

Holy Family Catholic High School



MEDICAL POLICY

Reviewed September 2018

Holy Family Catholic High School

Medical Policy

Holy Family Catholic High School welcomes and supports children and young people (CYP) with medical and health conditions. We aim to include all CYP with medical conditions in all school activities, including off site visits, differentiated as appropriate. We recognise that some medical conditions may be defined as disabilities and consequently come under the Equalities Act 2010

In addition to this school policy we also use the more detailed North Yorkshire 'Guidance for Supporting Children and Young people with Medical Conditions in School January 2015'

Planning ahead

We have a responsibility to plan ahead for pupils with medical conditions who may enrol for our school in the future and we do this by:

- having some staff who have the duties of administering medicines and undertaking health care procedures written into their job descriptions.
- ensuring other staff are aware that they may volunteer to do these duties and that they also have responsibilities in emergency situations.
- having record keeping procedures in place for administering medication
- having storage facilities in place for medication
- having identified a suitable area within school for undertaking health care procedures
- having suitable toileting facilities for CYP which are clean, safe and pleasant to use
- having flexible policies which take into account medical conditions e.g. we do not refuse access to the toilet at any time to any CYP with a medical condition that requires this.
- appointing a member of staff to be our Named Person for medical needs
- following the guidance provided by the Local Authority in ' Supporting Children and Young People with Medical Conditions in School ' Jan 2015

Emergencies

We are aware that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

We have a procedure in place for dealing with emergencies and all staff know they have a duty to take swift action. The Headteacher ensures that all staff feel confident in knowing what to do in an emergency. Details of how to call an ambulance are kept by the phone at the school office. This procedure is revisited annually at staff meetings.

If a CYP needs to be taken to hospital, an ambulance will be called and, if parents are not available, a member of staff will accompany and school will phone the parent/s to meet the ambulance at casualty. The member of staff will stay with the CYP until a parent arrives. Health professionals are responsible for any decisions on medical treatment in the absence of a parent.

Staff will not take a CYP to hospital in their own car unless it is an absolute necessity.

First Aiders

We have trained first aiders on site at all times (Mrs H Gomersall, Mrs J Evans, Mrs Hartley, Mrs L Mulley, Ms S Dale) throughout the school day who are aware of the most common serious medical conditions at this school. Training is refreshed every three years. Additional first aiders will be qualified following training in December 2018 (Mr A Wagstaff, Mr J Wadsworth, Mrs A Hunt).

Procedure to be followed when school is notified that a CYP has a medical condition:

1. seek further information from parents and health professionals
2. determine whether an Individual Healthcare Plan or a risk assessment is required
3. arrange a meeting to develop the Individual Healthcare Plan
4. arrange any staff training
5. implement and monitor Individual Healthcare Plans

Staff training

Staff who support CYP with specific medical conditions must receive additional training from a registered health professional. Training requirements are determined via Individual healthcare plans. The SENCo is responsible for ensuring that staff are suitably trained by liaising with the relevant healthcare professional. Any member of staff who is trained but feels unable to carry out these duties competently (for example due to having an injury/condition themselves or due to further training being required) must report this as soon as possible to the SENCo who will make appropriate arrangements.

The School keeps a training record and ensures training is refreshed as appropriate. The Headteacher is involved in determining the competency of a member of staff in undertaking specific procedures (see **Working Together**)

Staff who complete records are shown by the SENCo how these are to be completed and managed. The SENCo quality ensures this on a yearly basis.

Arrangements for induction of new staff include ensuring they are aware of where to find Health Care Plans and the Medical List of students. If they work directly with pupils with high levels of medical need they will undergo training as soon as possible.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. In some cases written instructions from the parent or on the medication container dispensed by the pharmacist is sufficient and the H & S Coordinator (J Lemm) will determine this.

Whole school staff awareness training

We aim for all staff to receive basic awareness training in the following more common conditions:

- asthma
- epilepsy
- allergic reaction

This training is delivered by specialist nurses and the Healthy Child Team on a yearly basis. This is supported by having information about these conditions located in prominent positions (including the staff room and the front office)

Staffing

The SENCo is responsible for ensuring that all **relevant** staff will be made aware of a CYPs condition as soon as possible.

Any supply teachers / covering staff will be informed, as appropriate, via the cover supervisor coordinator (L Billington) and by scrutinising the medical list.

CYP with Individual Healthcare Plans have staff named in their plan who have been trained to undertake the procedures in the plan. The Deputy Head teacher ensures there are enough staff named to cover for absences and to allow for staff turnover.

