



Supporting Pupils with Medical Needs

Current 2009

Updated 2009

LANCASTER GIRLS' GRAMMAR SCHOOL
SUPPORTING PUPILS WITH MEDICAL NEEDS: POLICY AND PROCEDURE

Purpose of the Policy	To establish a statement of the ways in which the school responds to its responsibilities regarding pupils with medical needs
Teacher responsible for Policy	Gill Jackson
Dated	March 2009
Review Date	March 2011
Related Material	<ul style="list-style-type: none"> • LGGS - Medical File • LGGS - Staff Handbook (Emergency Procedures; Trips) • Circular 14/96 - Supporting pupils with medical needs • DfEE - Good practice guide - Supporting Children with Medical Needs • LCC - Supporting Pupils with Medical Needs in Schools (File) • LCC - Medical Support Fact Sheets • "Managing Medicines in Schools and Early Years Settings" (DCSF/DoH 2005) • The Health and Safety at Work Act (1974) • ECM / Children's Act 2004

Most pupils will, at some time in their school career, have a medical condition that impacts on their school life. This is usually a short-term problem which is either fully or substantially resolved. However, some pupils have long-term medical problems which may restrict their ability to attend school regularly and take part in normal school activities.

At LGGS we endeavour to create a suitably supportive school environment for pupils with medical needs.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being.
- The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- All staff feel confident in knowing what to do in an emergency.
- This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- This school understands the importance of medication being taken as prescribed.
- All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact medical conditions can have on pupils.

Whilst the school wishes to help and support all pupils with medical needs, it must be stated that there is no legal duty that requires school staff to administer medication - this is a voluntary role.

- It is the school's policy not to administer medicine to pupils. Only in exceptional circumstances will the school ask a member of staff to administer medicine to pupils; in this case parents are required to make a specific request in writing.
- Pupils are encouraged to carry and take their own medication when this can be done without risk to the pupil or other pupils.
- Storage facilities for medicines are not generally available.
- The school does not stock or provide non-prescription medication, e.g. painkillers.
- The school will assist pupils with long-term or complex medical needs and will ensure that a written health care plan exists in the medical file and logbook.
- Staff taking pupils on trips will, where appropriate, collect medical information.
- Staff will receive appropriate training in first aid, supporting pupils with medical needs and specific medical conditions as appropriate.

Specific Procedures

Responsibilities

- It is the responsibility of parents to inform the school of any medical needs of their daughters.
- The Headteacher is responsible for deciding whether the school can assist a pupil who needs medication, and makes those decisions on the basis of encouraging regular attendance and full participation in school life, wherever practicable.
- The Head of Key Stage adds the name of the pupil to the Medical file, and the informs staff, usually via a Health Care Plan.
- The school is responsible for ensuring that suitable accommodation for a medical room is available for the care of pupils during school hours, should they become ill.

Illness

- Any girl who becomes unwell during the day should report to a member of staff. She should be sent, or taken, to the Reception area and the appropriate Form Tutor informed.
- The Reception staff will then look after her and contact parents if necessary.
- If a pupil needs to be taken home or transported for medical treatment, parents will always be contacted.
- If the pupil requires urgent hospital treatment then an ambulance will be called, and a member of staff will accompany the pupil to hospital and remain until the parent arrives. Parents will be informed immediately.

Accident

- When an accident occurs care should be taken over whether or not it is advisable to move the person concerned.
- Those who are movable should be taken to Reception, when the Reception staff will take over responsibility for each girl, contacting parents and arranging for any necessary treatment (as outlined above).
- The member of staff who witnessed the accident or to whom it was reported by other pupils, should complete an accident form and give a copy to the Headteacher. Copies of the report are kept in the Office, Staffroom or at Reception.

Emergency Procedures

Any member of staff may ask the Receptionist to call for an ambulance in the event of need, giving information about the exact location of the casualty. A pupil taken to hospital by ambulance must be accompanied by a member of staff, who will remain until the pupil's parent or guardian arrives. Generally, staff should not take students to hospital in their own car. However, in an emergency it may be the best course of action. In this case the member of staff should have their car insured for business use and be accompanied by another adult.

