



Ripon Grammar School

Medical Policy

Introduction

Ripon Grammar School welcomes and supports children and young people (CYP) with medical and health conditions. We aim to include all students with medical conditions in all school activities, including off site visits, differentiated as appropriate. We recognise that some medical conditions may be defined as disabilities and consequently come under the Equalities Act 2010. In addition to this school policy, we also use the more detailed North Yorkshire 'Guidance for Supporting Children and Young people with Medical Conditions in School Feb 2015' (updated 2017)

1. Policy

As a school, we ensure that:

- We plan ahead, and have procedures in place, when notified of a medical condition. All relevant staff are made known of the medical conditions of students via Bromcom.
- We deal with emergencies swiftly by ensuring all staff know that they have a duty to act.
- We provide and record the correct level of training for relevant staff to deal with a range of medical conditions.
- Medicines are safely stored in locked medicine cabinets/fridges to ensure they are available for emergency use, or for regular administration in accordance with the prescribed procedures. When medications have expired the School Health Worker (SHW) will return to the parents or pharmacy for safe disposal.
- All record keeping is up to date and accurate.
- Responsibilities for all medical procedures are clearly understood by relevant staff (including SHW, school first aiders and boarding staff).

2. Procedures for Implementing the Policy

2.1 Planning ahead

- The School Health Worker [SHW] will have the overall responsibility for administering medicines and undertaking health care procedures. Other staff may volunteer to do these duties and understand that they also have responsibilities to administer medications in emergency situations.
- Health care procedures will normally be undertaken in the medical room which will also contain safe storage for medicine, and medical records including Individual Health Care Plans (IHPs).
- Suitable toileting facilities for students will be clean, safe and pleasant to use and available at any time when required.
- When notified that a student has a medical condition the following procedures will take place via the Inclusion Manager or SHW:
 - Seek further information from parents and health professionals.
 - Determine whether an IHP and/ or a risk assessment is required.
 - Arrange contact to develop the IHP.
 - Identify any medication / health care procedures needed.
 - Identify any aspects of a student's care they can manage themselves.
 - Identify which staff will be involved in supporting the student.
 - Identify what, if any, training is needed, who will provide this and when.
 - Identify which staff need to know the details of the student's medical condition and inform them as appropriate.
 - Ensure parent/s written permission is received for any administration of medication via school entry forms.

2.2 Emergencies

- We are aware that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- The medical policy is in place for dealing with emergencies and all staff know they have a duty to take swift action.
- The Headteacher/SHW ensures that all staff feel confident in knowing what to do in an emergency. Details of how to call an ambulance are kept by the telephone at the medical room, school offices, pastoral offices, and staffrooms.
- If a student needs to be taken to hospital, an ambulance will be called and, if parents are not available, a member of staff will accompany and school will phone the parent/s to meet the ambulance at A&E. The member of staff will stay with the student until a parent arrives. Health professionals are responsible for any decisions on medical treatment in the absence of a parent. Staff will not take a student to hospital in their own car unless it is an absolute necessity.
- We have trained first aiders who are aware of the most common serious medical conditions at this school, on site at all times throughout the school day. The majority of PE teachers are first aid trained.

2.3 Staff training

- Staff who support students with specific medical conditions must receive additional training from a registered health professional e.g. paediatric diabetes/epilepsy nurse. Training requirements are determined via IHPs.
- We aim for all staff to receive basic awareness training, delivered by an appropriate health care professional or via recognised online training, in the following more common conditions:
 - asthma
 - epilepsy
 - allergic reaction
- The Deputy Head Teacher [Teaching and Learning] and SHW keeps a training record and ensures training is refreshed as appropriate. The Headteacher is involved in determining the competency of a member of staff in undertaking specific procedures.
- Deputy Head [Teaching and Learning] undertakes arrangements for induction of new staff over a period of weeks.
- The Inclusion Manager will signpost all staff to the medical information and the staffroom notice board at the beginning of the academic year.
- The SHW will train staff who are required to complete and manage records.
- Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. In some cases, written instructions from the parent or on the medication container dispensed by the pharmacist is sufficient and the SHW will determine this.
- Any member of staff who is trained but feels unable to carry out these duties competently (for example due to having an injury/condition themselves or due to further training being required) must report this as soon as possible to the Headteacher who will make appropriate arrangements.
- Any supply teachers/covering staff will be informed, as appropriate, via a folder given to external supply/cover teachers on arrival which includes information regarding students with medical conditions and first aid trained staff.
- Students with IHPs have staff (named in their plan) who have been trained to undertake the procedures in the plan. The Headteacher ensures there are enough staff named to cover for absences and to allow for staff turnover.
- Awareness information sheets are available on the secure RGS drive under SEN/Medical for asthma, epilepsy, allergic reaction. SHW has care plans uploaded to Bromcom for all students with medical conditions.

2.4 Administration of medication at school.

2.4.1 General Points

- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so or it is in their job description. Training is provided by an accredited health professional.
- For medication where no specific training is necessary, SHW/SLT/receptionist may administer prescribed and non-prescribed medication to students but only with a parent's written consent. Some medicines require staff to receive specific training on how to administer it from a registered health professional.
- Wherever possible we allow students to carry their own medicines and relevant devices and where students self-administer we will provide supervision as appropriate.
- We will only administer medication at school when it is essential to do so, and where not to do so would be detrimental to a student's health.
- We will only accept medication that has been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- We will only accept non-prescribed medication if it is included in an IHP or if we have a written procedure in place for that type of medication which has been authorised by NYCC insurance and under the DFE Confirmation of risk protection arrangement (RPA) membership.
- We will not give Aspirin to any student under 16 unless it is prescribed.
- We only give medication when we have written parental permission to do so.
- When using sharps, they must be disposed of using the correct type of sharps bin (usually yellow). Any person using sharps as part of their condition must provide their own sharps bin and they are responsible for disposing of it safely.

2.4.2 Students who can manage their own needs

- We encourage all students to manage as much of their own needs as is appropriate. The Headteacher/SHW will determine after discussion with parents whether a student is competent to manage their own medicine and procedures. Where a student has been recently diagnosed, or has an additional disability/condition e.g. visual impairment, we support them to gradually take on more of their own care, over time, as appropriate with the aim of them becoming as independent as possible.
- We aim for our students to feel confident in the support they receive from us to help them do this.

2.4.3 Refusal

- If a student refuses to take their medication school staff will note this on the administration of medication record. Parent/s will be informed as soon as is reasonably possible so that they can make alternative arrangements.

2.4.4 Safe storage

- The SHW ensures the correct storage of medication at school.
- The SHW ensures the expiry dates for all medication stored at school are checked regularly and informs parents by email in advance of the medication expiring.
 - Some medications need to be refrigerated. These are stored, clearly labelled, in the fridge located in the medical room.
 - Medication not carried by a student is stored in the medical room.
 - Controlled drugs are stored in a locked cupboard in the medical room, and will not be carried by students.
 - Students who do not carry and administer their own medication know where it is stored and how to readily access it.

2.4.5 Accepting Medicines

- The SHW along with the parent/s, ensures that all medication brought into school is clearly labelled with the student's name, the name and dose of medication and the frequency of dose. It must be in the original, full packaging containing the accompanying information leaflet. The exception to this is asthma inhalers carried personally.
- Wherever possible medicines should be passed from the parent to SHW/school office.

2.4.6 Safe disposal

- Parents/students are asked to collect and sign for out of date medication.
- If parents do not collect out of date medication, it is taken to a local pharmacy for safe disposal.
- Disposal of medication is recorded on the student's health section of Bromcom.

2.4.7 Defibrillator

- As part of our first aid equipment, we are fortunate to have a defibrillator (AED). Some of our staff are trained in its use. The SHW is responsible for checking the unit is kept in good condition. This is done regularly and recorded.

2.4.8 Medication for Specific Conditions

Asthma

- Staff are aware that, although it is a relatively common condition, asthma can develop into a life-threatening situation.
- We have a generic asthma plan in place in school which details how asthma attacks are managed. This plan is displayed in prominent locations in the school staffroom, school pastoral offices.
- Students who have asthma may not have IHP unless their condition is severe or complicated with further medical conditions. Instead, they will have a school asthma card which details actions, triggers and treatments.
- Emergency salbutamol inhalers and spacers in school are for use by students who have a diagnosis of asthma and whose parents have been notified of the emergency inhaler procedure and have not declined its use. This would be in rare circumstances where an inhaler has become lost or unusable. Parents are informed if their child has used the school's emergency inhaler.
- The SHW is responsible for managing the stock of the emergency school salbutamol inhalers.
- The emergency salbutamol inhalers are kept in the medical room along with a register of students whose parents have opted **out** of their use.
- The SHW is responsible for ensuring the emergency inhalers and spacers are appropriately cleaned.

Severe Allergic Reaction

- School staff recognise severe anaphylaxis is an extremely time critical situation. It is potentially life threatening and always requires an immediate emergency response.
- Most of the staff working at RGS have completed an anaphylaxis awareness course covering the identification and treatment of the condition as well as the safe and effective use of an Adrenaline Auto-injector (AAI).
- *Emergency AAI devices are stored permanently on the premises, for the use of students known to be at risk of anaphylaxis, whose prescribed AAI device is not available in the event of an emergency, where both medical authorisation and written parental consent has been provided.
- Students who have been identified at risk of anaphylaxis will have an IHP.
- The emergency AAI kit is kept in the medical room along with a register of all students identified at risk of anaphylaxis, who have an IHP, and whose parents have consented to the administration of the spare AAI in an emergency situation. In the event of a possible severe allergic reaction in a student who is not on the register of those at risk, emergency services (999) should be contacted and advice sought from them as to whether the use of the spare emergency AAI is appropriate.
- If efforts to summon emergency services are unsuccessful and, in the opinion of a suitably trained person, a student not on the register of those at risk, is suffering from a life-threatening anaphylactic episode, the suitably trained person would not be acting unlawfully if they were to administer adrenaline, using the school's emergency AAI, for the purpose of saving a life.
- Any student who suffers an anaphylactic episode, even if there has been an apparently good recovery following AAI administration will be transported to the nearest hospital by ambulance.
- The SHW is responsible for managing the emergency AAI kit.

*In 2017, the Human Medicines (Amendment) Regulations 2017 changed the law to permit schools to hold spare Adrenaline Auto-injector (AAI) devices and the Department of Health produced non-statutory guidance to support schools in their management of AAIs.

2.4.9 School Trips

Staff organising our school trips ensure:

- Use of Evolve (Trip Management System) to inform planning well in advance.
- They seek information about any medical/health care needs that may require management during a school trip. This is specifically relevant for residential visits when students may require medication or procedures that not normally required during the daytime.
- That any medication, equipment, IHPs are taken with them and kept appropriately accessible during the trip.
- They undertake a risk assessment that includes how medical conditions will be managed in the trip. Staff are aware that some students may require an individual risk assessment due to the nature of their medical condition.

2.5 Record keeping

- We ask on our enrolment form if a student has any medical /health conditions. This request is repeated annually by the School Data Manager. Records are kept securely and in accordance with NYCCs Records Retention and Disposal Schedule. All electronic records will be password protected.
- We keep a centralised register of students with medical needs. The SHW has responsibility for keeping the register up to date.

Name of record	Location	Completed by:	Who quality assures:
Individual administration of medication record - for CYP who have frequent & regular medication	Medical room and Electronically on school system (Bromcom)	SHW	SENCo
Staff training log – including first aid	Medical room	SHW	SENCo

2.5.1 Individual Healthcare Plans (IHPs)

- For students with more complex medical needs we use IHPs to record important detail. IHPs are held as a paper copy in the medical room/ electronically on medical room computer/ electronically on Bromcom in accordance with data protection. They are updated when and if there are significant changes and also annually reviewed with parents and health care professionals.
- IHPs are shared on a need-to-know basis with staff who are directly involved with implementing them.
- IHPs are also shared, with parent/s permission, with NYCC risk management and insurance.
- The SHW is responsible for ensuring any IHPs are produced.
- The SHW is responsible for checking IHPs at least annually to ensure they are up to date and being implemented correctly.

2.5.2 Working Together

- A number of people and services may be involved with a student who has a medical condition e.g. parent/s, student themselves, Specialist Nurse, CAMHS, Early Help and SEN Hubs etc.
- We seek and fully consider advice from those involved and from the Local Authority to assist us in our decisions around a student's medical needs.
- We aim to maintain regular contact with our local medical professionals who may inform us of any student who have health conditions that we are not already aware of e.g. where a student has developed a new condition.
- We work together to identify needs, identify training, draw up IHPs, identify staff competency in procedures etc. However, the Headteacher and Governing Board take overall responsibility for ensuring a student's needs are met in school.

2.5.3 Data Protection

- We will only share information about a student's medical condition with those staff who have a role to play in supporting that student's needs. In some cases, e.g. allergic reactions it may be appropriate for the whole school to be aware of the needs. In other cases, e.g. toileting issues, only certain staff involved need to be aware. We will ensure we have written parental permission to share any medical information.

2.6 Additional Points

2.6.1 School environment

- We will ensure that we make reasonable adjustments to be favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational.
- We have an accessibility plan, which outlines how we aim to develop our facilities, and staffing to meet potential future health care needs e.g. improved physical access, improved toilet facilities.
- Special dietary needs are displayed on the school tills in the dining hall when a student purchases food from the canteen.

2.6.2 Education and learning

- We ensure that students with medical conditions can participate as fully as possible in all aspects of the curriculum and ensure appropriate adjustments and extra support are provided.
- Teachers and support staff are made aware of students in their care who have been advised to avoid or take special precautions with particular activities.
- We ensure teachers and PE staff are aware of the potential triggers for students' medical conditions when exercising and how to minimise these triggers via Bromcom.
- Staff are aware of the potential for students with medical conditions to have special educational needs (SEN). The school's SEN coordinator consults the student, parents and student's healthcare professional to ensure the effect of the student's condition on their learning is properly considered.

