



# Procedures for Medical Needs in School

*Amended: July 2023*

*Next Review date: July 2024*

*Agreed by the Local Governing Body: Oct 2023*

## Context

Fort Pitt Grammar School ensures that all students feel safe, achieve success in their academic work, in their relationships and in their day to day experiences at school. Some students may have limiting medical needs which mean that additional measures are required for them to have full access to the curriculum. It is important that the limitations are minimised as far as possible and that all staff who work with the student understand the nature of the individual's difficulties and how best to help them.

Students with special medical needs have equal access and are not excluded on medical grounds. While there is no duty on teachers to administer medicines or supervise students taking their medicines we do try to support them where we can. The school works with healthcare professionals and parents, and where students may have a disability it takes seriously the duties under the Equality Act 2010.

Consideration will also be given to the most appropriate reintegration strategies for an individual following a period of absence due to a medical condition. We will set up a health care plan where appropriate and any corresponding needs will be recorded in the SEN file for staff to refer to and suitable requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions will be provided.

The prime responsibility for a student's health lies with the parent or carer who should supply the school with any relevant information. Teachers and support staff act "in loco parentis" and need to take swift action in an emergency both in school and off site.

## Aims

Our school will:

- implement any national or LEA policies in relation to medication in schools
- assist parents/carers in providing medical care for their children
- educate and train staff and students in respect of special medical needs
- liaise with medical services in support of the student
- stay with a student until a parent arrives should they need to be taken to hospital
- work with parents to maintain appropriate records on health of students
- enable access to the full life of the school where possible and practical

## Expectations

- Staff only administer medication if **absolutely** essential. This only takes place during school hours and when the student is unable to do it themselves either due to complexity of the procedure or because the pupil would not normally have access to prescription medications without supervision
- Medication is to be dispensed in a separate container with only the quantity required for school use. The prescription and dosage regime should be typed or printed clearly on the outside. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff

- The school will liaise with the School Health Service for advice and information about a student's special medical needs and will seek support from the relevant practitioners where necessary and in the interests of the student
- A risk assessment will be undertaken before any injured student returns to school and before an individual with a medical condition participates in school visits, holidays, and other school activities outside the normal timetable

#### **Administration of medication by Reception:**

- First Aider/s will administer the medication if deemed necessary.
- Obtain written consent for the administration of the medication required.
- Work with the parent to set up a care plan for the student.
- Ensure medications are kept in a secure place during the school day
- Ensure medications are accessed by the First Aider/s and the school's medication record is completed.
- Ensure medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always available to a student if required.
- All staff will have received Epipen training to ensure students are safe and can be supported in the event of an episode.
- Ensure no-one is given medication containing aspirin unless prescribed by a doctor. Medication for pain relief can only be given with prior contact with parents/carers.
- Ensure any medication left is handed back to the parent/carer by the identified person at the end of its shelf life. Sharps boxes will always be used for the disposal of needles.
- Ensure any uncollected medication is destroyed using approved methods and this will be recorded in the medication register.
- Ensure the care plan reflects when treatment is complete by marking it with "treatment completed" but will be retained on the student's school record should it be needed for future reference. The record will be kept in the school's secure archives so that any future queries can be resolved.

#### **Pastoral Practice**

School staff will use their discretion and judge each case on its merits with reference to the student's individual healthcare plan. The following are general guidelines to be followed in the light of the recent global pandemic:

- Parents are required to fully inform the school of any medical issues and these are recorded in the Health Care Plan (HCP) for the student. They are not required to attend school to administer any care for the student unless specifically stated on the HCP
- Students should be able to easily access and administer inhalers and medication when and where necessary
- Students who are unwell should be sent to reception with another suitable student or member of staff for an immediate assessment of their condition
- Staff will listen to the views of students, contact parents where deemed necessary and comply with medical evidence and opinion

- Staff should send students home with medical conditions that are consistent with the virus in particular if the student has a high temperature, a new and persistent cough and is displaying any of the other recognised viral symptoms. Students should then self-isolate in accordance with government instructions.
- For other medical issues after assessment students should either be sent home or where possible return to normal activities, after a short spell in the medical room or other designated area if the medical room is inappropriate or full.
- Staff should recommend drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- The school attendance officer should reflect medical issues accurately in the records
- The Student hub in liaison with the school's Reception Manager will monitor Healthcare Plans and ensure that any adult involved with individual students is informed fully of her/his needs and, where necessary, are trained to deal with the medical condition.

NB:

At no point should a student be contacting home during the day in order for parents to arrive unsolicited and ask to pick up their daughter. The procedure is simple:

- If a student feels unwell they are assessed by the first aid trained reception staff
- If deemed appropriate a call home is made with our recommendation
- It is then for the parent to decide whether the child goes home