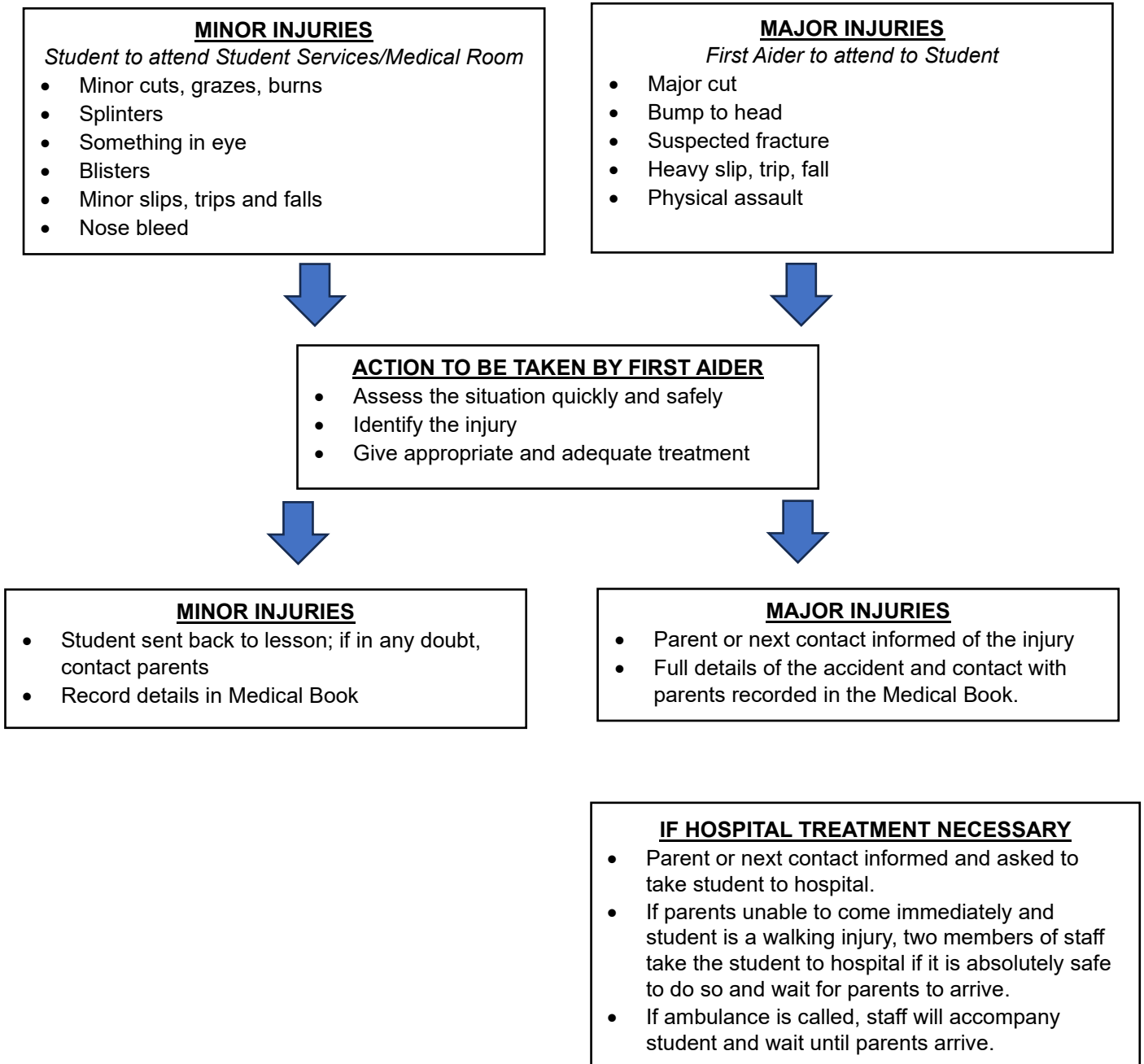
Other associated policies

- Visits and Excursions Procedure
- Personnel: Driving Procedure



INJURIES/ACCIDENTS

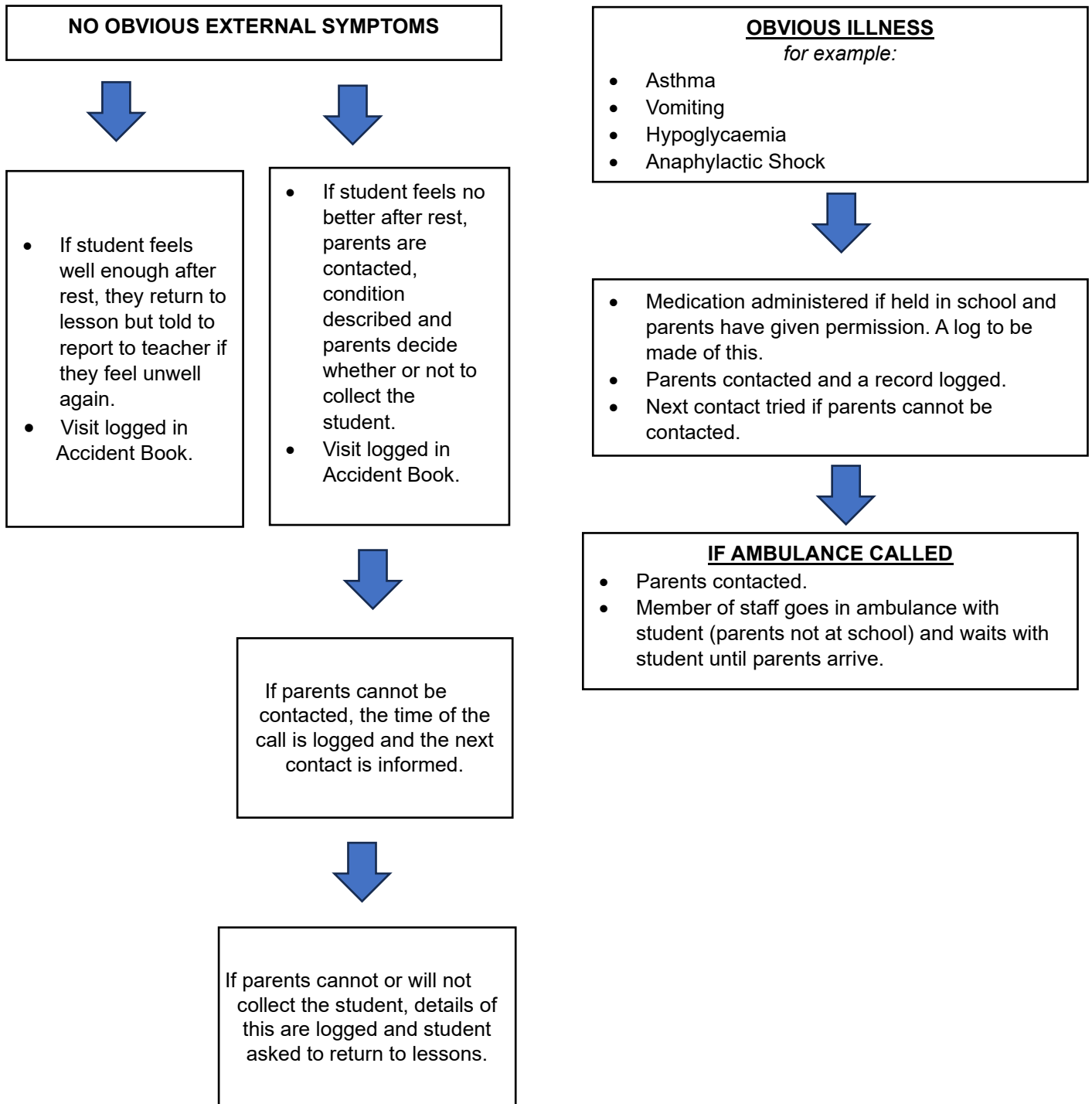
(see separate flow chart for students who are unwell)





STUDENT ILLNESS

(see separate flow chart for injuries/accidents)





Appendix C

Asthma Policy

This policy has been written in line with information provided by Asthma UK, the school health service, students and parents.

Bradon Forest School recognises that asthma is a serious but controllable condition affecting many children at the school.

This school welcomes all children with asthma and encourages them to achieve their potential in all aspects of school life.

- All staff in contact with children with asthma are provided with appropriate training.
- Children are encouraged to carry their inhalers with them at all times.
- All inhalers must be labelled clearly with child's name.
- Any spare inhalers received into school will be kept in Student Services.
- Spare Ventolin inhalers (purchased by Bradon Forest School) will be available to students in an emergency situation if written parental consent has been agreed.
- School staff are not required to administer asthma medicines to students.
- All staff will let students take their own medicines when required.
- At the beginning of each school year, or when a child joins the school, parents/carers are asked to inform the school of any medical conditions including asthma on their enrolment form.
- Children with asthma are recorded on the school's asthma register which is accessible to all staff on SharePoint under Medical.
- Children with asthma are encouraged to participate fully in all PE lessons and should always take their inhalers with them.
- For Out of Hours activities, sports and trips, children must take their inhalers with them.
- If students do not have their inhalers they will not be allowed to participate unless parents have consented to using the spare inhalers (purchased by Bradon Forest School).