Administration of medication at school

Wherever possible we allow CYP to carry their own medicines and relevant devices and where CYP self-administer we will provide supervision as appropriate

- We will only administer medication at school when it is essential to do so and where not to do so would be detrimental to a CYPs health.
- We will only accept medication that has been **prescribed** by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- We will only accept **non prescribed** medication if it is included in an Individual Healthcare Plan **or** if we have a written procedure in place for that type of medication which has been authorised by NYCC insurance.
- We will not give **Aspirin** to any CYP under 16 unless it is prescribed
- We only give medication when we have written parental permission to do so.

- Where appropriate, CYP are encouraged to carry and administer their own medication with a spare being kept with reception / front office staff.
- Medication not carried by CYP is stored in reception / front office.
- Controlled drugs are stored in a locked storage cabinet in the reception / front office or with in a refrigerator in secure staff only areas.
- CYP who do not carry and administer their own medication know where it is stored and how to readily access it.

Administration of medication - general

- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a CYP taking medication unless they have been specifically contracted to do so or it is in their job description.
- For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils but only with a parent's written consent.
- Some medicines require staff to receive specific training on how to administer it from a registered health professional.

CYP who can manage their own needs

We encourage all CYP to manage as much of their own needs as is appropriate. The SENCo will determine after discussion with parents whether a CYP is competent to manage their own medicine and procedures. Where a CYP has been recently diagnosed, or has an additional disability/condition e.g. visual impairment, we support them to gradually take on more of their own care, over time, as appropriate with the aim of them becoming as independent as possible.

We aim for our CYP to feel confident in the support they receive from us to help them do this.

School Trips

Staff organising our school trips ensure:

- They plan well in advance.
- They seek information about any medical / health care needs which may require management during a school trip. This is specifically relevant for residential visits when CYP may require medication / procedures that they would not normally require during the daytime.
- That any medication, equipment, health care plans are taken with them and kept appropriately during the trip.
- They do a risk assessment which includes how medical conditions will be managed in the trip. Staff are aware that some CYP may require an individual risk assessment due to the nature of their medical condition.

Safe storage – general

- The Headteacher ensures the correct storage of medication at school
- Named reception staff (Mrs J Evans) ensures the expiry dates for all medication stored at school are checked at the end of each term, and informs parents by telephone in advance of the medication expiring.
- Some medications need to be refrigerated. These are stored in a clearly labelled airtight container in the fridge located in the locked cupboard in the meeting room. This area is inaccessible to unsupervised CYP.

Refusal

If a CYP refuses to take their medication school staff will note this on the administration of medication record. Parent/s will be informed as soon as is reasonably possible so that they can make alternative arrangements.

Accepting Medicines

- The Admin staff along with the parent/s, ensure that all medication brought into school is clearly labelled with the CYPs name, the name and dose of medication and the frequency of dose. It must be in the original, full packaging containing the accompanying information leaflet.
- Medicines must be passed from the parent to the school office staff.

Safe disposal

- Parents are asked to collect out of date medication.
- If parents do not collect out of date medication, it is taken to a local pharmacy for safe disposal.
- Disposal of medication is recorded on the administration of medication record.

Record keeping

The following records are kept in school

Name of record	Location of record	Who completes it	Who quality assures it & how often
Whole school administration of medication record	Reception	Reception staff / Julie Evans	Termly, Alison Walker
Individual administration of medication record - for CYP who have frequent & regular medication	Reception	Reception staff / Julie Evans	Termly, Alison Walker
Staff training log – including first aid	Computer based - All Staff, SENCO, Medical	Alison Walker - SENCo	Yearly. Donna Mitchell
School Medical Register	Reception Computer based - All Staff, SENCO, SEN register - medical tab.	Alison Walker - SENCo	Yearly. Donna Mitchell
Health Care Plan	Hyperlinked to the medical register Front office in a folder and on display	Alison Walker	Yearly. Donna Mitchell

All these records will be kept securely and in accordance with NYCCs Records Retention and Disposal Schedule. All electronic records will be password protected.

Enrolment forms

We ask on our enrolment form if a CYP has any medical /health conditions and again at regular times including prior to any residential school trips.

