



# **Supporting Students with Medical Conditions and Administration of Medicine**

**Governing Body Sub-committee**

Name: Student Matters Equality and Community  
Date approved: 15 June 2017

**Full Governing Body (if applicable)**

Date approved:

## **Supporting Students with Medical Conditions**

The staff of Belper School and Sixth Form Centre wish to ensure that students with medical needs receive proper care and support. Our intention is to ensure that students with medical conditions should have full access to education, including trips and PE. The Governing Body will ensure arrangements are in place to support students with medical conditions, and that policies, plans, procedures and systems are properly and effectively implemented and regularly reviewed.

The above procedures will be monitored and reviewed by the School Office Manager.

The Headteacher will be responsible for ensuring that when notification is received that a student will be attending school who has a medical condition (including transition arrangements between schools, re-integration or when a student's needs change) the school will liaise with parents/carers and health care professionals to ensure that all medical needs are met throughout the school day to ensure full and inclusive access to the curriculum. An Individual Health Care Plan (IHCP) will be put into place for the student if considered necessary and made available to staff in school.

When a student moves to another school, consent will be sought from parents/carers to share any arrangements that have been put into place for the student during their time at Belper School and Sixth Form Centre with the new school.

Where identified as being necessary, IHCPs will be developed between Belper School and Sixth Form Centre, healthcare professionals and parents/carers so that the steps needed to help a student manage their condition and overcome any potential barriers to getting the most from their education are identified. The IHCP will include:

- the student's medical condition, its triggers, symptoms, medication needs and the levels of support needed in an emergency. This will also include any treatments, time, facilities, equipment, testing and access to food or drink (where it is used to manage their condition), dietary requirements and environmental issues
- Specific support for the student's education, social and emotional needs and how absences are managed
- written permission from parents/carers regarding administration of medication

Additional information may be requested from Healthcare professionals regarding daily support of the student in school. IHCPs will be stored on the student's electronic record for staff to refer to. Copies of IHCPs and any other relevant documentation (such as risk assessments) will accompany students on any trips or visits.

The School Office Manager will have the final decision on whether an IHCP is required. School requires parents/carers to update the IHCP and any other associated documentation annually (normally at the start of each academic year). Documentation will be posted to parents/carers with the request that they be completed and returned within two weeks.

## Daily support

All members of the School Office team are First Aid at Work qualified, with several staff specifically trained to support diabetic students in school. In addition, a number of both teaching and support staff are qualified in Emergency First Aid at Work, the administration of auto injector pens and the use of the school's defibrillator. Lists of qualified staff are available to view on the Staff Intranet.

The school has a fully stocked first aid room and has its own defibrillator. Faculty/Department offices have their own First Aid kits and accident books. An Emergency Asthma Inhaler kit is also kept in the School Office, with a second kit stored in the PE office. Parents/Carers of students diagnosed with asthma are invited annually to give their consent to their son/daughter using this in the event of them being unable to access their own inhaler. A list of students able to use the emergency inhaler is kept with each kit. The kits are kept in school and do not accompany students on trips or visits.

Full details of any incidents of a medical nature are logged on the student's record. A written log is kept of students requiring plasters or ice for minor injuries. Students receiving any injury to the head are issued with a letter to take home. Arrangements for students needing to leave school due to illness are dealt with in accordance with the school's *Procedure for permitting students to leave during the school day*.

Generic treatment plans for students with allergy/anaphylaxis, asthma and diabetes are appended to this policy.

## The Administration of Medicine

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

Any parent/carer requesting the administration of medication will be given a copy of this policy.

Prescribed medication only will be accepted and administered in school.

Only reasonable quantities of medication will be accepted, and each item of medication should be delivered in its original dispensed container and handed directly to a member of the School Office First Aid team.

Each item of medication should be clearly labelled with the following information:

- Student's name and date of birth
- Name of medication
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements (if important)
- Expiry date.