The Administration of Medicines in School

- Only in exceptional circumstances will the school ask a member of staff to administer medicine to pupils.
- Only medications prescribed by a doctor will be administered.
- In this case parents are required to make a specific request in writing.
- The following information is required:
 - Name of medication
 - Dosage
 - Method of administration
 - Other treatment
 - Any side effects
- This information must be in writing and signed and delivered in person by parents. All medicines must be delivered to the school by parents.
- After first receipt of medicines at school additional medication may continue to be accepted without further notice, but change must be notified, in writing, in person.
- Each medicine must be delivered, in a secure and labelled contained, to the Authorised Person. It may be appropriate for the GP to prescribe a separate amount of medicine for school use. This should be negotiated with the parent.
- Medicines from unlabelled containers must not be accepted or given.
- Each container must be clearly labelled with the following:
 - Name of medicine
 - Patient's name
 - Dosage

- Dosage frequency
 - Date of dispensing
 - Storage requirements, if important
 - Shelf life, if important
 - Any contra-indications.
- Medicines must be dispensed from the labelled container or, in the case of medicines which should be measured, from a medicine cup/spoon.
 - As each dose is given, the details must be recorded on a register kept for the purpose. The register must indicate dosage and time administered. (A pro forma is available - see Appendix.)
 - All medicines should be secured in a lockable cupboard and known keyholder arrangements should be agreed by the Authorised Person.

(See Lancashire County Council Folder 'Supporting Pupils with Medical Needs in School' Section A)

School Trips (see also School Visits Policy)

- Teachers and other school staff in charge of pupils have a common law duty to act as any reasonably prudent parent would to make sure that pupils are healthy and safe on school premises and this might, in exceptional circumstances, extend to administering medicine and/or taking action in an emergency. This duty also extends to teachers leading activities taking place off the school site, such as educational visits, school outings or field trips. Section 3(5) of the Children Act 1989 provides scope for teachers to do what is reasonable for the purpose of safeguarding or promoting children's welfare. This can give protection to teachers acting reasonably in emergency situations such as on a school trip.
- Pupils with medical need should be encouraged to participate in school trips, where safety permits.
- Arrangements for taking any necessary medication will need to be taken into consideration.
- Staff supervising excursions should always be aware of medical needs, and relevant emergency procedures.
- An additional supervisor or parent might accompany a particular pupil to help with specific medical needs.
- If staff are concerned about whether they can provide for a pupil's safety, or the safety of other pupils on a trip, they should discuss this issue with the Headteacher and/or seek medical advice from the school health service of the child's GP.

Monitoring and Evaluation

Regular discussion of pupils with medical needs takes place between the relevant Head of Key Stage and form tutor, at tutor team meetings where there is always an item on the agenda of students causing concern, and in regular meetings between the Head of Key Stage and Deputy Head (Pastoral). The Deputy Head (Pastoral) maintains an overview of all students with additional educational needs, including those with medical needs. As appropriate, the members of the Senior Leadership Team (SLT) monitor students with additional needs and discuss areas of concern.

Health Care Plans

- The main purpose of an individual health care plan is to identify the level of support needed at school. A written agreement with parents clarifies for staff, parents and the pupil the help the school can provide and receive.
- The health care plan should be reviewed once a year, or more frequently if appropriate.

(See Lancashire County Council Folder 'Supporting Pupils with Medical Needs in School' Section B)

Staff Training

A health care plan may reveal the need for some school staff to have further information about a medical condition or specific training in administering a particular type of medication or in dealing with emergencies. Appropriate training will be provided, in conjunction with the Health Authority.

Example Protocols

Section C of the Lancashire County Council Folder 'Supporting Pupils with Medical Needs in School' contains example protocols for any pupil with a medical condition which requires long term support in school. Specific protocols for the following medical conditions are also included: anaphylaxis, asthma (with additional complicating factor), cystic fibrosis, diabetes and epilepsy.

Guidance on Medical Conditions

Guidance on the following medical conditions can be found in Section D the Lancashire County Council Folder 'Supporting Pupils with Medical Needs in School':

Anaphylaxis

Asthma

ADHD and the use of Ritalin

Cystic Fibrosis

Diabetes

Epilepsy

APPENDIX 1

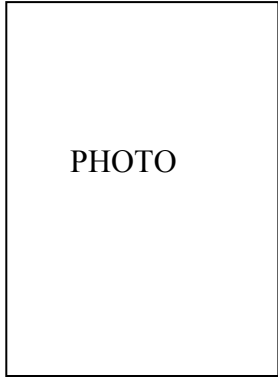
**LANCASTER GIRLS' GRAMMAR SCHOOL
Healthcare Plan for a Pupil with Medical Needs**

Name: _____

Date of Birth: _____

Condition: _____

Class/Form: _____



Date: _____

Name of School: _____

Review Date: _____

CONTACT INFORMATION

Family contact 1

Name _____

Phone No (work) _____

(home) _____

Relationship _____

Family contact 2

Name _____

Phone No (work) _____

(home) _____

Relationship _____

Clinic/Hospital contact

Name _____

Phone No _____

GP

Name _____

Phone No _____

Describe condition and give details of pupil's individual symptoms:

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

Describe what constitutes an emergency for the pupil, and the action to take if this occurs:

Follow up care:

Who is responsible in an emergency: (State if different on off-site activities)

Form copied to:
