



# GORSE RIDE SCHOOLS

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## ASPIRATION AND ACHIEVEMENT

How we support pupils who have medical conditions at Gorse Ride Schools

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DATE OF LAST REVIEW :

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REVIEWED BY :

Governing Body / Executive Head Teacher

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March 2021

# ASPIRATION & ACHIEVEMENT

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## PURPOSE OF THE DOCUMENT

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This document sets out how the Gorse Ride Schools will ensure that any pupil with medical needs is enabled to take the fullest part in the opportunities for learning presented to all other pupils. This document sets out how we will make arrangements in line with the statutory guidance for maintained schools and academies.

## BACKGROUND

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The Children and Families Act 2014 places a duty on governors to make arrangements for supporting pupils at their school with medical conditions. The Department for Education (DfE) have produced statutory guidance for schools and this can be accessed at <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions>

We are aware that many of the children and young people with medical needs will have lifelong conditions but others may have medical needs which are temporary, both may change over time. Pupils with medical conditions may require support at school to manage their support due to absence or with the emotional impacts which are often associated with medical conditions. Some pupils with medical conditions will also have special educational needs (SEND) which are supported through an Education, Health and Care Plan (EHC). Where this is the case, we will integrate the Health Care planning into the EHC. Where pupils have a current Statement of SEN, we will review the Health Care Plan alongside the Statement review process.

This document was reviewed by WBC's Public health department and will be reviewed by the school at least every three years.

## OUR COMMITMENT TO PUPILS AND FAMILIES

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This policy and practice document sits alongside the schools' SEN policy. The underlying aim of both policies is to ensure that all pupils in our schools can access fully the life of the school, play a full and appropriate part in developing plans and provision and are enabled to manage their condition with increasing independence and confidence.

Where pupils have medical needs we **will**:

- Follow the model process for developing Health Care Plans (Appendix A)

- Ensure that sufficient staff is trained to support an individual medical need, including cover for staff absence and turnover. This is the responsibility of the SENCo, School Secretary and/or Executive Head Teacher.
- Ensure that all relevant staff are made aware of the pupil's condition. This is the responsibility of the Executive Head Teacher/deputy Executive Head Teacher, a list of pupils with medical conditions is in the front of each class register.
- Ensure any supply teachers are briefed. This is the responsibility of the School Secretary who ensures a list of pupils with medical conditions is in the front of each class register.
- Ensure that risk assessments are undertaken for school visits, holidays and activities outside the normal school day. This is the responsibility of Executive Head Teacher/deputy Executive Head Teacher.
- Monitor individual Health Care plans. This is the responsibility of the SENCo.

School staff will always use their professional discretion when managing pupil behaviour and the information provided to them will ensure that the decisions they make are not discriminatory and support reasonable adjustments.

As a school **we will not normally**

- prevent children from easily accessing their inhalers via the main school office and administration is overseen by staff. Medication is accessed and administered by staff when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion (although we may sometimes challenge it);
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition, eg hospital appointments, recovery time following illness or treatment.( Many of these will be able to be notified in advance but some of these may be unpredictable eg a reaction to treatment);
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

## **ROLES AND RESPONSIBILITIES**

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In addition to the responsibilities which the governing body has, ensuring the safety and wellbeing of pupils requires input from a number of practitioners and the statutory guidance sets out the responsibility of all parties. These are set out in a table and appear as Appendix B. As part of those responsibilities, schools are required to have a policy for managing medicines on the premises.

## **TRAINING AND SUPPORT**

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The training needs of staff will be addressed through each Health Care Plan. General, certified First Aid courses do not confirm that a person can deliver support to pupils with medical conditions. In order to ensure the confidence of staff, pupils and families and provide safe and effective support we

- identify staff who will support individual or groups of pupils
- in partnership with health colleagues we
  - provide supporting staff with information about the medical condition
  - ensure these staff are trained and confirmed as competent by health colleagues
  - review training needs at least annually and when there is a significant change
  - annually provide awareness training for all staff on our policy

## **EMERGENCY PROCEDURES**

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All our Health Care Plans contain personalised information on what staff need to do in an emergency. In addition, as with an emergency which can happen involving any pupil, staff will accompany a pupil to hospital and stay with them until a family member arrives. To ensure that the best response is able to be provided, staff calling emergency aid will use the prompt Appendix H.

## **MANAGING MEDICINES IN GORSE RIDE SCHOOLS**

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### **Prescribing**

Medicines should always only be administered at school when it would be detrimental to a pupil's health or school attendance not to do so. We will liaise with health practitioners to ensure that, where clinically possible, medicines are prescribed in dose frequencies which enable them to be taken outside school hours.

### Handling and Storage

We can only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to us inside an insulin pen or a pump, rather than in its original container.

All normal infection control measures, (eg appropriate gloving, hand washing and disposal) will be followed and any equipment required will be provided in school at all times.

Medicines which need to be locked away are stored in the medical cupboards in the Infant PPA room and the Junior First Aid Area, antibiotics are stored in the staffroom fridges. They are accessed by senior and/or trained staff. Details of access to medicines which need to be readily or quickly available will be in each pupil's Health Care Plan. Arrangements for offsite activities will also be contained in the plan.

Medicines which are no longer required will be returned to the parent for safe disposal. We will always use sharps boxes for the disposal of needles and other sharps.

If controlled drugs are prescribed for a pupil they will be securely stored in a non-portable container and only named staff should have access. Controlled drugs will, however, be easily accessible in an emergency. As with all other medicines we keep a record of any doses used and the amount of the controlled drug held in school.