Individual Healthcare Plans

- For CYP with more complex medical needs we use Individual healthcare plans to record important details. Individual healthcare plans are held in each child's folder (All Staff, SENCo, Pupil Information and hyperlinked on the Medical register), in accordance with data protection. They can also be found in medical filling cabinets in the front reception. They are updated when and if there are significant changes and also annually reviewed with parents and health care professionals.
- Individual Healthcare Plans are shared on a need to know basis with staff who are directly involved with implementing them.
- Individual Healthcare Plans are also shared, with parent/s permission, with NYCC risk management and insurance.
- The SENCo is responsible for ensuring any Individual healthcare plans are developed
- The SENCo is responsible for checking Individual Healthcare plans on a yearly basis to ensure they are up to date and being implemented correctly.

School Medical register

We keep a centralised register of CYP with medical needs. The SENCO has responsibility for keeping the register up to date.

Asthma

- From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 allows schools to buy salbutamol inhalers, without a prescription, for use in emergencies. The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty).
- Holy Family Catholic High school will send all parents a School Asthma letter, which will be reviewed annually, which provides school with information regarding your child and their asthma. This document also requests your signed consent to enable your child to use the school central reliever inhaler.
- Holy Family Catholic High school has established a protocol for the use of the emergency inhaler. This protocol sets out how and when the inhaler should be used will also protect staff by ensuring they know what to do in the event of a child having an asthma attack.
- arrangements for the supply, storage, care, and disposal of the inhaler and spacers in line with the schools policy on supporting pupils with medical conditions
- having a register of children in the school that have been diagnosed with asthma or prescribed a reliever inhaler, a copy of which should kept with the emergency inhaler
- having written parental consent for use of the emergency inhaler included as part of a child's individual healthcare plan
- ensuring that the emergency inhaler is only used by children with asthma with written parental consent for its use
- appropriate support and training for staff in the use of the emergency inhaler in line with the schools wider policy on supporting pupils with medical conditions
- keeping a record of use of the emergency inhaler as required by Supporting pupils and informing parents or carers that their child has used the emergency inhaler
- having at least two volunteers responsible for ensuring the protocol is followed (Lynne Mulley, Julie Evans)
- School staff are aware that, although it is a relatively common condition, asthma can develop into a life threatening situation.
- We have generic asthma information displayed in school reception and in the staff room, which details how asthma attacks are managed. This information is;

Common 'day to day' symptoms of asthma are:

- Cough and wheeze (a 'whistle' heard on breathing out) when exercising
- Shortness of breath when exercising
- Intermittent cough

These symptoms are usually responsive to use of their own inhaler and rest (e.g. stopping exercise). They would not usually require the child to be sent home from school or to need urgent medical attention.

Signs of an asthma attack include:

- Persistent cough (when at rest)
- A wheezing sound coming from the chest (when at rest)
- Being unusually quiet
- The child complains of shortness of breath at rest, feeling tight in the chest (younger children may express this feeling as a tummy ache)
- Difficulty in breathing (fast and deep respiration)
- Nasal flaring
- Being unable to complete sentences
- Appearing exhausted
- A blue / white tinge around the lips
- Going blue

If a child is displaying the above signs of an asthma attack, the guidance below on responding to an asthma attack should be followed.

CALL AN AMBULANCE IMMEDIATELY AND COMMENCE THE ASTHMA ATTACK PROCEDURE WITHOUT DELAY IF THE CHILD

- Appears exhausted
- Has a blue/white tinge around lips
- Is going blue
- Has collapsed

Responding to signs of an asthma attack

- Keep calm and reassure the child
 - Encourage the child to sit up and slightly forward.
 - Use the child's own inhaler – if not available, use the emergency inhaler
 - Remain with child while inhaler and spacer are brought to them
 - Immediately help the child to take two separate puffs of the salbutamol via the spacer immediately
 - If there is no immediate improvement, continue to give two puffs every two minutes up to a maximum of 10 puffs, or until their symptoms improve. The inhaler should be shaken between puffs.
 - Stay calm and reassure the child. Stay with the child until they feel better.
- The child can return to school activities when they feel better
- If the child does not feel better or you are worried at ANYTIME before you have reached 10 puffs, CALL 999 FOR AN AMBULANCE
 - If an ambulance does not arrive in 10 minutes give another 10 puffs in the same way
 - The child's parents or carers should be contacted after the ambulance has been called.
 - A member of staff should always accompany a child taken to hospital by ambulance and stay with them until a parent or carer arrives.

- CYP who have asthma will **not** have an Individual Healthcare Plan unless their condition is severe or complicated with further medical conditions.
- The Headteacher and Governing body have chosen to keep emergency Salbutamol inhalers and spacers in school for use by CYP who have a diagnosis of asthma and whose parent/s have given us written permission for their CYP to use it. This would be in rare circumstances where an inhaler has become lost or unusable. Parents are informed by telephone if their child has used the schools emergency inhaler.

- The named person(s) responsible for managing the stock of the emergency school Salbutamol inhalers. (Julie Evans)
- The emergency salbutamol inhalers will be kept in reception / front office, along with a register of CYP whose parent/s has given permission for these to be used as appropriate.
- The receptionist (J Evans) is responsible for ensuring the emergency inhalers and spacers are either washed as necessary and labelled for repeat use by key students, or disposed after use.

The school defibrillator

As part of our first aid equipment have purchased a defibrillator in September 2016. Our local NHS ambulance service have been informed of this decision and our first aiders are trained in its use. The First Aiders / receptionist (J Evans) will be responsible for checking the unit is kept in good condition.

This will be done on a monthly basis.

Working Together

A number of people and services may be involved with a CYP who has a medical condition e.g. parent/s, CYP themselves, Healthy Child Team, specialist nurse, community nurse etc.

We seek and fully consider advice from everyone involved and from the Local Authority to assist us in our decisions around a CYPs medical needs.

We aim to maintain regular contact with our Healthy Child Team who may inform us of any CYP who have health conditions that we are not already aware of e.g. where a CYP has developed a new condition.

We work together to identify needs, identify training, draw up Individual Healthcare Plans, identify staff competency in procedures etc. However the Headteacher and Governing body take overall responsibility for ensuring a CYPs needs are met in school.

We work together to ensure our policy is planned, implemented and maintained successfully.

Headteacher

The Headteacher holds overall responsibility for the following but may delegate some of the responsibilities to a named person:

- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.
- Ensure CYP confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Provide/arrange provision of regular training for school staff in managing the most common medical conditions in school.
- Ensure that the Cover Supervisor informs all supply staff so that they know and implement the medical conditions policy.
- Ensure absences due to medical needs are monitored and alternative arrangements for continuing education are in place.
- Ensure that the SENCo completes and annually reviews Individual Healthcare Plans.
- Ensure that Admin staff check medication held in school (termly) for expiry dates and that any out of date medication is disposed of accordingly
- Ensure that Admin Staff inform parents when supply of medicine needs replenishing / disposing
- Quality assure record keeping
- Works together to quality assure staff competency in specific procedures
- Regularly remind staff of the school medical policy and procedures

School staff have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical

conditions and know what to do in an emergency.

- Understand and implement the medical policy.
- Know which CYP in their care have a medical condition.
- Allow all CYP to have immediate access to their emergency medication.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure CYP who carry their medication with them have it when they go on a school trip or out of the classroom e.g. to the field for PE
- Be aware of CYP with medical conditions who may be experiencing bullying or need extra social support.
- Ensure all CYP with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure CYP have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff have a responsibility to:

- Ensure CYP who have been unwell catch up on missed school work.
- Be aware that medical conditions can affect a CYP's learning and provide extra help when needed.
- Liaise with parents, healthcare professionals and special educational needs co-ordinator if a CYP is falling behind with their work because of their condition.

First aiders have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- When necessary ensure that an ambulance or other professional medical help is called.
- Check the contents of first aid kits and replenish as necessary

Special educational needs co-ordinator/ Inclusion Manager has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Liaise between interested parties including CYP, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, Healthy Child Team, parents and governors.
- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using Individual Healthcare plans.
- Ensures all new staff know and implement the medical conditions policy.
- Update the medical policy at least once a year according to review recommendations and recent local and national guidance and legislation.
- Know which CYP have a medical condition and which have special educational needs because of their condition.
- To complete and annually review Individual Healthcare Plans
- Ensure teachers make the necessary arrangements if a CYP needs special consideration or access arrangements in exams or coursework.

CYP have a responsibility to:

- Treat other CYP with and without a medical condition equally.
- Tell their parents, teacher or nearest staff member when they or another CYP is not feeling well. We remind all CYP of this on an annual basis in (assembly)
- Treat all medication with respect.
- Know how to gain access to their medication (includes emergency medication)
- Ensure a member of staff is called in an emergency situation

Parents are expected to support their child by:

- Telling school if their child has / develops a medical condition

- Immediately informing (the school office) in writing if there are any changes to their child's condition or medication.
- Ensuring that they/ their emergency representative is contactable at all times.
- Administering medication out of school hours wherever possible
- Undertaking health care procedures out of school hours wherever possible
- Ensuring they supply school with correctly labelled in date medication.
- Contributing to the writing of individual health care plans / intimate personal care plans as appropriate
- Completing the necessary paperwork e.g. request for administration of medication
- Collecting any out of date or unused medicine from school for disposal
- Keeping their child at home if they are not well enough to attend school / infectious to other people
- Ensure their child catches up on any school work they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

Parents who do not provide this support should be aware that we may not be able to fully support their CYP's medical condition in school.

