



Coombe Wood School

Administration of Medicine

on School Premises

Procedure

Coombe Wood School is part of the Greenshaw Learning Trust.

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COOMBE
WOOD
SCHOOL

Medical Policy

Policy Area

School Document

Author

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Version

1.5

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Next Review

Summer 1st Half Term 2025

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.

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>

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 child's health and should share with the school information about their child's medical condition. The provision of this information is encouraged via the initial registration forms when first enrolling with the school, and through subsequent termly data collection reminders.

All information is shared with the relevant Head of Year and if a face-to-face meeting is necessary then a meeting will be set up to facilitate further discussion. In situations deemed necessary, parents/carers are responsible for providing the school with any medication and/or equipment needed for their child 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 systems

Students with a medical condition have this information stored on the school's general information management system, SIMS and Medical Tracker, a central based system.

Health Care Plans

Once the school has been informed that a student has a medical need, if deemed necessary, further information will be sought from parents/carers through the issuing of an Individual Health Care Plan (IHCP) template (not all students with a medical need will require an IHCP). Examples of the types of information sought include whether an official diagnosis exists together with full details of any related symptoms, triggers, existing treatment, medication and/or equipment needed. The information shared via the health care plan templates is stored on the school's information management and Medical tracker systems and shared with all staff. Electronic copies of the student health care plans are filed on SIMS and reviewed when a student's medical need changes. Where deemed necessary, further advice and support will be sought from the allocated off site school nurse.

Training of staff

A large proportion of teaching and non-teaching staff are trained in first aid. Lists of first aid trained staff, with Designated First Aiders highlighted in bold green type, are displayed in all communal staff areas across the school premises including the main staff room, departmental workrooms as well as the school office. 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.

Training sessions covering allergies, asthma and anaphylaxis are also available via the school nurse team for the necessary staff members.

Administering of medication

There is no legal duty which requires staff to administer medication. Staff will not administer medication 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 medication they must self-administer. Students who self-administer their medication 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 Head of Year to talk through with the student and parents/carers the necessary arrangements. Students who bring medication to school must ensure that these are kept out of sight of other students and are carried safely. Students should not share any medication with other students. Staff who have been trained in delivering EpiPen medication will only administer this if they are happy to do so, and if it is what they believe to be an emergency, such as a life threatening situation. Where necessary, the emergency services will be contacted and advice sought. If parents wish for their son or daughter's short-term medication (such as antibiotics) to be kept at the school office, they should ensure that the medication is clearly labelled, handed in to the school office and a Self-Administering of Medicine Consent Form is signed (see Appendix 1).

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 the school office in order that this information is recorded on the electronic medical log.

School trips/school events outside of the school gates

The school encourages students with medical needs to participate in school trips, wherever safety permits. When taking students off the school premises, staff will ensure they have information about the specific medical needs of students. If staff need to know more information for the risk assessment of a trip, the Educational Visits Coordinator or trip leader will contact the parent/carer for the additional information. If a student is taken 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 sports 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 Head of Year and parents/carers.

Storage of medication/medical equipment

The school will store medication and/or duplicate medical equipment such as EpiPen's for those with serious medical needs. It is the parents/carers responsibility to ensure that such items are supplied in a box/bag/container clearly labelled with the name of the student, the name and dose of the medication and the frequency of administration. The medication and/or duplicate medical equipment will be kept in a secure location within the school office. Where only one item of prescribed medical equipment exists, this must be carried by the student at all times.

Parents/Carers are responsible for checking expiry dates of all medication kept in school. The school office team will endeavour to assist by checking expiry dates on medication and/or equipment and contacting parents/carers to inform them when medication is due to become 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 Head of Year and it is stored safely away from other students - in this instance the medication should be carried with the student at all times.

Attendance

Heads of Year 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 medication. The medical room is not staffed, but students are made aware that if they need to use the medical room then they are to go to the school office, where a member of staff will be able to help them. Before self-administering in the medical room they must inform a member of the school office so that the details can be recorded on the electronic medical log.

School nurse

The school has an off-site school nursing team who support the school in reviewing the medical information provided by parents/carers and in establishing the requirement for Individual Health Care Plans for students with medical needs.

Immunisations

The school is registered with the Local Authority branch of the NHS Immunisation Team with whom it liaises to ensure all students are provided with the opportunity to access the National Immunisation Programme at the recommended stages throughout their education at the school.

Noticing a deterioration in a student'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 medication/medical equipment

Parents/Carers should collect medication/medical equipment 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 and Medical Tracker systems. 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 include on the initial registration forms, and subsequent data collection submissions, that their child suffers with asthma so this can be logged on the necessary information systems and medical lists. Spare inhalers can be kept in the school office, but they must be placed 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 for any school related activity on or off site.

The school has invested in an emergency asthma inhaler kit in the event of an emergency and when a student may not be carrying their own, nor have provided the school office with a spare inhaler. The emergency kit is stored in the school's medical room.

THIS POLICY SHOULD BE READ IN LIAISON WITH THE FOLLOWING OTHER SCHOOL POLICIES:

- First Aid Policy
- Health & Safety Policy
- Supporting Students with Medical Conditions Policy

Appendix 1



Self-Administering of Medicine

Consent Form

This document must be completed by the Parent/Carer and handed in to the school office.

Name of student:

Tutor group:

Date of completing this consent form:

I give permission for my child to self-administer the below named medication according to the instructions stated below.

Parent/Carer Signature:

Name of medication:

Amount and frequency (including approximate times) to be taken:

Date self-administering of medicine should end:

Any other information: