



Tolworth Girls' School & Sixth Form

Supporting Students with Medical Conditions Policy

Reviewed by Student Welfare & Curriculum committee: April 2016
Approved by the FGB: July 2016
Reviewed by Student Welfare Committee: January 2018
Approved: March 2018
Next Review : January 2019

Designated staff member: Assistant Headteacher i/c Inclusion
Designated governor: Paul McDonald, Chair of Student & Welfare committee, Designated Safeguarding Governor

Policy statement

Tolworth Girls' School & Sixth Form (TGS) is an inclusive community that aims to support and welcome students with medical conditions.

This Academy understands that it has a responsibility to make the Academy welcoming and supportive to students with medical conditions who currently attend and to those who may enrol in the future. This Academy aims to provide all children with all medical conditions the same opportunities as others at Academy. We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being

Students with medical conditions are encouraged to take control of their condition.

- This Academy aims to include all students with medical conditions in all Academy activities as appropriate to their individual health care plan and needs.
- Parents/carers of students with medical conditions are made aware of the care their children receive at this Academy.
- The Academy ensures all staff understand their duty of care to children and young people in the event of an emergency.
- All staff have access to information about what to do in an emergency.
- This Academy understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- All staff have an understanding of the common medical conditions that may affect children at this Academy. Staff receive annual updates. The Headteacher is responsible for ensuring staff receive annual updates.
- The medical conditions policy is understood and followed by the whole Academy and local health community.
- TGS ensures that the whole Academy environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

Student Information:

The Headteacher and Academy staff will treat all medical information as confidential. This information should be renewed annually

Responsibilities:

The Headteacher will ensure that procedures are understood and adhered to, training is provided and that there is effective communication and consultations with parents/carers, Children and Health Professionals concerning student's medical needs.

Prior to admission to the Academy the parent/carer will be asked to complete an admission form giving full details of medical conditions that concerns their child. A member of Leadership Team will contact parents/carers if any further information is necessary.

Parents/carers are encouraged to ask the child's doctor to prescribe medication, where possible, which can be administered outside Academy hours wherever possible, for example, asthma *preventer* inhalers, anticonvulsant medication and antibiotics.

All staff are expected to maintain professional standards of care, though they have no contractual or legal duty to administer medication. As a rule, the Academy will not administer any medication.

The school acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency, according to the care plan or guidance from a First Aider or medical professional.

Expectation is that teaching staff know which students in their care have a complex health need and be familiar with the content of the student's Individual Health Plan

The member of staff must remember that while they can involve the student in discussions regarding their condition, they are in loco parentis and as such must be assured or seek further advice from a registered first aider if they are in doubt as to the child's health, rather than take the child's word that they feel better

There are named First Aiders who will hold current 'First Aid at Work' First Aid Certificates as well as a Lead First Aid Officer, whose sole role is to manage, record, and administer medicine if agreed, according to Government Guidelines.

Wherever possible, students will be encouraged to carry their own medical devices (inhalers, epipens) so to allow access for appropriate self-medication. For students with complex needs this will be reflected in their individual health care plan.

If a student refuses to take medication or carry out necessary procedure staff are not expected to force students to do but encourage and follow agreed procedures from health care plan.

Parents will be informed and Academy may judge it necessary to review arrangement or undertake further risk assessment. Parents/carers are to ensure their child has regular reviews about their condition with their doctor or specialist health care professional

The Academy's Safeguarding Officer will follow safeguarding procedures re concerns regarding students with medical conditions raised.

Guidelines:

Prior to admission to the Academy the parent/carer will be asked to complete an admission form giving full details of medical conditions that concerns their child. We will contact parents/carers if any further information is necessary.

At TGS we will do what we reasonably can to assist students with complex or long term conditions which require a Health Care Plan (see appendix 1). The Assistant Headteacher i/c Inclusion and Lead First Aid officer will liaise with parents/carers to review this Health Care Plan.

Information regarding the health needs of individual students will be passed on to appropriate staff.

At the beginning of each year all parents will be asked to update medical forms as necessary.

Procedures for managing prescription medicines

Consent to administer medicines -

- If a parent/carer requires their son/daughter to take medication during the Academy day they must complete a 'Student Medication Request' form (see appendix 2)
- All such requests will be checked and approved by the Lead First Aid Officer
- First aiders are not advised to administer medication unless the casualty is unconscious and under instruction from ambulance control or in extremis eg: Epipen may be given.
- Students under 16 will not be given aspirin based medicines unless prescribed by a doctor and recorded.

Administration - emergency medication

- TGS will seek to ensure that students with medical conditions have easy access to their emergency medication.
- TGS will ensure that all students understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their emergency medication safely.

Administration - general

- This Academy understands the importance of medication being taken as prescribed.
- All Academy staff in this Academy have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation.
- The school will ensure that the staff who administer medicine are trained in the general procedures for medicines and that they receive appropriate training to administer specific medicines, for example, epipens.
- This may include taking action such as assisting in administering medication under direction from ambulance control or calling an ambulance.
- Parents/carers at this Academy understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the Academy immediately. Parents/carers should provide the Academy with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital.

- If a student at this Academy refuses their medication, staff will record this and follow the defined procedures. Parents/carers will be informed of this non-compliance as soon as possible.
- All staff attending off-site visits are aware of any students on the visit who have medical conditions. They will receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- As appropriate based on individual health care plan, TGS will undertake a risk assessment for off-site activities and respond accordingly.
- If a student misuses medication, either their own, or another student's, their parents/carers are informed as soon as possible. The Academy will seek medical advice by ringing A+E if this situation arises. In such circumstances, students will be subject to the Academy's usual disciplinary procedures.

Disposal/Return of Medication:

- Parents/carers are responsible for ensuring that any medication no longer required is returned to a pharmacy for safe disposal.
- Medications should be returned to the child's parent/carer:
 - when the course of treatment is complete
 - when labels become detached or unreadable
 - when instructions are changed
 - when the expiry date has been reached
 - at the end of each term (or half term if necessary)
- At the end of every term a check of all medication storage areas will be made Lead First Aid Officer. Any medication which has not been collected by parents/carers and is no longer required should be disposed of safely by returning it to a community pharmacy.
- All medication returned or disposed of, even empty bottles should be recorded.
- Sharps boxes should always be used for the disposal of needles or glass ampoules. Sharps boxes can be obtained by parent/carer on prescription from the child's GP or Consultant. Collection and disposal of the boxes should be arranged with the Local Authority's environmental services.

Storage of prescription medicines

Safe storage - emergency medication

- Emergency medication is readily available to students who require it at all times during the Academy day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.
- If the student concerned is involved in extended Academy services then specific arrangements and risk assessments should be agreed with the parent and appropriate staff involved.

Safe storage - non-emergency medication

- All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Students with medical conditions know where their medication is stored and how to access it.
- Staff ensure that medication is accessible only to those for whom it is prescribed.

Safe storage - general

- This Academy has an identified member of staff/designated person who ensures the correct storage of medication at Academy.

- The identified member of staff, along with the parents/carers of students with medical conditions, ensures that all emergency and non-emergency medication brought in to Academy is clearly labelled with the student's name, the name of the medication, route of administration, dose and frequency, an expiry date of the medication.
- All medication is supplied and stored in its original containers. All medication is labelled with the student's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- Medication is stored in accordance with the manufacturer's instructions, paying particular note to temperature.
- Some medication for students at this Academy may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are inaccessible to unsupervised students or lockable as appropriate.
- All medication (including blue inhalers) is sent home with students at the end of the Academy term.
- It is the parent/carer's responsibility to ensure new and in date medication comes into Academy with the appropriate instructions and ensures that the Academy receives this.

What happens in an emergency situation?

- Staff at TGS understand their duty of care to students both during, and at either side of the Academy day in the event of an emergency. In an emergency situation Academy staff are required under common law duty of care to act like any reasonably prudent parent/carer. This may include administering medication.
- The action required for staff to take in an emergency for the common serious conditions at this Academy is displayed in prominent locations for all staff including classrooms, kitchens in the Academy departmental staff rooms, and electronically.

