



**ASHLAWN SCHOOL**  
*‘A High Performing Specialist Academy’*

**MEDICAL POLICY**

<b>Policy &amp; Procedure Number</b>	TLET		
<b>Next Review Date</b>	December 2021		
<b>School Link</b>	Alice Wright		
<b>Statutory</b>	✓	<b>Website</b>	✓
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## **Vision and Values:**

The staff and governors of Ashlawn School are wholly committed to pursuing a policy of inclusive education that welcomes and supports students with medical conditions. Ashlawn's purpose is to cause the students and adults of its community to develop into people who are confident, reliable, caring and successful, with the self-esteem to participate actively and responsibly in all aspects of life and for whom learning will be a constant component of their life-style. Ashlawn's core values are built around providing an environment in which all students of all abilities and cultures succeed and thrive. Ashlawn is proud of the rich diversity of its community and it is this diversity that is at the heart of our policy. Ashlawn's response to the needs of its students with medical needs is a vital part of personalising learning for all.

This policy is designed to support the management of medication and medical care in school and to support individual students with medical needs. The policy is drawn up under guidance issued in section 100 of the Children and Families Act 2014, whereby all schools have a duty to make arrangements for pupils with medical conditions.

### **Ashlawn School follows the following principles:**

- Students at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- The governing body ensures that arrangements are in place in school to support students with medical conditions in all aspects of learning.
- Health and social care professionals, students and parents are consulted to ensure that the needs of students with medical conditions are effectively supported and adaptations made as appropriate.

The aim of Ashlawn School is to enable all students with medical conditions to be properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Our focus is on the needs of each individual student and how their medical condition impacts on their school life. However, in line with our safeguarding duties, we must ensure that students' health is not put at unnecessary risk from, for example infectious diseases. We therefore do not have to accept a student in school at times where it would be detrimental to the health of that student or others to do so.

Ashlawn School is aware that some students with medical conditions may be disabled. Where this is the case we comply with our duties under the Equality Act 2010 and this guidance should be read in conjunction with our Accessibility Audit and Access Plan. Some students may also have Special Educational Needs (SEN) and may have a Statement, or Education, Health and Care (EHC) Plan which brings together health and social care needs, as well as their special educational provision. For students with SEN, this guidance should be read in conjunction with the SEND Code of Practice 2014 and the school's Special Educational Needs and Disabilities Policy.

## **Medical Care Responsibilities:**

**Parents/carers** have prime responsibility for their child's health and must provide the school with up to date information about their child's medical conditions, treatment and/or any special care needed. Parents/carers are asked if their child has any health conditions on the enrolment form, which is filled out prior to joining Ashlawn School. Parents/carers are required to inform the school if their child's medical needs change at any point during their time at Ashlawn.

Where a student has more complex or long-term medical needs, a Healthcare Plan will be created by the school Nurse in consultation with parents/carers, school staff, the student and other medical professionals.

Where a student is too ill to attend school or has a short term medical reason for being unable to attend, a referral may be made to the local ECOS team who work with students who are Educated Out of School. Work is provided by Ashlawn staff for students to complete at home and progress with the ECOS team is reviewed every 3-4 weeks, or as required, to aid a smooth transition for students returning to school.

**The Resources Team are responsible for the collation of information for students with medical needs and for the monitoring and supervision of self-administration of medication for students at Ashlawn.**

**All staff** have access to the School's Medical Needs Register and are informed of what to do in an emergency.

All staff managing and supervising self-administration of medicines receive appropriate training and advice from health professionals.

Staff training is provided to support the administration of emergency medications such as Epi-pens or insulin.

The school keeps a register of staff who have undertaken the relevant training. Only staff who have received this training administer such medications.

**All staff** have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Understand the medical policy.
- Know which students in their care have a medical condition.
- Allow all students to have immediate access to their emergency medication.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

## **Educational Visits:**

Ashlawn School actively encourages students with medical needs to participate in trips and visits. Staff will aim to facilitate reasonable adjustments to enable students with medical needs to participate fully and safely on visits. Risk assessments are used to highlight any potential difficulties and ensure procedures are in place to support students.

