

Meadow High School



Supporting Pupils with Medical Needs

Policy No. 29

Type of Policy: Statutory

Effective Date:

Last Revised: May 2018

Revised: July 2019

External Requirement for Review: A maximum of 3 years or when required by procedural or legislative change

Policy Owner: C Caddell but will transfer to Welfare Lead on appointment

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1. Reason for Policy

This school policy addresses how Meadow High School will ensure that the medical and welfare needs of all our pupils, staff and other adults on the school premises are met.

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: [Supporting pupils at school with medical conditions](#).

This is an overarching policy which needs to be read and acted upon in conjunction with all other policies and school guidance related to the welfare and medical needs of pupils (see section 5 'forms' below).

2. Policy Statement

Pupils on roll at Meadow High School all have an Education Health Care Plans (EHCP) and many have specific medical needs. All pupils with a medical condition at Meadow High School will be supported to help them to fully access education, including school trips and PE activities. School will work in collaboration with other agencies including The Community Children's Nursing Team, School Nursing Service and other NHS professionals to ensure that pupils' medical needs are accurately identified and effectively supported.

Meadow High School aims to ensure that we are an inclusive community that supports and welcomes pupils with medical conditions and provides all pupils with equality of opportunities. We aim to ensure that parents have the confidence that Meadow High School will ensure their child is safe and supported in a respectful, confidential, dignified and professional manner allowing their child to develop into a confident young adult. Where possible, pupils will be encouraged and supported in becoming independent young adults who can take responsibility for the day to day management of their medication including identifying when they require to use their medication.

Meadow High School also aims to ensure that all staff working within the school, whether permanent or temporary staff, fully understand the medical needs of the pupils they are supporting and have a clear understanding of the pupils medication, emergency medications and procedures. All staff will be suitably trained in relation to the needs of pupils in their care.

3. Scope

This policy pertains to Meadow High School staff; governors, classroom based staff, whether permanent or temporary; contracted staff; the welfare team and members of the school's Therapy team, including Speech and Language therapists, Occupational therapists, Physiotherapists and Rehabilitation assistants.

4. Definitions

Medical needs	Describes any physical and/or mental health needs of pupils, usually as identified by a medical practitioner.
Emergency medication	All medication prescribed to an individual that is to be administered in the event of a known medical condition. This must be administered in line with the pupils personal medical care plan.
Medical Care plan	A document that contains details of how and when emergency medication needs to be administered, often alongside information regarding other aspects of care which is non-emergency.

4. Procedures

5.1 General Procedures	
Data Protection	<p>The medical and welfare needs of individual pupils will be dealt with in confidence. Information relating to a pupil's medical needs will be shared in line with GDPR data protection rules to ensure the safety of pupils. Where possible and practical parent's agreement will be sought before data is shared.</p> <p>All records will be kept for a period of 5 years after a pupil has left school, as any legal action can be brought at any time up to the age of 21.</p>
Access	Each pupil is encouraged to participate fully in normal school activities irrespective of medical needs.
Staff training	<p>All staff receive annual Asthma training from specialist NHS staff. Meadow is an Asthma Champion school - one of the criteria for achieving this status being that at least 85% of staff receive this training on an annual basis.</p> <p>All staff are appropriately trained in how to appropriately support a pupil with a medical need and how to recognise the signs and symptoms that medical support or medication is needed.</p> <p>All staff have induction training on how to get help and on recognising any key signs of need relating to the specific pupil they are working with. New staff will not be left with pupils unless this training has been conducted and they will be trained on how to call for support should the need arise.</p> <p>In the event that staff who work closely and regularly with a pupil are absent, the school will ensure that the staff supporting the pupils have all the relevant information and are adequately trained. Medication and support will not be administered by staff who have not received appropriate training.</p> <p>Key Welfare support staff (AW) attends annual training in asthma and anaphylaxis. AW works with Hillingdon Hospital on best practice</p> <p>AW - Asthma Champion/JAR Asthma Lead</p> <p>Annual Audit sent to Hillingdon Hospital</p>