The school will not accept items of medication which are in unlabelled containers or not in their original container.

Unless otherwise indicated, all medication to be administered in the school will be kept in the School Office.

Where it is appropriate to do so, students will be encouraged to administer their own medication if necessary under staff supervision. Any medication administered by school staff will be recorded on the appropriate documentation kept with the medication.

It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of a student's need for medication.

Staff who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance through arrangements made with either the School Nurse Service or the relevant Healthcare professional.

Controlled drugs will be securely stored away from other medication, with a separate administrative log. These will be administered and recorded according to Derbyshire County Council guidance\*.

Students are permitted to carry their own medication or a single day's dose of non-prescription medication with them, provided the necessary section in the student planner is completed and signed by a parent/carer.

The school will make every effort to continue the administration of medication to a student whilst on activities away from the premises.

Parents/carers will be contacted in the event of the student refusing to take medicine or not permitting a member of staff to carry out a necessary procedure.

### **Liability and indemnity**

School staff are fully indemnified by Derbyshire County Council for administration of medicines in school, providing this is within the scope of their employment, they have received appropriate training and are following local authority guidelines.

### **Complaints**

Our complaints procedure is available to view/download on the school website ([www.belperschool.co.uk](http://www.belperschool.co.uk)). Copies are also available on request from the School Office.

### **References:**

*Department for Education guidance 'Supporting pupils at school with medical conditions' September 2014.*

*\*Derbyshire County Council guidance 'The Administration of medicines and Associated Complex Health Procedures for Children Advice and Guidance for Children's Services in Derbyshire' April 2013.*



Information adapted from Derbyshire County Council guidance 'The Administration of medicines and Associated Complex Health Procedures for Children Advice and Guidance for Children's Services in Derbyshire' April 2013.

### Allergies/anaphylaxis

Treatment may involve both of the treatments below or just one of them, dependent on the type and severity of the reaction. At all times the individual treatment plan will be consulted.

- An oral antihistamine (Chlorphenamine)
- An adrenaline injection (epinephrine) administered by Epipen or Anapen

Parents must agree to be responsible for ensuring the school is kept supplied with antihistamines/injections which are 'in date'. The Headteacher will ensure that appropriate training is given to staff who have consented to administer adrenaline. If there are no consenting staff members to administer the medication, then an ambulance will be called should a child suffer a reaction.

Immediate emergency medical aid will be called in all cases when an adrenaline injection is administered.

### Asthma

Effective treatment for asthma is via an inhaler, used either with or without a spacer (holding chamber). Only reliever inhalers will be held in school.

It is the responsibility of parents/carers to ensure that inhalers are clearly labelled with the student's name. Students may carry inhalers with them subject to the necessary consent section in the planner being completed and signed by a parent/carer. Spare reliever inhalers may be stored in the School Office with parental consent, and will be accessible at all times. Emergency Asthma Inhaler kits are kept in First Aid and in the PE office. Parents will be asked annually for their permission for their son/daughter to use the emergency inhaler in situations where their inhaler is not available or does not work. A list of students with permission to use the inhaler will be stored with the emergency inhaler kits.

An asthma register will be maintained in school by the First Aid Team. Information and advice on the symptoms of an asthma attack and what to do will be made available to all staff, along with information on how to access spare inhalers, the asthma register and the use of the emergency inhaler kit.

### Diabetes

School works closely with parents/carers and Royal Derby Hospital Diabetic Nurse team to ensure good support and care of students in school with diabetes. Individual treatment plan and diabetic care plans are updated regularly and referred to at all times.

The Headteacher will ensure that appropriate training is made available to staff who have consented to support diabetic students in school. Information and advice on the symptoms of Hypoglycaemia and Hyperglycaemia will be made available to all staff.

***Please note that the above list is not exhaustive. The school supports students within school with a variety of medical conditions through regular contact with parents, the School Health service and other healthcare professionals.***