Prior to a school trip, parents/carers are asked to complete an up-to-date medical questionnaire about pupil's current general health and medication. Prescribed medication will be administered, providing parents have given written consent. Where this is refused, parents are requested to discuss alternative support measures with staff.

Accompanying staff will be aware of any medical needs and relevant emergency procedures. A copy of health care plans will be taken on all visits as well as emergency medication that may be required.

All staff attending off-site visits are aware of any pupils 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.

## **Healthcare Plans**

Students with more complex medical conditions or long-term health needs should have an individual Healthcare Plan. This includes an agreement on the role of the school in managing any medical needs and potential emergencies. The school nurse will liaise with the school, parents/carers and the student to initiate a Healthcare Plan to meet individual needs and detail appropriate support. It will contain the following information:

- Definition and details of the condition
- Special requirements e.g. dietary needs, pre-activity precautions
- Treatment and medication
- What action to take/not to take in an emergency
- Who to contact in an emergency
- Staff training where required
- The role the staff can play
- Consent and agreement

**Healthcare Plans are reviewed at least annually and updated as and when needs change.**

## **Administering of Medicines:**

**The Resources Team are responsible for the monitoring and supervision of self-administration of medication for students at Ashlawn.**

### **They adhere to the following guidelines:**

- Medicines are only supervised at school when it would be detrimental to a student's health or school attendance not to do so
- No student under 16 is given prescription or non-prescription medicines unless supplied their parent/carer and recorded when it is taken.
- Medication for pain relief is administered without parent/carer permission, but only when supplied by a parent/carer and then self-administered.
- Prescribed medicines are only accepted if they are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin. Diabetic students who are insulin dependent carry this medication with them at all times. An emergency supply is stored in the fridge in Resources.
- All medicines are stored safely. Students know where their medicines are at all times and are able to access them from the Resources Team.
- Controlled drugs that have been prescribed for a student are securely stored in a non-portable container and only named staff have access to this. A record is kept of any doses used and the amount of the controlled drug held in school
- A written record is kept following administration of all medicines to students
- If in doubt about any procedure, staff will not administer the medicine before checking with parents or a health professional before taking further action.
- If a student refuses to take a medicine, staff will not force them to do so, but will record this and parents/carers will be notified of the refusal.
- When no longer required, medicines are returned to the parent/carer to arrange for safe disposal.
- Sharps boxes are only used for the disposal of needles and other sharps when provided.

In the event of an emergency, parents/carers will be contacted so that they may accompany their child to hospital. If this is not possible, a member of staff will accompany the child to hospital by ambulance and stay until the parent/carer arrives. Health care professionals are responsible for any decisions on medical treatment when parents are not available.

**The governing body also has a duty to ensure that all staff are aware of what is not acceptable practice for students with medical needs.** Although school staff should use their discretion and judge each case on its merits (with reference to the student's individual healthcare plan where appropriate), it is not acceptable to:

- prevent students from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every student with the same condition requires the same treatment;
- ignore the views of the student or their parents/carers; or ignore medical evidence or opinion, (although this may be challenged);
- send students with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the student becomes ill, send them to the Resources Team unaccompanied or with someone unsuitable;
- penalise students for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents/carers to attend school to administer medication or provide medical support to their child, including with toileting issues.
- prevent students from participating, or create unnecessary barriers to them participating in any aspect of school life, including school trips, eg by requiring parents to accompany the student.

**Governing bodies should ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.** It is important that the school policy sets out the details of the school's insurance arrangements which cover staff providing support to pupils with medical conditions. Insurance policies should be accessible to staff providing such support.

**Governing bodies should ensure that the school's policy sets out how complaints may be made and will be handled concerning the support provided to pupils with medical conditions.** Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

This Medical Policy is available in the following ways:

- via the link on the school website
- via the School Office
- via email on request

**This policy is to be read in conjunction with the Safeguarding Policy**