

RIVERSIDE SCHOOL



Policy For Supporting Pupils With Medical Conditions In School

APPROVED BY GOVERNORS

RESPONSIBLE PERSON – HEADTEACHER

1. Policy Statement

1.1 Riverside School is a special school which supports and welcomes pupils with medical conditions and ensures that opportunities are available to all pupils in school. These are provided through the physical environment, personal, social, emotional, sporting and educational activities.

1.2 This Policy should be read in conjunction with:

- Health and Safety Policy
- Equality Policy
- Complaints Policy

2. Roles and Responsibilities

2.1 The local authority (LA) is responsible for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of pupils who need to be out of school for 15 days or more due to a medical condition.
- Providing nursing supporting for pupils with medical conditions to ensure that Education Healthcare Plans (EHCPs) can be delivered effectively.

2.1 The governing board is responsible for:

- The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Riverside School.
- Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions or enteral feeding needs.
- Ensuring that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- Ensuring the level of insurance in place reflects the level of risk.

2.2 **The Headteacher is responsible for:**

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Riverside School.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child's medical condition or enteral feeding regime.
 - Developing EHCPs.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver EHCPs in normal, contingency and emergency situations.
- Ensuring the correct level of insurance is in place for staff who support pupils in line with this policy.
- Liaising with Bromley Healthcare and the school nursing service as necessary
- Organising first-aid training.

2.3 **Staff members are responsible for:**

- Taking appropriate steps to support children with medical conditions or who require enteral feeds during the school day.
- Where necessary, making reasonable adjustments to include pupils with medical conditions and enteral feeding needs into lessons.
- Administering medication and enteral feeds, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions or enteral feeds, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

2.4 **School nurses are responsible for:**

- Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.

2.5 Parents and carers are responsible for:

- Keeping the school informed about any changes to their child/children's health.
- Providing written instructions for medicines requiring administering in school.
- Providing the school with the medication their child requires and keeping it up-to-date.
- Collecting any leftover medicine at the end of the course or year.
- Where necessary, developing an EHCP for their child in collaboration with the Headteacher, other staff members and healthcare professionals.

3 Definitions

- 3.1 "Medication" is defined as any prescribed or over the counter medicine.
- 3.2 "Prescription medication" is defined as any drug or device prescribed by a doctor.
- 3.3 A "staff member" is defined as any member of staff employed at Riverside School.

4 Training of staff

- 4.1 Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy.
- 4.2 Teachers and support staff will receive regular and ongoing training as part of their development.
- 4.3 The clinical lead for this training is the lead nurse.
- 4.4 No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering medication.
- 4.5 No staff member may administer drugs by injection unless they have received training in this responsibility.
- 4.6 A record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy will be retained by the school and clinical lead.

5. Administration of Medication

- 5.1 Parents will provide comprehensive information regarding the pupil's needs and medication requirements on a medical details form and will advise the school of any changes to prescribed medication.
- 5.2 Prescribed medication will not be accepted in school without complete written and signed instructions from the parent or prescribing consultant/GP/dietician.

5.3 Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.

5.4 Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

5.5 Where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.

5.6 Each item of medication must be delivered to the school, **in a secure and labelled container as originally dispensed**. Each item of medication must be clearly labelled with the following information:

- . Pupil's Name.
- Name of medication.
- Dosage.
- Frequency of administration.
- Date of dispensing.
- Storage requirements (if appropriate).
- Expiry date.

The school will not accept items of medication in unlabelled containers.

5.7 If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

5.8 The Nursing Team will inform parents when supplies are running low (at least two weeks' notice) and will send home a written reminder for more medicines as required. It is the parents' responsibility to renew the medication and ensure that the medication supplied is within its expiry date.

5.9 School staff are unable to dispose of medicines. Medicines, which are in use and in date, should be sent home to parents at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

6. Storage of Medication

6.1 Medication will be kept by the school nurses at Riverside St Pauls Cray in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered at Riverside Beckenham will be kept in a locked medicine cabinet.

6.2 The school nurses shall maintain checks on expiry dates of all medicines stored in school at SPC. The first aiders will check medication at Beckenham.

7. Administration of enteral feeds

7.1 Pupils at Riverside School may require enteral feeds during the school day.

7.2 The School Nurses will be responsible for the preparation of all commercial feeds in accordance with the prescription provided by the appropriate GP/dietician.

7.3 The school nurses will administer the feeds directly to the pupils wherever possible and practicable.

7.4 Individual requests to administer a liquidised diet will be considered by the school and nurses in conjunction with the community dietician. Pupils would require a MIC-KEY feeding button before a liquidised diet could be administered. All parties involved would need to agree and to sign an indemnity form.

7.5 Liquidised diet containers will be prepared by the family and transported to school in a safe cooled container. Families will provide any specialist equipment and the bottle warming device to prepare the food.

7.6 Families opting for a liquidised diet following discussions will provide training on the administration of the feed and take responsibility for the management of the feeding device and stoma site. In the event of any concerns parents will be asked to attend and feeding may be stopped.

