

Featherstone High School



Supporting Pupils with Medical Needs Policy

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Ratified by Governors on:
11th May 2010
To be reviewed: 2012

FHS Supporting Pupils with Medical Needs Policy.

This policy aims to ensure all pupils at Featherstone High School are able to access their learning in a supportive environment which is sensitive to their medical needs. Many pupils will need to take medication, or be given it at school at some time in their school life. For most, this will be for a short period to allow them to finish a course of antibiotics or apply a lotion. In some cases there may be a long term need for pupils to take medication. To allow pupils to take or be given medication at school minimises the disruption which could be caused by illness and allows their education to proceed at a steady rate alongside their peers.

Purpose

To provide guidance to teachers, Governors and Parents in respect of a procedure for dealing with the administration of prescription medicines. Close co-operation between schools, settings, parents, health professionals and other agencies will help provide a suitably supportive environment for pupils with medical needs.

Aims

- To identify the roles and responsibilities of parents, staff and pupils.
- To identify how pupils with long-term or complex medical needs will be supported.
- To establish and communicate arrangements for the access, storage and disposal of medication.
- To establish and communicate procedures for dealing with common conditions.
- To establish and make available systems for parents to provide school with up to date information about their pupil's medical needs.

Short-Term Medical Needs

- It is the responsibility of the parent to ensure that a pupil is kept at home if he/she is unwell
- If a pupil feels unwell in class and is unable to continue in the usual way then they will be sent to the Student Services where they will be seen by a first aider.
- Staff do not administer medication (prescribed or non-prescribed) for short term sickness; we recommend that wherever possible, parents request their doctor or dentist to prescribe medication that can be taken outside the school day.

Long-Term Medical Needs

- It is important that the school is informed of any medical needs before a pupil starts school or as soon as possible following concerns or diagnosis.
- A written Health Care Plan will be drawn up, in discussion with parents, it will include:
 - details of the pupil's conditions
 - special requirements e.g. dietary
 - details of pupil's GP
 - what to do and who to contact in an emergency
- This written agreement between school and parents will clarify for staff, parents and the pupil the help that the school can provide and receive. Others who may be involved in the drawing up of a health care plan may be dependent on the nature of the case.
- A record of medication administered will be kept

Administering of Medicines

- No pupil under 16 should be given medicines without their parent's written consent. Any member of staff giving medicines to a pupil should check
 - the pupil's name
 - prescribed dose
 - expiry date
 - written instructions provided by the prescriber on the label or container¹
- The school can not instruct staff to administer medication; this can only be done on a voluntary basis. There is no legal or contractual duty on staff to administer medicine or supervise a pupil taking it.
- If the administration of prescription medicines requires technical or medical knowledge then individual training should be provided to staff from a qualified health professional. Training is specific to the individual pupil concerned
- School staff will not force pupils to take medication. If a pupil refuses to take medication, parents will be contacted. The emergency services will be called if necessary.
- Teachers who have pupils with additional needs in their class will need to be informed in detail of day-to-day implications of the condition and what procedures are in place in school.
- Parents are responsible for supplying information and for letting the school know of any change in circumstances which may impact on the schools ability to support their pupil.

Self Management of Medication

- Pupils with long term medical needs such as asthma, diabetes and certain types of allergies will be encouraged to manage their own medication whenever possible. Parents will need to complete a care plan to give their consent for pupils to carry their own medicine. See individual conditions below for further details.
- Older pupils with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent. Pupils develop at different rates and so the ability to take responsibility for their own medicines varies. There is no set age when this transition should be made. There may be circumstances where it is not appropriate for a pupil of any age to self-manage. Health professionals need to assess, with parents and pupils, the appropriate time to make this transition.
- If pupils can take their medicines themselves, staff may only need to supervise. The policy should say whether pupils may carry, and administer (where appropriate), their own medicines, bearing in mind the safety of other pupils and medical advice from the prescriber in respect of the individual pupil.

Storing Medicines in School

- We will only store medication prescribed for individual pupils with long-term medical needs in the original container as dispensed.
- The container should be clearly labelled with the name of the pupil. The name and dose of the medication and frequency of administration.
- Pupils will know where their medication is kept and who holds the key.
- All emergency medication such as asthma inhalers and epipens will be readily available for the individual pupil in their classroom. These will never be locked away.

- A few medicines need to be refrigerated. They can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. There should be restricted access to a refrigerator holding medicines.
- Any medication to be stored in school must be taken directly to Student Services by the parent.
- We will not dispose of any medicines. It is the parent's responsibility for ensuring date-expired medicines are returned to the pharmacy for safe disposal. They should also collect any medicines held at the end of each term.

School Trips

- All pupils are encouraged to take part in school trips. Arrangements for taking medication will be taken into consideration. It is important to note that pupils with medicine must have them with them when attending any trip.
- School Staff and Activity Centre Staff, if appropriate, must be made aware of any medical needs and relevant emergency procedures in line with the Risk Assessment for School Visits.

Sporting Activities

- Most pupils with medical conditions can participate in PE and Games. Any restrictions on a pupil's ability to participate in PE will be included in the pupil's health care plan.
- Relevant information regarding a pupil's medical needs will be given to the teachers supervising sporting activities so that they are fully aware of the situation.
- Pupils who need to take medication before, during and/or directly after exercise are allowed to do so.

Confidentiality

- Medical information will be treated confidentially. However, it will be essential to share some information to support the pupil in the most appropriate way. On receipt of information it will be agreed with the parent who else in school needs to be informed of the medical need and who will have access to the records.
- Health Care Plans and forms relating to medication are kept in the medical room with copies given to the class teacher.

