

Supporting Students with Medical Conditions Policy



**Approved by
Directors**

September 2021

**Signed by Chair of
Directors**

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Written by:

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Date: Sept 2021

At Fairfield High School, we ensure that students with medical conditions receive appropriate care and support at school. Some students will, at some time, have a medical condition that may affect their participation in school activities. To minimise disruption to their learning we are committed to support students with the administering of medication, be it for a short term illness or for a long term condition. We are committed to meeting the needs of all students with Special Educational Needs and Disabilities and this includes students with medical conditions. This document outlines the procedures in place when administering medication. This procedure is written in accordance with the most recent statutory guidance: 'Supporting students at school with medical conditions 2014'.

Aims

This policy aims to ensure that:

Students, staff and parents/carers understand how our school will support students with medical conditions;

Students with medical conditions are properly supported to allow them to access the same education as other students, including school trips and sporting activities.

Roles and responsibilities

The Board of Directors are responsible for:

Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability, sexual orientation or health;

Handling complaints regarding this policy as outlined in the school's Complaints Policy;

Ensuring that all students with medical conditions can participate as fully as possible in all aspects of school life.

The Head teacher is responsible for:

The day-to-day implementation and management of the Supporting Students with Medical Conditions Procedures;

Making staff aware of this policy;

Liaising with healthcare professionals regarding the training required for staff;

Making staff who need to know, aware of a student's medical condition;

Developing Individual Healthcare Plans (IHPs);

Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations;

Contacting the school nursing service or other external agencies in the case of any student who has a medical condition for further support as necessary;

Ensuring that systems are in place for obtaining information about a student's medical needs and that this information is kept up to date.

Staff are responsible for:

- Considering the needs of students with medical conditions that they teach;
- Taking appropriate steps to support student with medical conditions as identified in IHPs;
- Making reasonable adjustments to include students with medical conditions into lessons;
- Administering medication, if they have agreed to undertake that responsibility;
- Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility;
- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.

Parents/carers are responsible for:

- Keeping the school informed about any changes to their child's health;
- Completing a parental agreement for school to administer medicine form before bringing medication into school;
- Providing the school with the medication their child requires and keeping it up to date. All medicine MUST clearly show the students name, DOB, medicine name, dosage and expiry date;
- Collecting any leftover medicine at the end of the course or year;
- Discussing medications with their child prior to requesting that a staff member administers the medication;
- Where necessary, developing an Individual Healthcare Plan (IHP) for their child in collaboration with the Headteacher, other staff members and healthcare professionals.

Students are responsible for:

- Informing the school if they have brought medicines into school and handing them over to reception;
- Ensuring any medicine bought into school is clearly labelled with their name, DOB, medicine name, dosage and expiry date;
- Complying with their IHPs;
- Taking their own medication under the supervision of a member of staff.

Equal opportunities

- Fairfield High School is clear about the need to actively support students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.
- Fairfield High School will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on school trips, visits and sporting activities.
- Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. In doing so, students, their parents and any relevant healthcare professionals will be consulted.