School procedure to be followed on being notified of a CYPs medical condition;

Notification of a CYPs medical condition may come via a number of routes e.g. by parents, Healthy Child Team, admission forms etc.

Whatever the route the Headteacher and SENCo must be informed as soon as possible.

They must then:

- Seek further information about the condition
- Determine with the support of parents and relevant health professional whether an Individual Healthcare Plan is required
- Identify any medication / health care procedures needed
- Identify any aspects of a CYPs care they can manage themselves
- Identify which staff will be involved in supporting the CYP
- Identify what, if any, training is needed, who will provide this and when
- Identify which staff need to know the details of the CYPs medical condition and inform them as appropriate
- Ensure parent/s written permission is received for any administration of medication

Unacceptable Practice

School staff use their discretion about individual cases and refer to a CYP's Individual Healthcare Plan, where they have one, however; it is not generally acceptable to:

- Prevent CYP from accessing their inhalers or other medication
- Assume every CYP with the same condition requires the same treatment
- Ignore the views of the CYP and their parents
- Ignore medical evidence or opinion although this may be challenged
- Send CYP with medical conditions home frequently or prevent them from staying for normal school activities e.g. lunch unless it is specified in the CYP's Individual Healthcare Plan
- Send an ill CYP to the school office or medical room without a suitable person to accompany them
- Penalise CYP for their attendance record if their absences relate to their medical condition e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet breaks whenever they need in order to manage their medical condition
- Require parents, or otherwise make them feel obliged to come into school to provide medical support to their child, including toileting issues and manual handling issues

- Prevent CYP from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips e.g. by requiring the parent to accompany the CYP.

Data Protection

We will only share information about a CYP's medical condition with those staff who have a role to play in supporting that child's needs. In some cases e.g. allergic reactions it may be appropriate for the whole school to be aware of the needs. In other cases e.g. toileting issues, only certain staff involved need to be aware. We will ensure we have written parental permission to share any medical information.

School environment

We will ensure that we make reasonable adjustments to be favourable to CYP with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

Physical Environment

We have an accessibility plan which outlines how we aim to develop our facilities and staffing to meet potential future health care needs e.g. improved physical access, improved toilet facilities.

Education and learning

We ensure that CYP with medical conditions can participate as fully as possible in all aspects of the curriculum and ensure appropriate adjustments and extra support are provided.

Teachers and support staff are made aware of CYP in their care who have been advised to avoid or take special precautions with particular activities.

We ensure teachers and PE staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

Staff are aware of the potential for CYP with medical conditions to have special educational needs (SEN). The school's SEN coordinator consults the CYP, parents and pupil's healthcare professional to ensure the effect of the CYP's condition on their schoolwork is properly considered

Insurance

NYCC is responsible for ensuring staff are insured to carry out health care procedures and administer medication on receipt of Individual Health Care Plans. A copy of the NYCC insurance policy is made available to all staff involved via Smart Solutions.

Additional insurance may need to be taken out for specific procedures as determined by NYCC and the Headteacher will ensure relevant staff are able to access a copy of the insurance policy.

Complaints

For details on how to make a complaint around medical issues in school please follow our school complaints procedure available from the school website.

Home to school transport

Parents are responsible for informing SEN transport or Integrated Passenger transport if their child has a medical need that they may require assistance with during the journey to and from school.

Dignity and Privacy

At all times we aim to respect the dignity and privacy of all CYP with medical conditions we do this by only sharing information with those who have a role in directly supporting the CYP's needs.

We are considerate when giving / supervising medication / managing health care needs.

Distribution of the school medical policy

Parents are informed about this school medical policy:

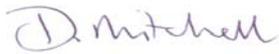
- Via the school's website, where it is available all year round

School staff are informed and reminded about this policy

- Via school medical register
- Whole school staff meetings

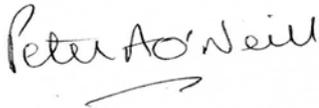
The **Governing Body** reviews this policy annually

Updated and reviewed December 2018 by A Walker, SENCo / Inclusion Manger



Signed:
Headteacher

Date: December 2018



Signed:
Chair of Governors

Date: December 2018