Infectious Conditions

- For certain infectious conditions, a pupil must be kept away from school until it is treated or no longer contagious, school will advise parents depending on the condition.
- Parents will be informed by letter if the school has been made aware of an infectious condition in their pupil's class.

Additional Information relating to Common Conditions

Asthma Policy

Featherstone High School recognises that asthma is a widespread, serious but controllable condition affecting many pupils at school.

Asthma Medicines

- Immediate access to reliever medicines is essential. Pupils with asthma are encouraged to carry their reliever inhaler as soon as the parent, school nurse and class teacher agree that they are mature enough.
- Parents are asked to ensure that the school is provided with a labelled spare reliever inhaler. This will be kept in Student Services. All inhalers must be labelled with the pupil's name and class by the parent.
- School staff are not required to administer asthma medicines to pupils – except in an emergency. All school staff will let pupils take their medication when they need to.

Record Keeping

- At the beginning of each school year or when a pupil joins the school, parents are asked if their pupil has any medical conditions on their enrolment form.
- All parents of pupils with asthma are consequently sent an Asthma UK school asthma card to give to their pupil's doctor or nurse to complete. Parents are asked to return them to school. From this information the school keeps its asthma register, which is available to all school staff. School asthma cards are sent to parents of pupils with asthma on an annual basis to update. Parents are also asked to update or exchange the card for a new one if their pupil's medicines or how much they take, changes during the year.

PE, Games and Activities

- Inhalers should always be available during PE, sports activities and school visits.
- The PE teacher is aware of which pupils have asthma from the school's asthma register.
- The PE teacher will remind pupils whose asthma is triggered by exercise, to take their reliever inhaler before the lesson and to thoroughly warm up and down before and after the lesson.

When a Pupil is Falling Behind in Lessons

- If a pupil is missing a lot of time from school or is always tired because their asthma is disturbing their sleep at night, the class teacher will initially talk to the parents to work out how to prevent their pupil falling behind. If appropriate the class teacher will then talk to the school nurse and SENCO about the pupil's needs.

Asthma Attacks

- All staff who come in contact with asthma know what to do in the event of an asthma attack.
- In the event of an asthma attack the school follows the procedure outlined by Asthma UK in its school policy guide. This procedure is visibly displayed in every classroom.

Epilepsy

- Featherstone High School recognises that pupils who have epilepsy can be fully included in all activities but may require extra supervision in some areas, such as swimming.
- It is the parent's responsibility to provide information regarding their pupil's epilepsy. This information will be incorporated into the pupil's Health Care Plan, setting out the particular pattern of the individual pupil's epilepsy.
- We recognise that most pupils with epilepsy take anti-epileptic medicines and that these should not need to be given during the school day.
- If a pupil experiences a seizure in school, the following details will be recorded and communicated to parents:
 - any factors which may have acted as a trigger
 - any unusual 'feelings' reported by the pupil prior to the seizure
 - parts of the body demonstrating seizure activity
 - the timing of the seizure – when it happened and how long it lasted
 - whether the pupil lost consciousness
 - whether the pupil was incontinent.
- If a pupil has a seizure in school, his or her movements will not be restricted to allow the seizure to take its course, a member of staff will stay with the pupil until he/she is fully recovered. An ambulance will be called during a convulsive seizure if:
 - it is the pupil's first seizure
 - the pupil has injured themselves badly
 - they have problems breathing after a seizure
 - a seizure lasts longer than the period set out in the Health Care Plan
 - a seizure lasts for more than 5 minutes
 - there are repeated seizures, unless this is usual for the pupil and is set out in the pupil's health care plan.

Diabetes

- Featherstone High School recognises that some pupils with diabetes may need to administer their medication during the school day. Pupils are encouraged to manage their own insulin injections. Supervision is available should it be required. A private place to carry out the injection/monitor blood glucose levels is available.
- All staff are aware that pupils with diabetes may need to eat snacks during class time or before exercise.
- Staff teaching PE or Games are aware that a pupil with diabetes should have glucose tablets or a sugary drink to hand.
- Symptoms indicating a hypoglycaemic reaction (hypo) will be discussed when drawing up a pupil's Health Care Plan, these symptoms will then be made available to anyone that has contact with the individual pupil.
- If a pupil has a hypo, the pupil will not be left alone, fast acting sugar such as a glucose tablet or gel will be given immediately, followed by slower acting starchy food once the pupil has recovered – 10 or 15 minutes later. An ambulance will be called if:
 - the pupil's recovery takes longer than 10 – 15 minutes
 - the pupil become unconscious.
- Staff are aware that some diabetic pupils may have a greater need than usual to go to the toilet or drink – these could be signs of hyperglycaemia and staff will draw this to the attention of the parents.

Anaphylaxis

- Featherstone High School is aware that anaphylaxis is manageable. With sound precautionary measures and support from the school, pupils are able to take part in school life normally.
- All staff are aware that anaphylaxis is an acute, severe allergic reaction requiring immediate medical attention.
- Triggers can include peanuts, tree nuts, sesame, eggs, cow's milk, fish, certain fruit, penicillin, latex and the venom of stinging insects.
- Parent's of pupils with known allergies should supply the school with two epipens, one to be kept in Student Services, or carried on their person.
- The pupil's epipen must be taken to PE, games lessons and on school trips.
- If an allergic reaction occurs, the adrenaline injection should be administered into the muscle of the outer thigh. An Ambulance will be called.
- Staff who have agreed to administer the medicine will receive training from the School Nurse.

Review

This policy will be reviewed regularly to take account of changing circumstances. The effectiveness of these procedures will be monitored by staff and governors.

*Ref: DfES/DH (2001), Access to Education
DfES/DH (2005), Managing Medicines in Schools and Early Years Settings*