



KESGRAVE HIGH SCHOOL

MEDICINES AND SUPPORTING STUDENTS WITH MEDICAL CONDITIONS

PRINCIPLES

Kesgrave High School is an inclusive community that aims to support and welcome students with medical conditions.

Our school is welcoming and supportive to students with medical conditions currently attending and to those who may enroll in the future. Kesgrave High School aims to provide all students with all medical conditions the same opportunities as others at school. 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. Students should feel confident in the support they receive from the school to help them do this. Parents/carers of students with medical conditions should feel secure in the care their children receive at Kesgrave High School. Certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

All staff understand and are trained in what to do in an emergency for the most common serious medical conditions.

All staff are aware of the most common serious medical conditions. The school ensures all staff understand their duty of care to students in the event of an emergency. Training takes place to ensure all staff feel confident in knowing what to do in an emergency. Staff understand their duty of care to students in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication if trained to do so. All staff who work with groups of students at receive training and know what to do in an emergency for the students in their care with medical conditions. Training is refreshed for all staff at least once a year. The school uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of students in their care who may need emergency help.

All staff understand and are trained in the school's general emergency procedures

All staff know what action to take in the event of a medical emergency. This includes who to contact within the school. Training is refreshed for all staff at least once a year. If a student needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives.

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The school has clear guidance on the administration of medication at school

Administration – emergency medication

- All students at Kesgrave High School with medical conditions have easy access to their emergency medication.
- All students are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition. All students carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.
- Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it.
- Students who do not carry and administer their own emergency medication understand the arrangements for a member of staff to assist in helping them take their medication safely.

Administration – general

- All use of medication defined as a controlled drug, even if the student can administer the medication themselves, is done under the supervision of a named member of staff.
- The school understands the importance of medication being taken as prescribed. Training is given to all staff members who agree to administer medication to students, where specific training is needed. Providing staff are working within the remit of their training, the school's insurers provide full indemnity.
- All school staff 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. This may include taking action such as administering medication if trained to do so.
- If their child's medication changes or is discontinued, or the dose or administration method changes, it is the responsibility of the parent/carer to notify the school immediately.
- If a student at the school refuses their medication, staff record this and follow procedures. Parents/carers are informed as soon as possible.
- All staff attending off-site visits are aware of any students with medical conditions on the visit. They 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.
- If a student misuses medication, either their own or another student's, their parents are informed as soon as possible. These students are subject to the school's usual disciplinary procedures.

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The school has clear guidance on the storage of medication at school

Safe storage – emergency medication

Emergency medication is readily available to students who require it at all times during the school 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. Most students carry their emergency medication on them at all times and are reminded to do so.

Students, whose healthcare professionals and parents advise the school that their child is unable to self-manage and carry their own emergency medication, know exactly where to access their emergency medication.

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 only accessible to those for whom it is prescribed.

Safe storage – general

There is an identified member of staff who ensures the correct storage of medication at school. All controlled drugs are kept in a locked cupboard and only named staff have access, even if students normally administer the medication themselves.

The identified member of staff, along with the parents of students with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labeled with the student's name, the name and dose of the medication and the frequency of dose. This includes all medication that students carry themselves.

All medication is supplied and stored, wherever possible, 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 instructions, paying particular note to temperature. Some medication for students at the school may need to be refrigerated. All refrigerated medication is clearly labelled and stored in a dedicated refrigerator.

Safe disposal

Parents are asked to collect out-of-date medication. If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal. A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year and is always documented. Sharps boxes are used for the disposal of needles. Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

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Data Collection forms

Parents are asked if their child has any health conditions or health issues on the data collection form, which is filled out on entry to the school. This would normally be the start of Year 7. Parents of new students starting at other times during the year are also asked to provide this information on data collection forms.

Healthcare Plans

Kesgrave High School uses a Healthcare Plan to record important details about individual students' medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.

A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of students with a long-term medical condition. This is sent at the start of the school year / at enrolment / when a diagnosis is first communicated to the school.

The parents, healthcare professional and student with a medical condition, are asked to fill out the student's Healthcare Plan together. Parents then return these completed forms to the school. We ensure that a relevant member of school staff is also present, if required to help draw up a Healthcare Plan for students with complex healthcare or educational needs.

