



**Federation of  
Westminster Special Schools  
& Bi-Borough Inclusion Service**

# **Supporting Pupils with Medical Conditions Policy**

**Ratified by FGB: 14 March 2016**

**Reviewed and revised: 29 January 2018**

**Reviewed by PPP Committee: 3 February 2020**

**Next review: February 2023**

## **Introduction**

The purpose of this policy is to describe the ways in which each school addresses its responsibilities regarding pupils with medical conditions.

Most pupils will, at some time in their school career, have a medical condition that impacts on their school life. This is usually a short term problem which is either fully or substantially resolved. However, some pupils have longer-term medical conditions which may restrict their ability to attend school regularly, access learning effectively or take part in school activities.

At the Federation of Westminster Special Schools we endeavour to create a suitably supportive and inclusive school environment for pupils with medical conditions.

We will help to ensure they can:

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

In order to achieve this we will ensure that all staff;

- understand equality of opportunity along with their duty of care to children and young people in the event of an emergency;
- feel confident in knowing what to do in an emergency;
- understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood;
- understand the importance of medication being taken as prescribed;
- understand the common medical conditions that affect children at either school;
- receive training on the impact medical conditions can have on pupils.

Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medication, although they cannot be required to do so. However, and with the appropriate training, each school will ensure that staff understand and take into account the needs of pupils with medical conditions that they teach.

## **Specific procedures**

### ***Responsibilities***

- It is the responsibility of parent/carers to inform the school of any medical needs of their children
- The Head of School is responsible for deciding whether the school can assist a pupil who needs medication or specific medical procedures (e.g. enteral feeding, suctioning) and makes those decisions on the basis of encouraging regular attendance and full participation in school life, wherever practicable.

- The school, with the support of the special school nursing team, will develop a Health Care Plan for all pupils requiring medication or other medical procedures during the school day or who may require emergency treatment at school. This plan should be linked to the individual pupil's Education, Health and Care Plan (EHCP).
- Any pupil who becomes unwell during the day should be reported to the School Nurse /Health Care Assistant/ First Aider / Senior staff member.
- If a pupil needs to be taken home, parents / carers will be contacted by the School Nurse, Well-being team or Office and they will inform the Head of School and class team.
- If the pupil requires urgent hospital treatment an ambulance will be called, and a member of staff will accompany the pupil taking all their relevant details to hospital. They will remain until the parent / carer arrives.
- Parents will be informed immediately.

### ***Accidents***

- When an accident or incident occurs, the school nurse or specialist nursing assistant/first aider should be called to the scene if appropriate, or the pupil brought to see them.
- If available, the emergency call button should be used to call for help.
- The member of staff who witnessed the accident or incident should complete an accident/incident form and give it to the Head of School. Historic paper copies are kept in add the Office, Wellbeing team files and electronic copies on the shared drive.
- A new web-based safeguarding tool was implemented in January 2018. From this date onwards, accidents and incidents are reported using the online Safeguard tool.
- More serious accidents or incidents are reported directly to the Local Authority using their electronic reporting tool. This decision will be made by the school nurse and a member of the senior leadership team (SLT), based on the seriousness of the information contained in the accident/incident report form. The Head of School and Executive Headteacher have access to this reporting tool.

### ***The administration of medicines in school***

- All regular and emergency medication prescribed for a pupil must be sent in by the parent / carer in its original bottle, container or packet with the pharmacy label attached. This should show:
  - Name of child
  - Name of medication
  - Dosage and frequency
  - Method of administration
  - Date of dispensing
  - Expiry date

- Before any medication can be dispensed in school the parent/carer must complete and sign the permission form and return it to the school nurse or school office.
- Medication should be kept in a locked cupboard which is accessed only by the school nurse or designated people. These members of staff will have been trained in the correct dispensing and administration of these medications.
- Non prescription medication will only be given when sent in to school in its original container and with a signed and dated note from the pupil's parent / carer.
- Medicines must be dispensed from the original container using a measuring spoon, or syringe where required.
- Pupils requiring medication will have an individual chart to be signed, dated and with the time given on it.
- Staff taking pupils on trips will collect medication from school nurse / named person in the morning and confirm with that person that they understand what it is for, and the correct way to administer it. For safety reasons, it should be kept on their person while they are out.
- All staff that need to give medication will receive appropriate training in supporting pupils with taking medications, and be aware of any specific side effects that could occur.

### ***Other medical needs***

Some pupils have health needs that require specific medical procedures throughout the school day. These could include any of the following:

- Enteral feeding and care of a gastrostomy
- Care of a colostomy bag
- Care of a tracheostomy
- Airway suctioning
- Management of pupils with seizures
- Emergency medication for seizures
- Anaphylaxis and use of an EpiPen
- Management of diabetes

The above procedures are overseen by the special school nursing team. Whilst it is not a requirement, any member of staff can perform the above after they have received sufficient and suitable training and achieved the necessary level of competency, as certified by the appropriate training professional. This is a voluntary role but, within a special school setting, the expectations are that staff would be willing to support these needs as it enables a pupil's access to all aspects of the curriculum when the school nurse or other professional is not available, thus providing equality of opportunities to all pupils.

## **Monitoring and evaluation**

Regular discussion of pupils with medical conditions takes place between the school nurse, class teacher, Head of School and any information required by staff is passed to them and all the first aiders.

## **Health care plans**

- Health Care Plans are prepared by the school with the support of the school nurse and are individual to each pupil who requires one.
- The main purpose of an individual health care plan is to identify the level of support needed at school and any specific medical care needs that a student may have and how these are to be managed in the school setting. A written and signed agreement with parents clarifies for staff, parents and the pupil the support the school will provide and the support the school can expect to receive from the parent/carers.
- Once agreed, the health care plan should be linked to the pupil's EHCP and reviewed at least annually or more frequently if appropriate, with the support of the school nurse and parent / carer.

## **Staff training**

A health care plan may reveal the need for some school staff to have further information about a medical condition or specific training in administering medication, medical procedures or in dealing with emergencies. Appropriate training will be provided, in conjunction with the special school nursing team.