



MAIDENHILL SCHOOL

## POLICY FOR SUPPORTING STUDENTS WITH MEDICAL NEEDS

**Management Responsibility: Head Teacher**

**RATIFIED: 11<sup>th</sup> December 2023**

**AUTHORISED SIGNATORY:** \_\_\_\_\_  
Eric Dawson, Chair of Governors

**Review Due: December 2024**

**Policy Allocation: H&S Link Governor**

This policy will be reviewed annually by the Head Teacher and Link Governor for Health and Safety.

Our aim is to ensure that students with medical needs receive proper care and support at school and to enable students, parents/carers and staff to feel confident that the student is able to integrate as far as possible into “normal school life” and enable students to achieve their full potential. This support is not the sole responsibility of one person, but is a partnership between school, health professionals, parents/carers and student.

It is the parent’s responsibility to keep a child at home when acutely unwell. It is the parent’s responsibility to inform the school of any ongoing medical condition or if a medical condition develops. This should be done in writing to the appropriate Learning Community Leader, who will then ensure the information is passed to reception swiftly to update records.

### 1. Short term medical needs

- Medication should only be brought into school if it is vital that it should be taken during school hours. Where possible, arrangements should be made to take medication out of school hours. Parents/carers should discuss this matter with the prescribing doctor or dentist.
- Any medication needed during school hours should be clearly labelled with the student’s name and tutor group. All medication should be handed in to reception and should be accompanied by a signed form available on the website or from reception (giving parental permission for staff to administer medication) and which explains the exact dose and time the medication should be taken and any specific instructions regarding storage. It is the parent’s responsibility to advise the school of any possible side effects. Any medication will be taken under supervision. It is the student’s responsibility to come to reception to take the medication where they sign to say they have taken it
- Painkillers will not be issued by school staff unless signed parental consent has been received (via the permission form) or an Individual Health Care Plan (IHCP) has been agreed between parents/carers and school. If painkillers are to be given, the student will be supervised by a

member of staff and parents/carers will be notified immediately stating the dose given and the time.

## 2. Long term medical needs

- It is the parent's responsibility to inform the school of any ongoing medical condition and to update the school of any changes to the condition and/or treatment. This should be done in writing to the Learning Community Leader and where appropriate the IHCP will be amended.
- Where the medical condition requires ongoing medication, regular hospital visits or may require emergency treatment, an Individual Health Care Plan (IHCP) will be agreed between the parent and the school. This may also require input from the GP/School Nurse and/or Link Governor (Health and Safety) as appropriate.
- It is the parent's responsibility to ensure any medication kept in school is kept up-to-date and is properly disposed of when past its expiry date or if no longer required. Only medication in the original container or packet will be held in school.

## 3. Self-management

- It is good practice for students to manage their own medication and, where this has been agreed through an IHCP, the student will be supervised whilst doing so.
- Medication must not, for the safety of other students, be carried around by the student except where a student has been prescribed an inhaler for the use of asthma relief or an EPI-pen for emergency use, or if specifically agreed via the IHCP. All other medication will be kept in a secure cupboard/fridge in reception only accessed by named staff.

## 4. School visits

- It is the parent's responsibility to complete in detail medical forms, issued by the school prior to a day/residential visit or activity, and ensure emergency contact details are accurate. The parent should also reference the IHCP on the visit permission form.
- A copy of the student's IHCP should accompany the visit and parents/carers should ensure staff are fully aware of any specific problems that may be encountered on the visit. Where appropriate a risk assessment will be carried out.
- All staff accompanying the visit should be aware of the students with IHCPs.
- If staff have further concerns regarding the student's safety or the safety of other students, they should seek advice from the parents/carers or the school nurse/student's GP.

## 5. Sporting Activities

- Students who are prescribed inhalers for the relief of asthma should be allowed immediate access to their medication if necessary.
- Staff supervising sporting activities should be aware of relevant medical conditions and emergency procedures. A list of students with IHCPs will be kept in the P.E office. IHCPs are scanned onto students' files on SIMs.