School Healthcare Plan register

Healthcare Plans are used to create a centralised register of students with medical needs. An identified member of staff has responsibility for the register. The responsible member of staff follows up with the parents any further details on a student's Healthcare Plan required or if permission for administration of medication is unclear or incomplete. Every student with a Healthcare Plan has their plan discussed and reviewed at least once a year.

Storage and access to Healthcare Plans

Parents and students are provided with a copy of the student's current agreed Healthcare Plan. Healthcare Plans are kept in a secure central location at school. Apart from the central copy, specified members of staff (agreed by the student and parents) securely hold copies of students' Healthcare Plans. These copies are updated at the same time as the central copy. All members of staff who work with groups of students have access to the Healthcare Plans of students in their care. When a member of staff is new to a student group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of students in their care. All staff protect student confidentiality. The school seeks permission from parents to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Healthcare Plan. The school seeks permission from the student and parents before sharing any medical information with any other party, such as when a student takes part in a work experience placement.

Use of Healthcare Plans

Healthcare Plans are used to inform the appropriate staff and supply teachers about the individual needs of a student with a medical condition in their care, to remind students with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times. The school uses this information to help reduce the

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impact of common triggers and ensure that all medication stored at school is within the expiry date.

Consent to administer medicines

If a student requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's Healthcare Plan giving the student or staff permission to administer medication on a regular/daily basis, if required. A separate form is sent to parents for students taking short courses of medication.

All parents of students with a medical condition who may require medication in an emergency or regular/daily help in administering their medication are asked to provide consent on the Healthcare Plan for staff to administer medication. This is outlined on the student's Healthcare Plan. The school and parents keep a copy of this agreement.

Parents of students with medical conditions are all asked at the start of the school year on the Healthcare Plan if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.

Other record keeping

The school keeps an accurate record of each occasion an individual student is given or supervised taking medication. Details of the supervising staff member, student, dose, date and time are recorded. If a student refuses to have medication administered, this is also recorded and parents are informed as soon as possible. The school holds training on common medical conditions once a year. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training. The school keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

Residential visits and Work Experience

Risk assessments are carried out by the school prior to any out-of-school visit and medical conditions are considered during this process. Factors to consider include: how all students will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

Risk assessments are carried out before students start any work experience or off-site educational placement. It is the school's responsibility to ensure that the placement is suitable, including travel to and from the venue for the student. If the student has organized their own work experience placement the school writes to the parents to remind them that they need to ensure that they are making safe and suitable arrangements for travel to and from work experience. Permission is sought from the student and their parents before any medical information is shared with an employer or other education provider.

Roles and responsibilities in maintaining an effective medical conditions policy

The school works in partnership with all interested and relevant parties including the governing body, all school staff, parents, employers, community healthcare professionals and students to ensure the policy is planned, implemented and maintained successfully. The following roles and responsibilities are used for the medical conditions policy. These roles are understood and communicated regularly.

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First aider

First aiders have a responsibility to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards and when necessary ensure that an ambulance or other professional medical help is called.

Special educational needs coordinator (SENCO)

The SENCO and Assistant SENCOs have the responsibility to help update the school's 'Medicines and Supporting Students with Medical Conditions Policy' know which students have a medical condition and which have special educational needs because of their condition. They ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements in exams or course work.

Students

The students have a responsibility to:

- treat other students with and without a medical condition equally
- tell their parents, teacher or nearest staff member when they are not feeling well,
- let a member of staff know if another student is feeling unwell
- let any student take their medication when they need it and ensure a member of staff is called
- treat all medication with respect
- know how to gain access to their medication in an emergency
- if mature and old enough, know how to take their own medication and to take it when they need it
- ensure a member of staff is called in an emergency situation.

Parents*

The parents of a child at the school have a responsibility to:

- tell the school if their child has a medical condition
- ensure the school has a complete and up-to-date Healthcare Plan for their child
- inform the school about the medication their child requires during school hours
- inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- tell the school about any changes to their child's medication, what they take, when, and how much
- inform the school of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name
- provide the school with appropriate spare medication labelled with their child's name
- ensure that their child's medication is within expiry dates
- keep their child at home if they are not well enough to attend school
- 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
- ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

The medical conditions policy is regularly reviewed evaluated and updated in line with the school's policy review timeline.

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