This Academy uses Individual Health Plans to inform the appropriate staff (including supply teachers and support staff) of students with complex health needs in their care who may need emergency help.

- This Academy has procedures in place so that a copy of the student's Individual Health Plan is sent to the emergency care setting with the student. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

Day trips, residential visits and sporting activities:

Risk assessments are carried out by this Academy prior to any out-of-Academy visit or off site provision and medical conditions are considered during this process.

In light of individual risk assessment, TGS will make reasonable adjustments to enable children with medical needs to participate fully and safely on visits and activities. Specific advice from health care professionals may be requested to appropriately assess risk.

The risk assessment will consider as part of the risk assessment;

- How all students will be able to access the activities proposed;
- How routine and emergency medication will be stored and administered, where help can be obtained in an emergency, and any other relevant matters.

This Academy understands that there may be additional medication, equipment or other factors to consider when planning residential visits or off site activities.

This Academy considers additional medication and facilities that are normally available at Academy.

TGS carries out risk assessments before students start any work experience or off-site educational placement.

Sporting activities:

Most children with medical conditions can participate in physical activities and extra-curricular sport. There should be sufficient flexibility for all students to follow in ways appropriate to their abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. Any restrictions on a student's ability to participate in PE should be recorded in their Health Plan. Staff should be aware of issues of privacy and dignity for students with particular needs.

Some students may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers. Staff supervising sporting activities should be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures. Sun Safety, when organising an event which takes place out of doors, students will be reminded by staff of their responsibility to bring and use sun cream and sun hats and stay in the shade as far as possible.

Health Services:

At TGS we liaise with outside agencies. The role of outside agencies is to work collaboratively with staff, parents/carers, other agencies and the students themselves in order to help as much as possible with the student's needs. There are also many services the student can access themselves such as:

- An Academy Nurse that comes in once a week for drop in sessions.
- An enhanced drop in service at the KU19 based at four different locations in the Kingston Borough for young people under nineteen years of age.

Individual Health Care Plans:

We will do all we reasonably can do to assist students with complex or long term conditions which would require a Health Care Plan (appendix 1). The Lead First Officer and Designated staff member will liaise with the parents/carers on an annual basis in order to review this Health Care Plan.

This Academy uses an Individual Health Plan for children with complex health needs to record important details about the individual children's medical needs at Academy, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Health Plan if required.

Individual Health Plans are used to:

- Inform the appropriate staff about the individual needs of a student with a complex health need in their care
- Identify important individual triggers for students with complex health needs at Academy that bring on symptoms and can cause emergencies. This Academy uses this information to help reduce the impact of triggers
- Ensure this Academy's emergency care services have a timely and accurate summary of a student's current medical management and healthcare in an emergency

When is an Individual Health Care Plan written?

Examples of complex health needs which may generate an Individual Health Plan following discussion with the Academy nurse and the Academy are:

- Diabetes,
- Gastrostomy feeds,
- A tracheostomy,

- Anaphylaxis,
- A central line or other long term venous access,
- Severe asthma that has required a hospital admission within the last 12 months,
- Epilepsy with rescue medication.

If the Academy does not receive an Individual Health Plan, all Academy staff should follow standard first aid measures in an emergency. The Academy will contact the parent/carer if health information has not been returned. If an Individual Health Plan has not been completed, the designated staff member will contact the parents and may convene a TAC meeting or consider safeguarding children procedures if necessary.

The finalised plan will be given to parents/carers, Academy and health care professionals (as appropriate)

Recording medical needs and Individual Health Care Plans:

- Individual Health Plans are used to create a centralised register of students with complex health needs. An identified member of Academy staff has responsibility for the register at this Academy. This Academy has ensured that there is a clear and accessible system for identifying students with health plans/medical needs such as names being 'flagged' on the SIMs system.
- A robust procedure is in place to ensure that the child's record, contact details and any changes to the administration of medicines, condition, treatment or incidents of ill health in the Academy is updated on the Academy's record system.
- The Lead first aid officer follows up with the parents/carers and health professional if further detail on a student's Individual Health Plan is required or if permission or administration of medication is unclear or incomplete.
- Each Individual Health Plan will have a review date. Parents/carers will contact Head of Year with any additional information, letters or health which will be forwarded to Lead First Aid Officer.