### Parental Consent

We will administer or supervise medication in line with a pupil's Health Care Plan. We will administer non-prescription medicines only in exceptional cases and when accompanied by parental authorisation. We will not administer any medication containing Asprin to a child under 16 unless it has been prescribed by a doctor. We will always contact the parent prior to administering non-prescribed medicines to gain verbal permission on the day. Dosage and time of administering will be logged and we will always inform parents if non-prescription medication, eg for pain relief was taken and the dosage given.

### Self-Management

After discussion with parents, pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be reflected within individual Health Care plans. Pupils will not be allowed to carry their own medicines or relevant devices or be able to access their medicines for self-medication. Pupils who can take their medicines themselves or manage procedures will be supervised by a member of staff. If it is not appropriate for a pupil to self-manage, then relevant staff will help to administer medicines and manage procedures. Arrangements for each pupil will be recorded on their Health Care Plan.

A pupil who has been prescribed a controlled drug will have it administered by a member of staff and it will be stored with all other medication.

### **Record Keeping**

We keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school will be noted and parents informed. Examples of record keeping are at Appendix E and F

### **Insurance**

Insurance is provided for The Gorse Ride Schools by AIG Europe Ltd. Our policy covers the administration of medication. In the case of any medical procedures we always check that cover extends to that individual procedure. This check is undertaken by the School Business Manager.

## **COMPLAINTS**

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As a school we will seek to resolve any concerns quickly at an informal stage. If this does not resolve the concern the complaints procedure should be followed. This is available at [www.GorseRideSchools.co.uk](http://www.GorseRideSchools.co.uk) or as a hard copy through either schools main office.

## **MONITORING AND REVIEW**

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The Personnel Committee of the governing body monitors this policy on a three year basis. This committee reports its findings and recommendations to the full governing body, as necessary, if the policy needs modification.

This policy will be reviewed March 2021.

## APPENDIX D : PARENTAL AGREEMENT FOR GORSE RIDE SCHOOLS TO ADMINISTER MEDICINE

**It is not possible for us to give your child medicine unless you complete and sign this form.**

Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	
<b>Medicine</b>	
Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Does your child take it themselves?	
If they do is supervision needed?	
Procedures to take in an emergency	
<b>NB: Medicines must be in the original container as dispensed by the pharmacy</b>	
<b>Contact Details</b>	
Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_



## APPENDIX E : RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL PUPIL

Name of pupil	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	
Staff signature	Signature of parent

*\*For all medication it is essential that the dose is written clearly with the units for example – 2 x 5 mg. Fridges. If any medication is stored in fridges ensure that routine temperature monitoring takes place.*

Date			
Time given			
Dose given *			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given*			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given*			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given*			
Name of member of staff			
Staff initials			

## APPENDIX F : RECORD OF ALL MEDICINES ADMINISTERED TO PUPILS

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A bound book is better than a loose leaf file

Date	Pupil	Time	Medicine	Dose	Any reaction	Signature	Print name

**APPENDIX G : HEALTH CARE PLAN**

Pupil details			
<b>Surname</b>		[Child / young person's chosen picture]	
<b>Other names</b>			
<b>Address</b>			
<b>Date of birth</b>			
<b>Language at home</b>			
<b>Child/ young person's parent/s or person responsible</b>			
<b>Address if different</b>		<b>Relationship to Child/young person</b>	
<b>Telephone numbers</b>		<b>work</b>	
<b>First contact</b>		<b>home</b>	
		<b>mobile</b>	

<b>Hospital or clinic contact</b>		<b>GP</b>	
<b>Name</b>		<b>Name</b>	
<b>Phone</b>		<b>Contact</b>	

I am XXX and I have YYY			
In school this means		At home this means	
This is how I like to be helped to manage my condition			
<b>I carry my own medication</b>		<b>I administer my own medication</b>	
<b>My medication is stored for me</b>		<b>I am helped to administer my medication</b>	
<b>I have an emergency plan</b>		<b>An adult gives me my medication</b>	

If this section has been completed by or with someone else please fill in the details below

Name		Relationship	
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**Equipment, diet or medication needs in school**

What	When	Who	Review date

**Any side effects of my medication** *child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc*

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**A general risk assessment for regular out of school activities.** *Any activity which is not regular, is off school premises or is an extended activity eg holiday will need an individual risk assessment*

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**Key people within school who need to know about my condition**

Name	Role	Name	Role

**This is my emergency plan**

<b>How people know there is a problem</b>	<b>What actions need to happen</b>
<b>Who is responsible in an emergency in school</b>	
<b>Who is responsible in an emergency off site</b>	

**These people support me in managing my condition**

Name	Role	Contact details	Advice given

Non medical support which helps me to access the full life of the school	
Area of need/impact	What provision will be made available

Staff Training undertaken/required		
Who	What	When

Date this Health Plan will be reviewed	
People who helped draw up the Plan	
Plan sent to	

Signatures		
	Role	Date
	Pupil	
	Parent/carer	
	For school	

## APPENDIX H : CONTACTING EMERGENCY SERVICES

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**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.**

**Speak clearly and slowly and be ready to repeat information if asked.**

1. School telephone number 0118 973 4880 / 0118 973 2666
2. your name
3. your location as follows Gorse Ride Schools, Gorse Ride South, Finchampstead
4. state what the RG40 4EH (Romeo, Golf, Four, Zero, Four, Echo, Hotel)
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use
8. state that they will be met at that entrance
9. put a completed copy of this form by the phone