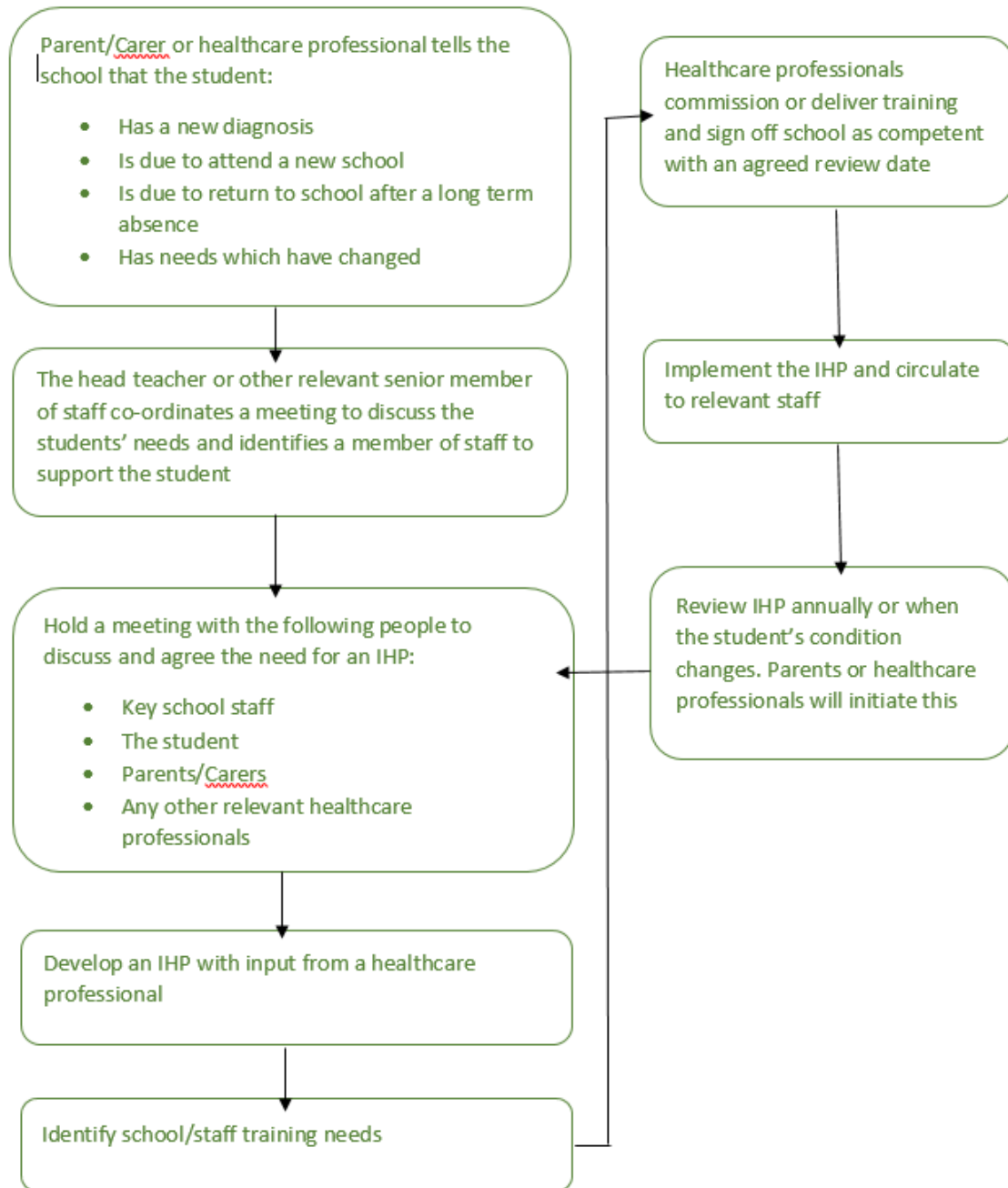
Being notified that a student has a medical condition

When Fairfield High School is notified that a student has a medical condition, the process outlined below will be followed to decide whether the student requires an IHP.

Parents/carers are asked to declare if their child has a medical condition or any food allergy when they complete the induction pack on entry to the school.

We will take reasonable steps to ensure that students with any allergies (including those allergic to nuts) are kept safe, following any medical procedures outlined in care plans in the unlikely event of a student coming into contact with an allergen.

Fairfield High School will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for students who are new to our school.



Individual Healthcare Plans

All students on admission to Fairfield High School are given a Medical Condition Declaration Form. If a student has a medical condition identified this may trigger the completion of an Individual Health Care Plan (IHP) compiled in conjunction with parents/carers. These are kept in a secure file that staff can access if required to obtain medical information, including details of any medication that is needed.

Parent/Carer Medical Agreement Form

All students who require any medication whilst at school will have a Parent/Carer Medical Agreement Form that is completed and signed. These forms will be kept with students IHP in a secure file. These will also be required for short term prescribed medications, such as antibiotics.

Supporting students with medical conditions that mean they cannot attend school

If a student is diagnosed with a medical condition that means that attending school would not be advised by healthcare professionals Fairfield High School will ensure that the following procedures are carried out:

An IHP is compiled in conjunction with parents/carers along with the student, as well as any relevant medical professionals.