## 6. Illness in School – Procedure

- It is the parent/carer's responsibility to keep the child at home when acutely unwell.
- Staff at school are not medical professionals but will always act in what they believe to be the best interests of the student. Upon a student arriving at first aid, staff will assess how a student presents using information available to them. This will be obtained via a conversation with the student where possible and by observing their behaviour and any presenting symptoms.
- Where a student presents as too ill to continue the day in school, a parent/carer will be contacted and asked to come to school to collect them. The parent/carer may authorise another responsible adult to do this on their behalf, but under normal circumstances the student will not be allowed to leave the school unaccompanied, unless under exceptional circumstances and expressly agreed by the parent/carer.
- Where the student is feeling unwell but has no signs of further illness, they will be observed for a short period, then encouraged back to lessons or to re-join break/lunch time.

Where a student persists in returning to first aid multiple times during a day, staff will contact home to relay this. The way the student has presented to first aid will be conveyed, as will the explicit language they have used to describe their own symptoms. A discussion will be held with a parent/carer about what further action may need to be taken.

## 7. Accidents/Injuries

- A list of first aiders is displayed throughout the school and those named staff should be contacted immediately in the case of an accident or emergency.
- First aid will be administered and in non-emergency situations parents/carers will be contacted so they can take the student to A&E for further check-ups where appropriate.
- In urgent cases a 999 call will be made first and parents/carers contacted immediately afterwards. A member of staff or two students will be posted near the entrance to the school to advise the ambulance where to go. If the parent/carer is not present, a member of staff will accompany the student in the ambulance if medical professionals require an adult presence, or if this has been agreed following a request from the parent/carer.

## 8. Information about students' medical needs

- A copy of IHCPs agreed between parent and school will be kept in reception and on the student's file on SIMs.
- A list of students with specific allergies will be kept in reception, to enable relevant information to be checked quickly and where necessary relayed to ambulance staff, A&E etc.
- A list of students with IHCPs will be posted next to the cover board in the staff room (and in the PE office), so that teachers covering for colleagues and supply staff can be kept informed.

- Copies of the IHCP will be available to staff, with the consent of the parents/carers. Every attempt will be made to ensure other staff, such as supply staff, learning support assistants and support staff are also made aware.

9. Record keeping

- Where a student presents to first aid, a log of their reasons for presenting to first aid, along with any first aid given, will be recorded.
- When contacting parents/carers, the way the student has presented to first aid will be conveyed, as will the explicit language they've used to describe their own symptoms.
- Where we advise that a student is referred to medical professionals e.g. where we suggest they attend A&E, a log will be made with Safety, Health and Environment services at GCC.

10. Responsibilities with regard to this policy, in addition to those outlined in the IHCP

- I. The Governing Body will monitor the implementation of this policy.

