



COOMBE
WOOD
SCHOOL

Medical Policy

Policy Area

School Document

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Version

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Relevant documents

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf

https://www.walthamforest.gov.uk/documents/medical_needs.pdf

<http://www.diabetes.org.uk/schools>

<http://www.legislation.gov.uk/ukpga/2014/6/contents/enacted>

Background: Coombe Wood School is a caring and inclusive school that supports the needs of all students. The school supports the Children and Families Act 2014 which states that there is a duty on schools to make arrangements to support its students with medical needs.

Admissions

Students with medical needs who have been offered a place at the School (as per the published admission criteria for the academic year of entry) are entitled to a full education and have the same rights of admission as others who have been offered places. This means that no student with a medical need should be denied admission or prevented from taking up a place because arrangements for their medical need have not been made. However, in line with safeguarding duties, the Governing body will ensure that the health of other students is not put at unnecessary risk from, for example infectious diseases. They therefore do not have to accept a student into CWS.

Procedure to follow to notify the school of a medical need

Parents/ Carers have prime responsibility for their son or daughter's health and should share with the school information about their son or daughter's medical condition. This information must be shared with the relevant Year Leader. If a face to face meeting is necessary then a meeting will be set up the Year Leader so more information can be shared. Parents/Carers are responsible for providing the school with any medication needed for their son/daughter and letting the school know of any changes to the prescription or the support needed.

Information sharing with staff

Information regarding a student's medical condition will be shared with all teaching and non-teaching staff where appropriate. This information will be dealt with in a sensitive manner.

Recording of medical information on the school system

Students with a medical condition have this information stored on the school's network system, SIMS. This information will be analysed by non-teaching staff for use in the school's tracking systems by Year Leaders, Subject Leaders, Classroom Teachers, SENCO, the Leadership Group and Governors to ensure that all students with medical conditions make the expected progress.

Health care plans

Once the school has been informed that a student has a medical need, advice will be taken from the allocated off site school nurse to decide if that student requires a health care plan (not all students with a medical need will require an individual health plan). If a health care plan is necessary this is created by the school/ Parent/Carer/student and if possible School nurse. These health care plans are stored on the schools network system and shared with all staff. Health care plans will be reviewed in line with a new school nurse taking over when a student's medical need changes and a health care plan is needed.

Training of staff

A select group of teaching and non-teaching are trained in first aid, and the first aid list is shared with all staff and placed in key locations around the school. All staff know how to call the emergency services, and know how to respond when they become aware that a student with a medical condition needs help.

Administering of medicines and drugs

There is no legal duty which requires staff to administer medication. Staff will not administer medicines unless it is an emergency and staff are happy to do so, such as an EpiPen needing to be injected when a student becomes unconscious. Students will not be given painkillers, including aspirin and paracetamol, nor will staff give out any other type of medicine. If students wish to take these tablets they must self-administer. Students who self-administer their medicine and drugs should do so in the medical room, which is not always supervised by a member of staff but can be if the student speaks to someone at the school office requesting assistance. Those students who regularly self-administer their medication will have had a meeting with the relevant Year Leader to talk through with the student and Parents/Carers the necessary arrangements. Students who bring medicines and drugs to school must ensure that these are kept out of sight of other students and are carried safely. Students should not share medicine or drugs with other students. Staff who have been trained in delivering EpiPen medication can only administer this if they are happy to do so, and if it is what they believe an emergency, such as life threatening. If parents wish for their son or daughter's short-term medication (such as antibiotics) to be kept at School office should ensure that the medication needs to be clearly labelled and handed in to School office.

It is the student's responsibility to collect their medication when needed and to self-administer it. Before a student self-administers their medicine they must speak to a member of School office as this information is logged on the medical tracker.

School trips/ school events outside of the school gates

The School encourages students with medical needs to participate in schools trips, wherever safety permits. All staff participating in a trip will be made aware of any medical needs that a student may have. If staff need to know more information for the risk assessment of a trip the Educational Visits Co-ordinator or trip leader will contact the parent/carer for more information. If a student takes ill during a trip that is an overnight stay then the Parents/Carers may need to come and collect them from their location.

Health Related Fitness and medical conditions

Most students with medical conditions can participate in extra-curricular sport or in the HRF / Games curriculum due to the flexibility of the sport department. For those students who are unable to participate, alternative arrangements will be made with the Year Leader and Parents/Carers.

Storage of medicines and drugs

The School will store medicines and drugs for those with serious medical needs. It is the Parents/Carers responsibility to ensure that medicines and drugs supplied are in a box/ bag/ container clearly labelled with the name of the student, the name and dose of the drug and the frequency of administration. The medicines and drugs will be kept in a secure location, although the users will be shown the location of their medicines and drugs so they can access them immediately.

Students who use inhalers are able to carry these with them at all times, although a spare inhaler may be kept with other medication in the secure location, but it must be clearly labelled. Parents/Carers are responsible for checking expiry dates of all medicines and drugs kept in school, although the School office team do check expiry dates on medication and contact parents/carers to make them informed when medication is out of date and a replacement needs to occur. Parents/Carers are also responsible for providing the school with new medication when old medication expires. Some students who have a very serious form of epilepsy are able to carry their own medication with them as long as this is arranged with the Year Leader and it is stored safely away from other students, in this instance the medication should be carried with the student at all times.

Attendance

Year Leaders monitor closely the attendance of all students including those with medical needs. Students whose attendance is affected by a medical need will have strategies put in place to ensure that they make the expected progress. Consideration will also be given to reintegrating the student back to school after periods of absence. The school may ask for evidence of illness to demonstrate to the Educational Welfare Officer as to why a student is absent.

Use of the medical room

The medical room is used by students who feel unwell or who need to self-administer medicines and drugs. The medical room is not manned, but students are made aware that if they need to use the medical room then they are to go to School office, or find a first aider, who will then be able to help them. Before self-administering in the medical room they must inform a member of School office, so the details can be recorded on the medical tracker.

School nurse

The school has an off-site school nurse, who supports the school with vaccinations and they may also support the school draw up individual health care plans for pupils with medical needs.

Noticing a deterioration in a pupil's health

All staff are aware that if they notice a deterioration in a student's health they are to report this immediately to a first aid trained member of staff.

Disposal of medicines

Parents/Carers should collect medicines held at school that are of no use anymore or have expired.

Eating during lesson time

Students with diabetes are allowed to eat regularly during the day, which will include lesson time. This information is shared with all staff.

When a student needs to attend hospital

If a student needs to be taken to hospital, a member of staff will accompany them if their Parent/Carer are unavailable. If time permits, the ambulance staff will be given a copy of the student's data that is held on the Schools SIMS system. This will include a copy of their medical needs.

Students with asthma

Students who have asthma are able to carry their own inhaler. Parents/carers are encouraged to write on the data collection forms that their son/daughter suffers with asthma so this can be logged on the necessary SIMS systems and medical lists. Spare inhalers can be kept in School office, but they must be contained in a box/ bag/ container clearly labelled with the name of the student, the name and dose of the drug and the frequency of administration. It is the student's responsibility not to allow other students to use their inhaler, even if the other person is asthmatic. It is the student's responsibility to keep their inhaler on them at all times, including any school related activity on or off site.