Options for virtual learning are identified:

1. We currently have space to allow students to access all lessons virtually via Google Classroom from the Nigel Davies Wing with the support of the SEND team and the Learning Managers.
2. If the Nigel Davies Wing is not suitable students are offered the opportunity to access all lessons via Google Classroom from home. This would be supported by the SEND team and the Learning Managers, as well as the student's form tutor.
3. A mix and match of the two options may be appropriate for some students.

Once the best option is decided this should be added to the IHP and reviewed regularly. The Local Authority would be informed and kept up to date should the arrangement become long term.

Should a student be hospitalised it is first and foremost the priority that the student gets well and staff at Fairfield High School will liaise with the family and the student as to how we can best support them.

If a referral to the H3 (the Hereford Hub, Home and Hospital) Teaching Team is required Fairfield High School would work closely with medical professionals to ensure that such a referral is the most appropriate option. Regular contact would continue to be made with the student, family and the H3 team to ensure that the education that is being received is to the standard that Fairfield High School expects for all our students.

Storage of Medicines at Fairfield High school

Prescription medicines will only be administered at Fairfield High School under the following conditions:

In-date

Labelled

Provided in the original container, as dispensed by the pharmacist and includes instructions for administration, dosage and storage

Fairfield High School will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely in accordance with their instructions

Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be labelled with the student's name and will always be readily available to students and not locked away but kept in the First Aid cupboard.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

Procedure for Administering Medicine

Parents MUST inform Fairfield High School of any medication your student is taking even if it is only taken at home. This is important as we may be in the position of taking a student to hospital as an emergency and be asked about their medication.

Medicine will only be given by school staff when provided in its original packaging with pharmacy sticker visible.

Any medication that is administered by a member of staff is recorded in a named file showing the students name, date, time and dose given; this includes any medication given during trips and visits.

The school reserves the right to refuse responsibility for the administration of medicine in some instances.

Students who are acutely ill and who require a short course of medication e.g. antibiotics, will normally remain at home until the course is finished.

Any changes to medication must be reported to school.

Emergency Procedures

Staff will follow Fairfield High School's normal emergency procedures (for example, calling 999). All students' IHPs will clearly set out what constitutes an emergency and will explain what to do if there are exceptional circumstances.

All staff will read this policy.

If a student needs to be taken to hospital, staff will stay with the student until the parent arrives, or accompany the student to hospital by ambulance.

Appendix 1:

MEDICAL CONDITION DECLARATION FORM

Details of young person

Surname.....Forename.....

Address.....

Condition or illness

Allergies

If you require your child to take any long term medication during school hours please state the:

Name or type of medication (as described on the container).....

How long is your child required to take this medication?
.....

Date dispensed.....

Full directions for use

Dosage and method.....

Timing and frequency.....

Special precautions.....

Self-administration YES/NO

Care Plan attached YES/NO

Procedure to be taken in an emergency.....

Parents/carers are responsible for ensuring that the school has the most up to date Care Plan and for informing school of any changes in the child's condition, medication or Care Plan.

Parents/Carers are responsible for ensuring that any medication kept in school is in date and that spares are available if needed.

Signature Parent/Carer.....

Date.....

STUDENT WELLBEING

At Fairfield we take the physical and mental wellbeing of our students very seriously. We offer a range of support from personal contact with the form tutor, to small group work, counselling and access to external services if needed. Sometimes it would be helpful to us if we had some prior knowledge of any event or issue which might have an impact on a student's wellbeing or behaviour in school. In our experience, all sorts of things can affect a child's behaviour and learning, even if they have happened several years previously. As a parent or carer you will know best what, if anything, we need to know.

We would be grateful if you could indicate to us anything that we might need to be aware of, either now or in the future. We do not need you to disclose personal details; we will refer back to you for more information should we need to at any point. All information will be kept completely confidential and only accessible to wellbeing/safeguarding staff.

Child's name:

I would like to make you aware of the following:

OR

Please contact me to discuss a concern.

Parent/carer name:

Contact number:

Name: _____ **Student's DOB:** _____

Appendix 2:

RECORD OF MEDICINE ADMINISTERED FORM

STUDENT FULL NAME	
MEDICATION NAME	
DATE MEDICINE PROVIDED BY PARENT	
QTY RECEIVED	
NAME AS PRINTED ON THE PACKAGING	
EXPIRY DATE	
DOSAGE AND METHOD	
TIME	