Information Sharing	<p>Asthma list of all pupils diagnosed with Asthma is prominently displayed in Staff Room (this is a 'live' document and is updated as required).</p> <p>Each pupil has their Medical Needs clearly identified on SIMS - any current Medical Care Plans can also be accessed through SIMS</p> <p>Any pupil diagnosed with Asthma will have their Asthma medication stored in their individual and named medical box in the Medical Room. (Each box is easily identifiable by pupil name and photograph and are stored on open shelves).The medical room is secure - staff can gain access via keypad code.</p> <p>Some pupils carry medication with them.</p> <p>If for any reason staff are unable to access the medical room, Emergency Asthma Inhaler Kits can be accessed in wall mounted First Aid boxes in various locations around the school site</p> <p>Medical Care Plans (accessible through SIMS)</p>
Pupils	<p>Pupils will be encouraged and supported to gain the highest level of independence possible in relation to their medical needs.</p> <p>This will include, where safe and practical:</p> <ul style="list-style-type: none"> carrying their own medication; knowing how they can access their medication; support in recognising when medication is needed; keeping a record of their medication use; Keeping a record of medical information such as blood sugar levels.
If medication is not in school	<p>If medication is not in school pupils will not be allowed to leave the school site including off site trips or educational visits.</p>
Governors	<p>The school Governors will ensure that where a pupil has a medical condition that they are enabled to access the school and are enabled to have the fullest participation possible in all aspects of school life.</p> <p>The governors will ensure that school staff are supported by policy and resources to meet the medical needs of pupils.</p>
The moving and handling of pupils (excluding restrictive physical intervention)	<p>All relevant school staff are adequately trained in first aid, moving and handling, infection control and managing medication and emergency procedures.</p> <p>Staff supporting pupil's personal care will have hoist training where this is a requirement of the personal care plan.</p>
First Aid	<p>Pupils who require first aid will have access to the school medical room, any support, treatment or medication will be recorded in line with the schools process.</p>

5.2 Placement

Consultation and Placement	<p>Medical needs will be considered during the placement consultation period to ensure that Meadow High School is able to offer a safe and secure environment for the young person.</p> <p>Pupils will not be discriminated against on the basis of their medical needs.</p> <p>Appropriate levels of funding will be sought to ensure that the pupils needs can be met. In exceptional circumstance joint funding can be sort between Education and Health if appropriate.</p>
Attendance	<p>Where possible, pupils medical and welfare needs will be accommodated to allow regular, consistent school attendance and limit impact on educational attainment. The school will work in partnership with families to actively encourage and promote good attendance. In the event the medical condition prevents school attendance school will work with the LA to provide Education at home for a period of time where appropriate.</p>
Transition	<p>When a new pupils joins the school their medical needs will be identified by the transition lead and welfare team in consultation with parents and relevant professionals, including health professionals.</p>
EHCP and Annual review	<p>During the Annual Review of a pupils EHCP, consideration will be given to whether or not the EHCP accurately describes and reflects the needs of the pupils or whether an update is required.</p>

5.3 Care Plans

Information gathering	<p>It is the responsibility of the Transition lead to liaise with pupils current placements and to identify where a pupil has a medical need. They will then pass this information to the Welfare Team. The Welfare team will ensure that these pupils have arrangements in place prior to them starting, in the case of new diagnosis or pupils moving into the school mid-year, arrangements must be in place within 2 weeks of them starting at Meadow High School.</p> <p>Meadow High School pupils are likely to present with a variety of medical needs, whether these be short or long term. Where a medical need has been identified the pupil will have an Individual Medical Care Plan which will outline the actions to be taken and the support required to address their specific needs. These will be written in conjunction with (not replace) any existing NHS Hospital care plan which must be closely followed. An NHS Emergency Care Plan would take precedence should any confusing arise.</p>
Storage	<p>Care Plans will be attached to pupils SIMS profiles and can be accessed by all staff when appropriate. Paper copies are also kept with medication and available to staff in central store.</p> <p>Staff should familiarise themselves with the Medical Care Plans for pupils under their care and ensure that appropriate training is sought to ensure that each child's individual needs are met</p>

Parents information updates	<p>Parents must inform the school of:</p> <p>any changes in the presentation of their child that might necessitate further medical investigation;</p> <p>any changes to medication;</p> <p>any changes to diagnosis.</p> <p>This information should be communicated even where the change is only within the home.</p>
School information updates	<p>It is the responsibility of the Welfare team to ensure that care plans are updated within of 2 week of any notified change.</p>
Care plan sharing	<p>The Care plan will be shared and agreed with parents / carers.</p> <p>The plan will then be shared with relevant school staff to ensure that pupil's individual needs are met.</p>
Parents	<p>The Welfare team will ensure that parents have given written permission for medications to be administered. No medication can be administered without express parental permission, unless prescribed to the pupil without parents' consultation. Pupils will be encouraged by school to share this information with parents unless the pupil has a specific reason for not doing so.</p>

5.4 Administration of medications, medical care and First Aid	
Record Keeping	<p>School will be responsible for ensuring that records of all medical interventions and medications are kept, including the administration of first aid. This record will be of an individual pupil's data and not a central register of all medical interventions across the school.</p>
Training	<p>All staff will be trained by a NHS Clinical Practitioner. Training will be provided annually or more frequently if required. Only staff with the relevant training in medical procedure and practices will administer medication.</p>
Prescription Medications	<p>School will only accept prescribed medicines if they are in date, labelled by a pharmacist, in the original container clearly showing the pupils name and details and include administration information including dosage and storage. The only exception to this are those identified via government policy e.g. insulin and AAI's (Auto Adrenaline Injectors) during shortage.</p>
Non-Prescription Medication	<p>School staff will not give any medication containing aspirin. Other 'over the counter' medication that may be administered includes:</p> <p>paracetamol</p> <p>antihistamine</p>

	<p>Full written permission from parents, which includes details of dosage and times to be administered, must be in place before school staff can administer any medication. Some medications can only be given after contact with parents to ensure that the maximum dosage is not being exceeded. If information given to school is not clear, and school cannot get in contact a parent to clarify information, then no medication will be given. Medication must be supplied in its original packaging.</p> <p>If pupils bring non-prescribed medication into school a member of school staff must be notified. No pupils should carry any medication without school staff being made aware. Most medications must be stored in the medical room during the school day.</p>
School staff	<p>All class based staff are annually trained in administering emergency medications. Class based staff cannot be required to administer medications but school ensures that staff are appropriately skilled and confident to do so in the event of an emergency.</p>

5.5 School and Curriculum Accessibility

Curriculum Access	<p>School will ensure that any implications of known medical needs are considered within the delivery of the curriculum and that adaptations are made to help pupils access lesson and the wider school community.</p> <p>Education will be given to all pupils regarding medical conditions to encourage an inclusive and diverse environment.</p> <p>Health Drop in Sessions will be provided by the School Nursing service and provided within PSHCE to promote a greater understanding of health and well being</p> <p>All pupils follow drug awareness education including the use of prescription and over the counter medications.</p>
Independence	<p>After discussion with parent and pupils and wherever possible and practical pupils will be encouraged and supported in carrying their own medication both within and to and from school.</p> <p>Pupils who are competent will be encouraged to take responsibility for managing the medication and medical conditions. Where a concern is identified, an individual risk assessment will be completed by the relevant Assistant Head Teacher. This will be reflected within a pupil's medical care plan.</p>
Visibility	<p>Bags carrying medication will be clearly identifiable. Where a bag carried is within another bag, e.g. a school bag, the school bag will have a clearly identified tag/fob which will alert all staff where medication is kept.</p>

5.6 Accessibility and storage of Emergency Medications

Towards independence	<p>Where it is identified that it is not yet appropriate for a pupil to carry and self-manage medication, relevant staff will help the pupils.</p> <p>Steps will be identified to help encourage and promote independence such as carrying 'dummy' medication bags.</p>
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	Where it is assessed that a child is not yet ready to carry their own emergency medications the medications will be stored in the classroom and the staff moving round the school with the pupil will carry the medication for the pupil. During breaks and lunchtimes medication will be stored in a clearly marked cupboards.
Emergency Evacuation Procedure	In the event of an emergency evacuation the pupil or member of staff will take the medication with the pupil to the assembly point.

5.7 External agencies

Health care professionals	School will liaise and communicate with medical professionals to ensure that we are providing the most suitable environment for the pupils to access education. When writing medical care plans consideration will be given to how best to address pupils medical needs and how best to support a pupil towards medical independence.
School nurse	It is the responsibility of the Welfare team to book initial and annual refresher training for staff. The school nurses and Community Children's Nursing Team will provide annual training for all staff relating to common medical conditions such as asthma, epilepsy and anaphylaxis. Training for other less common conditions or provision will be targeted to specific MHS staff.

5.8 Emergency Procedures

999 calls	If a pupil requires immediate medical attention as a result of a serious accident or incident 999 will be dialed and an ambulance will be requested. School staff must never take a child who is unwell to hospital in a vehicle unless expressly directed to do so by a member of Senior Leadership Team. <ul style="list-style-type: none"> • A member of school staff will remain with the pupil at all times until the parent/carer has arrived. • A copy of the Pupil's Health Care Plan will be passed to emergency services. • Responsibility for the child will transfer to the parents once they have arrived either at the school or hospital.
Priority Access	Any pupil with a personalised plan including a priority access card will have the detail of arrangements on their Health care plan. Where a pupil has a priority access card staff will follow the card details. A copy of the card will be located in reception and medical room so it is easily accessible if required.
Pupils access to medication	No emergency medication will be stored in a locked room. Some medication will be located in the medical room which is keypad entry, with all staff being inducted to know the code for this door and the location of medication and first aid equipment within the room.

	<p>Pupils will be shown where their medication is located and where practical, in line with the pupils assessed ability, the pupil will be trained in how to self-administer their medication.</p> <p>Some emergency medication is not suitable for self-administration and in these instances staff will be trained to administer and know how to seek additional support if required.</p>
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5. Forms

Links to any forms needed to meet the policy's requirements. Use of links recommended, however, forms can also be uploaded directly to the policy page, if necessary.

Title	Link
Sims record of First aid and medication usage	Add link to agreed format for recording usage of medication once resolved
Health Protection Agency communicable diseases in school referral form	<p>Berni is getting a link from the Health Protection Agency regarding the management of Communicable diseases in schools nurseries and other childcare settings</p> <p>we used to have in conjunction with this medical and welfare needs Policy:</p> <ul style="list-style-type: none"> medication policy head lice guidelines anaphylaxis guidelines asthma guidelines diabetes guideline epilepsy guidelines intimate care guidelines human bites and sharps guidelines

6. Frequently Asked Questions

How will it be decided whether my child is ready to carry their own medication?

The school will liaise with parents and pupils to identify pupils that it is not felt appropriate for them to carry their own medications. Where there are concerns then we may decide to trial carrying their medication using 'dummy' bags which look like they have the medication in but the real medication is stored safely in an agreed safe location.

Why do we need to change the system?

As a school we are committed to supporting all our pupils in developing life and independence skills. If pupils are not used to carrying their medication around with them in school (where they have staff to support them in developing this skill) then they are at an increased risk of not having their medication with them when needed and consequently at greater risk of life being threatened.

What is my child keeps losing their medication or leaving it in the wrong places?

Where there are concerns about a pupil's readiness to carrying their own medications staff will help to support. In addition to this, individual arrangements will be made to support pupils on a personal basis. These might include measures such as; carrying a dummy medication bag or rewards and

incentives for successfully carrying medication. These will be discussed on a pupil by pupil basis with the parents and the pupils involved.

Will I still get a reminder from school when the medication needs replacing?

Yes. We will still keep a note of all medication expiry dates. When a medication is nearing its expiry date we will check that it has not already been renewed and send you a reminder if the expiry date is close.

7. Responsibilities

7.1. Governors

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions and to check that this policy is being adhered to. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

They also will ensure that pupils with medical conditions are enabled to access school and be supported in gaining access to a broad and balanced curriculum alongside their peers.

7.2. Welfare and MDT team

Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible.

Healthcare professionals, such as GPs and paediatricians, will liaise with the welfare and MDT team and notify them of any pupils identified as having a medical condition.

The Welfare Team are responsible for completing all medical care plans. Where a pupil is a planned transition to the school this should be completed before the transition of the pupil. In the event of a pupil making a mid-year transition into the school this will be completed within 2 weeks unless there is a specific difficulty in obtaining relevant information and advice.

If alerted to the fact that a pupil has not brought medication to school, the Welfare Team will call parents to alert them. Parents will be reminded that pupils will not be allowed to leave the school site without medication, including going out to the shops at lunchtime where applicable.

The Welfare Team will keep a log of all expiry dates of medication and alert parents when dates are near so they have time to get a new prescription.

The Welfare Team will ensure:

- the pupil's needs are accurately reported and identified and all relevant information gathered;
- appropriate medical information will be shared with staff
- training needs are identified and communicated to the Deputy Headteacher or Welfare Lead;
- staff requiring training have been identified to the Deputy Headteacher or Welfare Lead;
- Medical Care Plans are in place before the pupil enters the school or in the case of a new diagnosis or a mid-year transfer, all of the above is in place within 2 weeks of the pupil starting at Meadow.

- NHS Medical Care plan take precedence over any Meadow High School Plan in the event of any confusion
- Medical Care Plans will be updated as needed and reviewed Annually

7.3. Pupils

Wherever possible pupils will carry their own medication and relevant devices. Pupils will be encouraged and supported in gaining independence in the care and administration of medications where possible. Where this is not possible class-based staff will ensure that medication is accessible to pupils and support them in recognising when they need to use this, and where applicable, encourage independence in the administration of this medication.

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their Medical Care Plan. They are also expected to comply with their Medical Care Plan.

7.4. Transition Coordinator(s)

The staff conducting induction for new staff will ensure that all new staff, whether permanent or temporary will be made aware of the medical needs of pupils in their care and of emergency procedures related to these conditions. New staff will be trained, where appropriate, or directed to where help can be provided in the event of an emergency or medical emergency.

During transition into and out of the Meadow High School, the staff responsible for the transition will ensure that all relevant medical information is appropriately shared with staff in school or with staff in the pupil's next setting

7.5. Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment

It is the parent's responsibility to ensure that pupil's medication is provided in clearly labelled with the prescription label stating the child's name and medication dose (not as directed), in the original packaging, in date and in the instance that pupils are carrying their own medication, to check that the pupil has it when they leave home. To support the parent the welfare team will keep an up-to-date list of all medications on site and monitor expiry dates for medications and endeavor to alert parents, in a timely manner when prescriptions need renewing.

7.6. Teaching Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

The form tutor will be responsible for checking every day that pupils with medication have brought the correct medication into school. The TA supporting a pupil in a class and the class teacher will have joint responsibility for supporting pupils to take medication with them from class to class.

Form tutors are responsible for checking that pupils with emergency medications who are bringing them in daily have brought these to school on a daily basis. If medication is missing they need to let the welfare team know ASAP so they can contact parents.

7.7. Deputy Head Teacher/Welfare Lead

Until the appointment of a Welfare Lead the Deputy Head Teacher is responsible for ensuring that all training required to support the placement of a pupils with a medical need is provided.

Until the appointment of a Welfare Lead the Deputy Head Teacher is responsible for ensuring that care plans are completed with the specified time frame and to an appropriate standard

Until the appointment of a Welfare lead the Deputy Head Teacher's responsibilities include:

- Making sure all staff are aware of this policy and understand their role in its implementation
- Ensuring that there are a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Taking overall responsibility for the development of IHPs
- Making sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contacting the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensuring that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- Ensuring a risk assessment of the first aid requirements of the school is undertaken annually

7.8. Assistant Head Teachers

Where a concern is raised about a pupils ability to independently carry their medication the relevant Assistant Head Teacher will complete an individual RA seeking information from all relevant parties including home, class based staff and school Welfare team

7.9. Other class based Staff (inc TAs)

Where a child has emergency medication but is not carrying it independently, the form tutor will review this annually during the Annual Review of the pupils EHCP with all those present. The next step towards independence will be identified at this time.

Class based staff who are supporting pupils with medical needs will need to support pupils to carry their medication from class to class to class.

Any staff supporting with personal care or first aid must record support given on the school identified recording system.

8. Enforcement

Where the action or inaction of a member of staff leads to harm to a child this would lead to disciplinary action.

Where the action or inaction of a member of staff could potentially lead to harm to a child this would lead to either action under 'good management practice' or potentially disciplinary action, depending on the potential severity of the incident.

Where a member of staff does not fulfil their duties this would lead to capability action.

9. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Deputy Head Teacher (Welfare Lead when appointed) in the first instance. If the Deputy Head Teacher (Welfare Lead when appointed) cannot resolve the matter, they will direct parents to the school's complaints procedure.

10. Links to other Policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy

11. Related Information

Resource	Link
Supporting Pupils at school with medical conditions	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf

12. Policy History

Revision Date	Author	Description
15 11 2018	C Caddell - Deputy Head	Update policy in relation to pupils carrying own medication and GDPR compliance
21-05-2018	MDT	Updated in relation to Supporting Pupils at School with medical conditions Dec 2105]
08.07.2019	J Richards	Reviewed and revised