- II. Head Teacher:
- Has overall responsibility for the implementation of this policy, but delegates management responsibility to the Learning Community Leader, or in the case of students who also have special educational needs, to the SENDCo.
- III. Learning Community Leaders/SENDCo:
- Liaise with the senior leader responsible for staff training to ensure staff receive appropriate training.
  - In the case of new admissions or new diagnosis, liaise with parents/carers and ensure necessary IHCP and risk assessments are in place. The target for IHCPs for in-year admissions is 2 weeks, however timescales will be dependent on timely information from parents/carers and health care professionals.
  - Raise awareness of ongoing medical conditions/IHCP with all relevant staff
  - Monitor IHCPs and ensure an annual review of the IHCP takes place involving parents/carers and the link governor as necessary to review risk assessments.
  - Display IHCP list in staffroom and ensure copies are held in reception.
- IV. Teacher i/c Transitions:
- Liaise with primary school and ensure details are communicated to SENDCo/LCL as swiftly as possible so that arrangements can be made.
- V. Cover Coordinator:
- Wherever possible, make supply staff aware of students with ongoing medical conditions via the IHCP display in the staffroom and class list.
- VI. Governor Link re Health and Safety:
- Undertake and review any risk assessments, in liaison with LCL/ SENDCo, in a timely manner.
  - Undertake any risk assessments for students with IHCPs with regard to any off-site activity in liaison with the staff member who is organising the activity and the Deputy Head Teacher
  - Monitor the implementation of this policy.
  - Report to Governors' Business Management Committee on an annual basis
- VII. Parents/carers:
- Ensure all medical details/emergency contact numbers are kept up-to-date at all times.
  - Ensure medicines are **in date**, labelled and in original pharmaceutical container, with instruction for administration, dosage and storage.
  - Ensure any stock of medication kept in school is replenished and kept in date.
  - Proper disposal of any medication that exceeds its **Use-by Date** or that is no longer needed.
  - Recognise that staff at school are not health professionals but will always make their best endeavours.
  - Review and sign completed risk assessments.
  - Ensure consideration has been given, and where necessary liaise with transport provider, to ensure safe transit between home and school.
- VIII. Students:
- Inform staff of the condition at the beginning of the year and inform any cover teacher that takes a lesson throughout the year using the medi-alert card/note in planner issued by the school.
  - Alert the teacher of any potential hazard e.g: food stuffs in science/Food and Nutrition (food allergies), rubber gloves (latex allergies), wasp/bees in room, specific chemicals in Science (asthma), extreme cold (P.E) etc.
  - Follow the care requirements outlined in this IHCP, including the taking of medications.



## Maidenhill School

INDIVIDUAL HEALTH CARE PLAN FOR: .....

To be completed by Learning Community Leader/SENDCo in consultation with Parent/Carer and where appropriate health care professionals

Name:

Tutor Group:

Date of birth:

Condition:

Student's individual symptoms:

Daily care requirements: (e.g. before sport/lunchtimes)

What constitutes an emergency? What action is necessary?

Follow-up care:

Add: Any other specific details/requests:

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### CONTACT INFORMATION

a) Family Contact 1

Name:

Relationship to child:

Phone no: (work – times?)  
(home/mobile)

b) Family Contact 2

Name:

Relationship to child:

Phone no: (work – times?)  
(home/mobile)

Student's Responsibilities: -

- Inform staff of the condition at the beginning of the year and inform any cover teacher that takes a lesson throughout the year using the medic-alert card/note in planner issued by the school.
- Alert the teacher of any potential hazard e.g. rubber gloves (latex allergies), wasp/bees in room, specific chemicals in Science (asthma), extreme cold (P.E), food allergies etc.
- Follow the care requirements outlined in this IHCP, including the taking of medications

Parent/Carer's Responsibilities: -

- Ensure all medical details/emergency contact numbers are kept up-to-date at all times.
- Ensure medicines are in date, labelled and in original pharmaceutical container, with instruction for administration, dosage and storage.
- Ensure any stock of medication kept in school is replenished and kept in date.
- Proper disposal of any medication that exceeds its use by date or that is no longer needed.
- Recognise that staff at school are not health professionals but will always make their best endeavours.
- Review and sign completed risk assessments.
- Ensure consideration has been given, and where necessary liaise with transport provider, to ensure safe transit between home and school.

School's commitment:-

- Copies of this IHCP to be kept in Reception, and on student's file.
- Supervise the taking of any medication outlined in this agreement.
- Respond as efficiently as possible to any emergency outlined in this agreement.
- Inform parent/carers when emergency medication has been given or if medication has been refused.

Special Agreement:-

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I hereby confirm that the details outlined on this form are accurate and I acknowledge my responsibilities outlined in both this IHCP and the School Policy on Supporting Students with Medical Needs. By signing this IHCP I give my permission for any listed medication to be administered by school staff.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(student)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(person with parental responsibility)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(on behalf of Maidenhill School)