2.6.3 Insurance

- The Headteacher is responsible for ensuring staff are insured to carry out health care procedures and administer medication. A copy of the insurance policy is on display in the school main entrance.
- Additional insurance may need to be taken out for specific procedures and the Headteacher will ensure relevant staff are able to access a copy of the insurance policy.

2.6.4 Complaints

- For details on how to make a complaint around medical issues in school please follow our school complaints procedure available from the school website.

2.6.5 Home to school transport

- Parents are responsible for informing SEN transport or Integrated Passenger transport if their child has a medical need that they may require assistance with during the journey to and from school.

3 Responsibilities

3.1 Headteacher

- The Headteacher holds overall responsibility for the following but will delegate many of the following responsibilities to either the Deputy Head [Teaching and Learning], SENCo or SHW
- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- Liaise between interested parties including student, school staff, SENCo, pastoral support, teaching assistants, external medical professionals, parents and governors.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using IHPs.
- Ensure student confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Provide/arrange provision of regular training for school staff in managing the most common medical conditions in school.
- Ensure all supply staff and new teachers/SHW know and implement the medical conditions policy.
- Update the medical policy at least once a year according to review recommendations and recent local and national guidance and legislation.
- Ensure absences due to medical needs are monitored and alternative arrangements for continuing education are in place.
- Ensure IHPs are completed and reviewed annually.
- Check medication held in school regularly for expiry dates and dispose of accordingly.
- Inform parents when a supply of medicine needs replenishing/ disposing.
- Quality assure record keeping.
- Work together to quality assure staff competency in specific procedures.
- Regularly remind staff of the school medical policy and procedures.

3.2 School staff

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Know which students in their care have a medical condition.
- Allow all students to have immediate access to their emergency medication.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure students who carry their medication with them have it when they go on a school trip or out of the classroom e.g. to the field for PE.
- Be aware of students with medical conditions who may be experiencing bullying or need extra support.
- Ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

3.3 Teaching staff

- Ensure students who have been unwell are supported to catch up on missed school work.
- Be aware that medical conditions can affect a student's learning and provide extra help when needed.
- Liaise with parents, healthcare professionals and SENCo if a student is falling behind with their work because of their condition.

3.4 First aiders

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- When necessary ensure that an ambulance or other professional medical help is called.
- Check the contents of first aid kits and replenish as necessary.
- Document events accordingly.

3.5 Special educational needs co-ordinator

- Help update the school's Medical Policy.
- Know which students have a medical condition and which have special educational needs because of their condition.
- Ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements in examinations or NEAs.

3.6 Students are expected to:

- Treat other students with and without a medical condition equally.
- Tell their parents, teacher or nearest staff member when they or another student is feeling unwell.
- Treat all medication with respect.
- Know how to gain access to their medication (includes emergency medication).
- Ensure a member of staff is called in an emergency situation.

3.7 Parents are expected to support their child by:

- Telling school if their child has / develops a medical condition.
- Immediately informing the school office/School Health Worker, in writing if there are any changes to their child's condition or medication.
- Ensuring that they/ their emergency representative is contactable at all times.
- Administering medication out of school hours wherever possible.
- Undertaking health care procedures out of school hours wherever possible.
- Ensuring they supply school with correctly labelled, in date, medication.
- Contributing to the writing of Individual Healthcare Plans / intimate personal care plans as appropriate.
- Completing the necessary paperwork e.g. request for administration of medication.
- Collecting any out of date or unused medicine from school for disposal.
- Keeping their child at home if they are not well enough to attend school / infectious to other people.
- Ensure their child catches up on any school work they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

Appendix 1

Unacceptable Practice

School staff use their discretion about individual cases and refer to a student's Individual Healthcare Plan, where they have one, however; it is not generally acceptable to:

- Prevent students from accessing their inhalers or other medication.
- Assume every student with the same condition requires the same treatment.
- Ignore the views of the students and their parents.
- Ignore medical evidence or opinion although this may be challenged.
- Send students with medical conditions home or prevent them from staying for normal school activities e.g. lunch unless it is specified in the student's Individual Healthcare Plan.
- Send an ill student to the school office or medical room without a suitable person to accompany them.
- Penalise students for their attendance record if their absences relate to their medical condition e.g. hospital appointments.
- Prevent students from drinking, eating or taking toilet breaks whenever they need in order to manage their medical condition.
- Require parents, or otherwise make them feel obliged to come into school to provide medical support to their child, including toileting issues and manual handling issues.
- Prevent students from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips e.g. by requiring the parent to accompany the students.

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