Storage and access to Individual Health Plans

- Individual Health Plans are kept in a secure central location at Academy - electronic-SIMS and paper copy.
- Apart from the central copy, specified members of staff (agreed by the student and parents/carers) securely hold copies of students' Individual Health Plans. These copies are updated at the same time as the central copy. The Academy must ensure that where multiple copies are in use, there is a robust process for ensuring that they are updated, and hold the same information.
- When a member of staff is new to a student group, for example due to staff absence, the Academy makes sure that they are made aware of the Individual Health Plans and needs of the students in their care.
- This Academy informs parents/carers that the Individual Health Plan would be sent ahead to emergency care staff, should an emergency happen during Academy hours or at an Academy activity outside the normal Academy day. This is included on the Individual Health Plan.
- The information in the Individual Health Plan will remain confidential unless needed in an emergency.

Unacceptable practice:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Assume that every child with the same condition requires the same treatment;
- Ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged);
- Send children with medical conditions home frequently or prevent them from staying for normal Academy activities, including lunch, unless this is specified in their individual healthcare plans;

- If the child becomes ill, send them to the Academy office or medical room unaccompanied or with someone unsuitable;
- Penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- Require parents, or otherwise make them feel obliged, to attend Academy to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the Academy is failing to support their child's medical needs; or
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of Academy life, including Academy trips, e.g. by requiring parents to accompany trip

Appropriate level of insurance

The governing body will ensure that the Academy has the appropriate level of insurance in place and appropriately reflects the level of risk.

Complaints

- Any complaints that parents/carers may have in regard to the support of students with the medical conditions should contact the Academy to discuss their concerns. Please refer to the complaints procedure as set out in the Complaints Policy & Procedure at <http://www.tolworthgirlsschool.co.uk/Policies>
- Initial contact re complaint about medical conditions policy should be directed to the named designated staff member.

Policy review and update:

- This Academy's medical condition policy is reviewed, evaluated and updated in line with the Academy's policy review time line or earlier if necessary.
- The views of students with various medical conditions may be sought and considered central to the evaluation process.



Appendix 1

Tolworth Girls' School & Sixth Form

Individual Healthcare Plan

Child's name		Photo
Parent's surname (if different)		
Child's class		
Date of birth		
Condition		
Date of plan		
Review date		
National Health Number		
1st emergency contact name		
Relationship to child		Relationship to child
Telephone number		Telephone number
Alternative telephone number		Alternative telephone number
Doctor's name and surgery		Hospital / Clinic where condition is treated
Doctor's telephone number		Hospital / Clinic consultant's name & no.
Child's condition & diagnosis [describe medical needs: symptoms, triggers, signs etc.,]		
Child's Symptoms [describe medical needs: symptoms, triggers, signs etc.,]		

Daily care requirements [medication, treatment, facilities, equipment, environmental etc.,]
What medication will be administered and where is it kept?
Describe what constitutes an emergency for the child
What should happen in an emergency?
Who is responsible in an emergency? (State if different for trips, playtimes etc)
Class teacher and teaching assistant. Lunchtime team in the school grounds.
Staff training needed / undertaken - who, what, when?
Team of teaching and support staff who are First Aid trained.
What other arrangements need to be considered? (Break, school trips, food activities in the classroom etc.)
Parental Permission & Responsibilities (please tick to state you have read these statements)
<input type="checkbox"/> I give full consent to members of staff administering medicines that have been supplied/ or providing treatment or care to my child as stated in this plan and recognise that staff do so voluntarily. All medicines must be in the original container as dispensed by the pharmacy. <input type="checkbox"/> I accept that it is my responsibility to update and provide the necessary information about my child's medical needs, held by the school, on a regular basis and if & when something changes or if there is an event / activity which may require further planning. <input type="checkbox"/> It is my responsibility to ensure that the medicine or treatment materials held by the school have not exceeded their expiry date. I understand that the school will send home any equipment that is held for the child to be cleaned and checked.
Signed _____ Date _____



CHILD MEDICATION / TREATMENT REQUEST & CONSENT FORM

Please PRINT and use BLACK ink - Private & Confidential

Notes: First aid staff / the school administer medicines on a voluntary basis. We prefer parents to administer medicine themselves. We must see all prescribed medicines must in their original container from the pharmacist with the child's name on and must be brought into school by the child's parent/carer ideally with the dose prepared e.g. in a syringe. The school may decline to administer medication without giving a reason. Where medicine is prescribed in three doses this can be administered just before school, at the end of school and before bedtime so no administration in school is required. For four doses, we can administer between 12 and 1pm only.

Child's Name:			Date of Birth:	
Parent's surname if different:			Home telephone:	
Home address:				
Emergency contact names and telephone numbers:	1.	2.	3.	
Doctor's Name:				
Doctor's Address & phone number:				
Nature of medical condition or illness:				

I agree to members of staff administering medicines that have been supplied / or providing treatment or care to my child as directed below. I accept that this is a service that the school is not obliged to undertake.	Name in print:
I agree to update information about my child's medical needs, held by the school, on a regular basis	Parent/legal guardian with parental responsibilities
I will ensure that the medicine held by the school has not exceeded its expiry date.	Sign:
Can the medicine / treatment be self-administered by the child? Yes / No	Date:
Procedures to be taken in an emergency:	

Name of medicine:	Dose & instrument for administering dose: eg. Volumatic, iPen/AnaPen, syringe	Frequency/ Times	Completion date of course of medicines if known	Expiry date of medicine
When was the last dose given?				
Special precautions / side effect? Any other medicines taken at home or allergies?				

Please ensure you collect the medicine from the school office at the end of the day / week



WHO HAS PARENTAL RESPONSIBILITY?

For children born before 31st November 2003

- **Mothers** automatically have parental responsibility for their children
- **Fathers** also have parental responsibility if they were married to the mother when the child was conceived or born, or if they got married to her later
- **Unmarried fathers** do not automatically have parental responsibility for their child, but a court order or a "parental responsibility agreement" can give it to them"
- **People looking after your child** like child minders or grandparents do not have parental responsibility, but you can authorise them to take medical decisions for your child, if you wish.

*The National Family and Parenting Institute produce a leaflet, *Is it legal? A parents' guide to the law*, which gives more information about parental responsibility and how to acquire it. (www.eparents.org or telephone 020 7424 3460) Reference: www.doh.gov.uk/consent/parentsconsent.htm A guide for parents "What you have a right to expect 2002"

For children born after 1st December 2003

- Both of a child's parents have parental responsibility if they are registered on the child's birth certificate; this applies irrespective of whether the parents are married or not.
- Where the child has been formally adopted, the adoptive parents are the child's legal parents and automatically acquire parental responsibility. Where the child has been born as a result of assisted reproduction, there are rules under the Human Fertilisation and Embryology Act 1990 that determine the child's legal parentage.
- People looking after your child like child minders or grandparents do not have parental responsibility, but you can authorise them to take medical decisions for your child, if your wish.

Reference: BMA Parental Responsibility, Guidance from the Ethics Department, June 2006

School Agreement to Administer Medicine

It is agreed that _____ (name of student) will receive
 _____ (medicine & dosage) everyday as close to
 _____ (time)

(Name of child) _____ will be given / supervised whilst he/she takes their medication by (name of member of staff) _____

This agreement will continue until

(either end of date of course of medicine or until instructed by parents)

Date/...../.....

Signed.....

(member of leadership team and named member of staff)



Tolworth Girls' School & Sixth Form

Parental Agreement for Academy to Administer Medicine/ or Student Medication Request

Tolworth Girls' School & Sixth Form will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Date for review to be initiated by				
Name of school/setting				
Name of child				
Date of birth				
Group/class/form				
Medical condition or illness				
Medicine				
Name/type of medicine <i>(as described on the container)</i>				
Expiry date				
Dosage and method				
Timing				
Special precautions/other instructions				
Are there any side effects that the school/setting needs to know about?				
Self-administration - y/n				
Procedures to take in an emergency				

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____