



# Supporting Students with Medical Conditions Policy (and Safe and clear administration of medicines)

Responsibility	Students, Parents & Community	
Status	Statutory	
Ratification date	12 03 2021	
Review cycle / date	1	Spring 2022
Reference	012/2	

The school has a detailed Risk Register which the trust board uses to monitor and measure the impact of its decisions as well as informing its planning.

To ensure that Risk Management permeates the working of the trust board, this policy is referenced in the Risk Register and the committee responsible for the policy should consider the “likeliness” and “impact” level for the appropriate risks.

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## **1 Introduction**

The Richmond upon Thames School (RTS) is an inclusive community that supports students with medical conditions. Students with medical conditions will be supported so that they have full access to education, including school trips and physical education. No young person will be denied admission to RTS because arrangements for their medical condition have not been made. School staff will consult with health and social care professionals, the student and parents/carers to ensure the needs of the student with medical conditions are properly understood and effectively supported. We will make reasonable adjustments where appropriate.

This policy should be read in conjunction with the following policies:

- Safeguarding and Child Protection,
- Equal Opportunities and
- Special Educational Needs

## **2 Individual Healthcare Plans (IHP)**

All young people with a medical condition will have an individual healthcare plan (IHP), which explains what help they need on a daily basis and in an emergency.

At RTS we will do all we reasonably can do to assist students with complex or long term conditions which would require an IHP. The Attendance and Welfare Officer will liaise with the parents/carers on an annual basis in order to review this IHP. As part of enrolment, parents/carers are asked to provide their child's medical details on Arbor (the school's MIS). An updated medical entry within Arbor is reviewed by the Attendance and Welfare Officer who will then contact the parent/carer directly to establish an IHP meeting where a plan will be created or reviewed if being updated.

An IHP is used to record the medical condition support an individual student might need. The IHP is written with the student, parent/carer, a member of staff (usually the Attendance and Welfare Officer for non-complex cases), school nurse (where appropriate) and relevant healthcare services (where appropriate). School staff will be made aware of students who have IHPs. Student confidentiality will be protected and permission from parents will be sought before sharing any medical information with any other party.

The Attendance and Welfare Officer will hold a central register of IHPs. IHPs will be reviewed at least annually or whenever the student's needs change.

## **3 Administering medicines**

RTS has clear guidance on providing care and administering medication whilst at school. We also have a robust system for storing medication and specialist medical equipment.

A record of medication administered in school is entered in Arbor by staff every time medicine is administered to a student.

Staff will not give medication (prescription or non-prescription) to any student without a parent/carer written consent; which is provided via a '[Parental Agreement](#)' e-form which is located on the school's website. Completed e-form will be checked and approved by the Attendance and Welfare Officer. If the

medication is only required for a short time, parents must send in a signed letter with specific instructions for the medication which will be attached to the Agreement form by the Attendance and Welfare Officer.

Prescribed and over the counter medicines (including eye drops) must be in the original packaging or they will not be accepted by the school. Medication must be handed in to the Attendance and Welfare Officer (or to a member of the School Administrative staff in their absence), clearly marked with the student's name and tutor group. If a student refuses to take medicine that their parents/carers have requested, the refusal should be recorded and parents informed.

Some students may self-administer medication, e.g. Inhaler for asthma if this has been directed by the parents/carers when completing the 'Parental Agreement' e-form. The school will not deal with any requests to renew the supply of the medication. If a student misuses their or someone else's medication, parents/carers will be informed.

#### **4 Storage of medicines**

- Antibiotics, eye drops, insulin will be stored in the First Aid fridge, located in the medical room, and at recommended temperature
- Tablets and liquid pain relief will be stored in a cabinet in reception, with limited access
- EpiPens should be easily accessible within a locked cabinet in the Medical room, as well as the student carrying one on their person
- Asthma Inhalers should be easily accessible in reception labelled with their name, as well as the student carrying one (physical activities)
- As a rule, no medicines should be stored or kept in classrooms or carried by students
- Medicines that have expired are to be returned to the parent/carer or disposed of safely taken back to the chemist

Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.

#### **5 Emergencies**

RTS makes sure that all relevant staff understand what constitutes an emergency for an individual student and makes sure that an emergency plan and medication/equipment is readily available wherever the child is in the school, or taking part in off-site activities, and is not locked away. Students may carry their emergency medication with them if this is appropriate or they should know exactly where to access it.

If a student needs to attend hospital, a member of staff, preferably known to the student, will stay with them until a parent arrives, or accompany a student taken to hospital by ambulance. Staff will not take students to hospital in their own vehicles. If a student requires hospital treatment that does not warrant calling an ambulance, and the parent is unable to get to school in a reasonable time, the school will provide a taxi to take the child with a member of staff to the hospital.

The Attendance and Welfare Officer will download the 'student profile' from Arbor which will provide a record of student medical visits as well as their IHP (if they have one) ready to be taken to hospital.

#### **6 Trips and visits**

Students with medical needs are given the same opportunities as others to attend school visits. When planning a visit or journey staff will make sure that sufficient first aid provision is in place. Staff will consider what is necessary for all students to participate fully and safely. The school will make sure a trained

member of staff is available to accompany a student with a medical condition on an off-site visit, including overnight stays. This will be included in their IHP.

Staff should discuss any concerns about a young person's safety with parent/carer; this will be included in the risk assessment written by the visit leader. This information should also be included in the student's IHP which accompanies them on the visit.

The visit leader will check all student medical needs with the parents/carers of those students attending the set trip; this process will be in place for each trip attended by a student. All medication administered on a school journey, including the dose, time, date and supervising staff is recorded on a form. Medicine should be given to the visits leader with clear prescription instructions: this is especially important for residential visits. Controlled drugs are to be kept in a strong locked container that only designated members of staff have access to.

## **7 Monitoring and Evaluation by the Senior Leadership Team and Trustees**

- All staff who administer medicine will be appropriately trained to do so
- The Deputy Head Teacher responsible for Wellbeing, Attendance and Welfare Officer, LSAs and First Aid staff will receive regular training, e.g. First Aid, EpiPen and Defibrillators
- The Attendance and Welfare Officer, their line manager and the SENCO will have regular meetings with the school nurse
- IHPs records and logs will be reported annually to the Trustees by the Deputy Head Teacher responsible for Wellbeing
- Parents will receive annual request for updated information
- When evaluating this policy, feedback from key stakeholders and views of students and parents will be sought
- An SLT member and the Attendance and Welfare Officer will ensure all staff are aware of students with medical conditions and their specific needs
- School staff will seek advice and guidance from health and social care professionals where appropriate
- Trustees will make sure that there is the appropriate level of insurance and liability cover in place
- Trustees will ensure that the arrangements put in place are sufficient to meet their statutory responsibilities
- Trustees and SLT will ensure that students with medical conditions are supported to enable the fullest participation possible in all aspects of school life
- Trustees and SLT will ensure that school staff are able to access information and other teaching support materials to meet the needs of a student with medical conditions.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf)

RTS Individual Healthcare Plan flow chart

Parent/carer or healthcare professional Completes medical needs on Arbor (MIS) or contact the school directly:

- A new diagnosis
- Is due to return to school after a long-term absence
- Has needs which have change
- New medication

The Attendance and Welfare Officer reviews individual students medical updates in Arbor to evaluate if a IHP is required. If necessary, hold a meeting with the following people to discuss and agree on whether an IHP is needed

- Deputy Head Teacher responsible for student wellbeing
- Key school staff
- The child
- The parents/carers
- Any healthcare professionals

The Attendance and Welfare Officer with the Deputy Head Teacher Wellbeing coordinates a remote/face-to-face meeting or telephone call to discuss the child's needs and identifies an appropriate person to support the student

Develop a IHP (with parent/carer and student where appropriate)

Draft IHP emailed to Parent/Carer to gain agreement for document to be used.

Identify school staff training needs

Implement IHP and circulate it to relevant staff

Healthcare professionals commission or deliver training and sign off school staff as 'competent' with an agreed review day.

Review the IHP annually or when the child's condition changes. Parents/Carers or healthcare professionals will initiate this.