Appendix D

Epilepsy Policy

This policy has been written in line with information provided by Epilepsy UK, the school health service, students and parents.

Bradon Forest welcomes all children with epilepsy into school and recognises that epilepsy is a common condition.

Bradon Forest supports all children with epilepsy and encourages them to achieve their full potential.

This policy ensures all relevant staff receive training about epilepsy and how to administer emergency medicines.

- When a current child who attends Bradon Forest is diagnosed with epilepsy or a new child joins the school a meeting will be arranged with the parents to discuss the child's medical condition and how it may affect their school life.
- The school nurse may also attend this meeting to go through any concerns that the parents may have.
- Following the meeting an individual Health Care Plan will be drawn up along with a Health Needs Risk Assessment.
- This will state whether the child requires emergency medication and what this medicine is i.e. Buccal Midazolam. It will also contain where the emergency medicine will be kept.
- First aid requirements for the child's seizure will be included on the Health Care Plan and designated staff will receive basic training on administering first aid.
- Children with epilepsy are recorded on the school's epilepsy register which is accessible to all staff on SharePoint under Medical.
- Bradon Forest recognises the importance of having a school environment that supports the needs of children with epilepsy.
- A medical room is kept available in case a student needs supervised rest following a seizure.
- The above policy applies equally within school and at any outdoor activities organised by the school.
- This includes activities taking place on the school premises and on residential visits where a trained member of staff will be present and trained in the administration of medicines.