7.7 Individual feed bags will be clearly labelled with the pupil's name.

7.8 Staff who have volunteered to undertake training to support pupil's enteral feeding needs, will complete a record sheet each day for each pupil as appropriate, recording if the feed has been administered by nursing staff or has been handed over to class staff (Appendix 1).

7.9 Where a member of staff is administering a feed the following information will be recorded before the feed tube is connected:

Name of pupil

Date

Time of feed handover

Name of staff administering the feed

Time of Feed

That the feed, rate and quantity have been checked

7.10 A second person should witness and countersign that the appropriate checks have been undertaken.

7.11 It is good practice for the same member of staff to remain with a pupil when a feed is administered, however where this is not possible, a member of staff who has been trained to administer feeds or as a minimum requirement, is able to recognise warning signs (eg pump beeping) and able to carry out the necessary action (eg turn the pump off at the end of a feed; call the nursing team in the event of query) should take over supervision. This handover should be recorded.

8 Record Keeping

8.1 Parents will be required to complete a pre-entrant questionnaire and a medical form for nursing staff.

8.2 The school/school nurses will keep records of medication and enteral feed administered, which they will have available for parents. (Appendix 1 for enteral feed record) (Appendix 2 for school administered medication record)

9. Emergency Action

9.1 Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions in school

9.2 In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent/carer, which may include administering medication.

9.3 If a pupil needs to be taken to hospital, a member of staff will accompany them and will stay with them until a parent arrives. The school will try to ensure that the member of staff will be one that the pupil knows. The staff member concerned should inform a member of the school leadership team.

9.4 In the event of a mistake on the administration of medication or enteral feed, the school nursing staff should be immediately informed.

9.5 In the event of an adverse reaction and where an epipen is available, this should be used by staff in accordance with training guidelines.

9.6 In the event of serious concern an ambulance should be called without delay and the nursing staff and school office should be advised accordingly of the call and the location of the pupil in question.

9.7 The school will make every effort to facilitate the administration of medication and feeds to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

10. First aid

10.1 Riverside School accepts its responsibilities under the Health and Safety (First Aid) Regulations 1981.

10.1 The Headteacher will ensure that an annual review of first aid needs is undertaken, appropriate to the circumstances of the school and the supporting of pupils with medical conditions.

10.2 The Headteacher is responsible for organising first aid training.

10.3 People who agree to become first aiders should do so on a voluntary basis.

10.4 The school has first aid boxes available in each classroom at Riverside St Pauls Cray and with each first aider at Riverside Beckenham. The school has two lockable medicine cabinets located in the nurses room at Riverside St Pauls Cray and in the staff room at Riverside Beckenham .

- 10.5 The school has travelling first aid containers for use during school trips and off-site visits, which are stored in the classrooms/minibuses.
- 10.6 Inventories are kept of all first aid supplies including expiry dates. Full lists can be found in each first aid container.
- 10.7 The main duties of the first aiders are to give immediate help to casualties with common injuries and those arising from specific hazards or medical conditions at the school, and ensure that an ambulance or other professional medical help is called where appropriate.
- 10.8 The Headteacher will ensure that procedures are in place to report any major or fatal injuries without delay (e.g. by telephone), as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Other reportable injuries will be reported within 10 days.

11. Reasonable adjustments

- 11.1 Riverside School will meet its duties under the Equality Act 2010.
- 11.2 Riverside School will make reasonable adjustments for pupils with medical conditions, including the provision of auxiliary aids.

12. Avoiding unacceptable practice

Riverside School understands that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school.
- Sending the pupil to the medical room or school office alone if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

13. Insurance

- 13.1 Staff who undertake responsibilities within this policy are covered by the school's insurance.

14. Complaints

- 14.1 The details of how to make a complaint can be found in the Complaints Policy.

ADMINISTRATION OF ENTERAL FEED RECORD FOR :

Route feed to be administered by:

Any known allergies:

Other information:

COLUMNS COMPLETED EACH DAY. ONLY COMPLETE REMAINDER IF FEED IS HANDED OVER TO CLASS STAFF WHERE A TRANSFER OF RESPONSIBILITY IS REQUIRED, PLEASE COMPLETE THE APPROPRIATE COLUMNS

DATE	FEED ADMINISTERED BY NURSE	FEED PREPARED BY	TIME OF FEED HANDOVER	RECEIVING SIGNATURE	TIME OF FEED	NAME OF PERSON ADMINISTERING FEED	PUPIL NAME CHECKED	FEED, RATE, PORT AND QUANTITY CHECKED	TIME FEED CONNECTED	CHECKS WITNESSED/ COUNTERSIGNED	STAFF HANDOVER TIME	SIGNATURE OF RECEIVING STAFF	TIME FEED COMPLETE

Riverside School

Sheet number _____

Administration of medication

Pupil Name _____

Name of Medication _____ Dosage _____

Name of Medication _____ Dosage _____

Name of Medication _____ Dosage _____

MEDICINE IN RECORD		MEDICINE ADMINISTRATION RECORD						BALANCE
Name of medication	Date received	Date	Time	Amount given	How administered eg inhaler, Orally In food Injection	Given by (signature)	Witnessed by (signature)	Amount received/ Stock balance (in case of controlled meds.)