



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

Responsibility	Students, Parents and Community	
Status	Statutory	
Ratification date	26 11 2019	
Review cycle / date	1	Autumn 2020
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 Student Wellbeing Coordinator with the Welfare Assistant will liaise with the parents/carers on an annual basis in order to review this IHP. As part of enrolment, parents are asked if their child has any medical conditions.

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 Welfare Assistant or Student Wellbeing Coordinator 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 Welfare Assistant will hold a central register of IHPs. IHPs will be reviewed at least annually or whenever the student's needs change.

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.

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.

The 'Record of Medication Administered in School' is kept securely in a black folder in the First Aid room. Any 'Controlled Medication' taken by a student on site is recorded on the school's management system, Evolve.

Staff will not give medication (prescription or non-prescription) to any student without a parent/carer written consent. This must be done via a 'Parental Agreement' form which will be checked and approved by the Welfare Assistant. 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 Welfare Assistant and scanned onto Arbor under the student's medical profile.

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 Welfare Assistant (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 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 a 'Parental Agreement' 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 in reception, 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 parent/carer or disposed of safely taken back to 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.

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 'Visits and Journeys Medical Information' form must be completed by a parent/carer for each visit or journey a student participates in. **All medication administered on a school journey, including the dose, time, date and supervising staff should be 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 Facilities Manager, Admin Assistants, LSAs and First Aid staff will receive regular training, e.g. First Aid, EpiPen and Defibrillators
- The Admin/Attendance Assistant, 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 a member of SLT
- 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 Welfare Assistant 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.

Appendices

1. The Richmond upon Thames School Individual Healthcare Plan template
2. Parental agreement for the Richmond upon Thames School to administer medicine
3. Emergency medical consent Form
4. Medical needs form (induction and new admissions)
5. Medication administered on a school journey
6. Copy of model letter



Individual Health Care Plan

Please complete the following plan if your child has prescribed medication or suffers with a serious illness/allergy

Clinic/hospital contact name	
Clinic/hospital contact number	
GP Name	
GP contact number	

Describe medical needs and give details of child's symptoms, triggers and sign below

Treatment	
Facilities	
Equipment/devices	
Medication name	
Medication dose	
Method	
To be administered by	Student <input type="checkbox"/> First Aid trained member of RTS <input type="checkbox"/>

Outline daily care requirements

Outline specific arrangements required for trips and visits

Explain what would constitute as an emergency

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Additional notes

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Plan completed by

--

Relationship with child

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The following section should be completed by a member of the Richmond upon Thames School staff.

Additional staff training required

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Member of staff responsible for providing support within school

--

Date information transferred to EVOLVE

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This document will remain in the named student's files whilst they are a student at this school.



Parental agreement for the Richmond upon Thames School to administer medicine

The Richmond upon Thames School will not give your child medicine unless you complete and sign this form.

I give consent for medication provided by the parent/carer can be administered to my child by a designated member of the Richmond upon Thames School staff.

I do not give consent for medication provided by the parent/carer can be administered to my child by a designated member of the Richmond upon Thames School staff.

Name of student	
Date of Birth	
Medical condition/illness	
Medicine to be administered	
Name/type of medicine (as named on the container)	
Expiry date	
Dosage	
Frequency/timing	
Method	
Special precautions/instructions	
Self administration?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Procedures in an emergency	
Name of person to contact	
Daytime and mobile numbers	
Relationship to student	

Medicines must be in the original container as dispensed by the pharmacy.

The above information is, to the best of my knowledge, accurate and I give consent to school staff administering medicine in accordance with the school guidance. 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.

Signed

Date

Print name

Emergency Medical Consent

Name of student	
Date of Birth	

In the very rare event of an emergency The Richmond upon Thames School would actively seek to locate a parent or guardian. When parents or the emergency contact cannot be reached, it may be necessary for The Richmond upon Thames School to obtain urgent treatment for your child from a doctor, dentist or casualty department of a hospital.

As delay in such circumstances could be dangerous we would ask that you give full consent below in case such an emergency should unfortunately arise. This consent will be valid whilst your son or daughter is on site or on a day visit.

Longer term residential trips will require an additional medical form to be completed.

This emergency consent will remain valid for the period of time your son/daughter attends The Richmond upon Thames School unless you instruct us otherwise in writing. The consent will automatically expire after this time.

Parent/Carer name (1)	
Contact number	

Parent/Carer name (2)	
Contact number	

Parent/Carer name (3)	
Contact number	

Declaration

In the event of sudden illness or accident affecting my son/daughter; if recommended by a doctor and considered necessary by the medical authorities present, I agree to **emergency treatment**, including

- Medication as instructed
- Any emergency dental, medical or surgical treatment including any operative treatment and/or administration of a general anaesthetic
- Blood transfusion

Please sign here to indicate your acknowledgement of the emergency procedures at The Richmond upon Thames School.

Signed		Date	
Print name			



MEDICAL NEEDS - UPDATE FORM

If your child has any medical needs not previously disclosed to the school, please use this form to provide details:

Child's name: **Tutor group:**

Medical details:

Parent/carer signature: **Date:**

If your child needs to take medicine in school hours, please make sure you sign the attached form Parental agreement for the Richmond upon Thames School to administer medicine and hand it the Welfare Assistant in reception. Whilst we understand there will always be occasions when a student's medical condition may make it necessary for them to carry essential medication with them, we would like to minimise this in school as much as possible.

We have to be realistic in considering the possibility of school bags and personal items getting lost, misplaced or stolen and therefore vital or possible harmful medication being unaccounted for or misused within the school.

We have a First Aid room with a full time welfare assistant dedicated to the students' injuries, ailments and wellbeing. Therefore, we can store safely and securely any medication the children may require. However, whilst the welfare assistant will help where appropriate, the ages of our students makes it important that taking their medication remains their own responsibility and therefore they alone should ensure any regular or necessary medication is taken at the correct times by attending reception.



Record of medicine administered to an individual child on a school trip/journey

Name of Trip/Visit/Residential details	
Name of student	
Tutor group	
Name and strength of medicine	

Staff signature:

Print name:

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

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



Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting students at school with medical conditions for your information.

A central requirement of the policy is for an Individual Healthcare Plan (IHP) to be prepared, setting out what support the student needs and how this will be provided. IHPs are developed in partnership between the school, parents, students, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom.

Although IHPs are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's Individual Healthcare Plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached IHP template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or student support] would be happy for you contact me by email (info@rts.richmond.sch.uk) or to speak by phone if this would be helpful.

Yours sincerely

Student Wellbeing Coordinator