

# Mapledown School



Working and Learning Together

## Supporting students with medical needs policy – Health and Safety document

Signed: ..... Chair Of Governors/Committee: ..... Date: .....

Name of School	Mapledown School
This policy was updated on	14 <sup>th</sup> December 2020
This policy was ratified by Governors on	
The policy is to be reviewed every three years in	September 2023

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## SUPPORTING STUDENTS WITH MEDICAL CONDITIONS

This Policy and its application is the responsibility of the School Nurse.

Overall responsibility for this policy: Head teacher

Policy to be reviewed: Every three years or more frequently if there are changes to legislation or school circumstances.

For medication administration during Holiday Play Schemes, see Annexe A For Medical Emergency Protocol, see Annexe A

Pupils at Mapledown School who need prescribed medication during the school day must provide consent forms signed by parent/guardian (from the School Nurse), written instructions regarding dosage (correctly labelled by the pharmacy with dose and expiry dates) and administration. These are kept centrally in the Health Suite under the supervision of the School Nurse and are part of pupils' Healthcare Plans for which the School Nurse is also responsible.

### **1. Introduction**

At Mapledown we believe that every child has the right to have an education. We therefore are an inclusive school who finds ways to enable students with complex medical needs to attend school. It is the school's intention to enable access to all students regardless of their medical needs and joint working with health professionals enables us to welcome pupils with even the most complex medical needs.

This policy outlines the procedures adopted at Mapledown to ensure that all students are able to attend school safely and with the least disruption to their education as is possible. The procedures outlined in this policy ensure the safety and wellbeing of the pupils and staff. It is written in conjunction with the Health Service representatives at the School and the Community Paediatrician and takes into account guidance from the DfE "Supporting pupils with medical conditions" (April 2014 DfE). The policy is available to all staff, Governors and parent/carers.

### **2. Principles**

This policy supports safe handling, managing and dosing of medicine for Mapledown School pupils.

- The safety and wellbeing of all students is paramount.
- It is the responsibility of parents/carers to ensure their child has appropriate medication on site at all times and the School Nurse will liaise to ensure stocks are in place and in date.
- Medication is correctly administered at the required times throughout the day.
- Medication that can be given at home e.g. once daily medicines should be given at home not in school unless there is a clinical indication this is necessary.
- Any changes to medication e.g. dose, times, route must be communicated to the school nurse. For example if a medication is increased, inform the school nurse. GPs, consultants do not always inform us.
- All medication will be administered by the school nursing team whenever possible.
- All medical procedures will be carried out by the school nurses where possible.
- The School Nurse must be informed of any pupils going off site (school trips) so that times of medications can be worked around and parents informed.

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- Midazolam/Epipen and all emergency medications should be taken on all school trips and a trained member of staff must be present on the trips.
- Any emergency medication given on trips should be communicated to the school nurse and parents
- The School Nurse keeps records on all medications administered.
- During school holiday playschemes when a nurse is inaccessible, parents will need to complete consent forms to enable staff to administer medications following the school's protocol.
- The administration of medicines and medical procedures is voluntary by all other school staff.
- The administration of medication or the carrying out of medical procedures by staff other than school nurses will be agreed where necessary.
- A second willing member of staff should, whenever possible, be present to witness the procedure when medication is administered by staff other than the school nurse.
- Staff agreeing to administer medication or to carry out medical procedures will receive appropriate training.
- The school nurse will provide Healthcare Plans for all pupils requiring one.
- The decision as to whether a pupil requires other medication will be made and administered by the school nurse.
- Routine medication will be stored in the health suite. Anti-Convulsions to be used in the event of a seizure will be stored in cabinets in each classroom. All medication will be stored in the original container and labelled with the original label. It will be kept in a locked cabinet unless it requires refrigeration, in which case it will be stored in classrooms fridge.
- Confidentiality and dignity of the pupil and family must be respected
- These principles will enable pupils to attend school and prevent them from missing school activities.

### 3. Procedures

When the school is made aware that a student has a medical condition the Headteacher or Deputy Head will notify the school nurse. If there are confidentiality issues raised, designated individuals that are to be entrusted with information will be notified.

If the school is made aware that a new student who has not yet started school has a medical condition, information from health professionals should be gathered and shared with the head of school.

The School Nurse is responsible for calls to families regarding pupil illness at school and must be consulted if a pupil is considered unwell by staff. In the event that students come in with obvious symptoms of infection and the nurse is not there, the Senior Leadership Team must be consulted.

Parents/carers complete a Pupil Profile and medication consent forms at the beginning of the school year and more frequently as required to apprise the school of medications their child is taking and whether or not they give permission for paracetamol to be administered by the School Nurse, who will decide in all cases whether or not the child should take it. It is the parental responsibility to inform the School Nurse of any changes to medication regimes as soon as possible. For new students, professionals at a school entry meeting should include a school nurse, prospective class teacher, prospective Learning Zone lead and if available therapists who will have contact with the student on admittance. This meeting will be used to assess the risks to the pupil attending school. A risk assessment must be completed and shared with the headteacher. There may be actions resulting from this meeting which may need to be completed before the student can attend. The expectation will be that once the risk factors have been reduced the student will be able to attend school.

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Relevant staff are trained and deemed competent by the School Nurse/other appropriate Health Official to administer, Buccal Midazolam, use Epipens, and manage catheters, Tracheotomies and PEG feeds. The school nurse must be informed as soon as it is known a pupil with a health need will be offered a place on school roll.

Routine prescribed medications are kept in a locked cupboard in the Health Suite. Emergency medication stored in classrooms during the day must be kept locked away.

#### 4. Storage and administration of medication

All medication that is transported to and from school on the bus is taken to the Health suite daily.

All medication must be clearly labelled with the pupil's name and the required doses as prescribed by the pharmacist or doctor. It must be in the original bottle and not transferred to a syringe or any other container.

School nurses and the office staff must register receipt to record medication transfer.

The school nurse is responsible for administering regular medication.

The school nurse is responsible for carrying out routine medical procedures.

The school nurse is responsible for ensuring that there is a safe system for administration of medication in place. This will include procedures for checking doses. Sheets for recording who has given medication and gastro feeds will be prepared in liaison with the School nurse and dietician. These will be recorded on by the class staff.

If a pupil is receiving antibiotics or other temporary medication it is the responsibility of the school nurse to administer the medication in consultation with the parents.

All pupils have equal opportunities to the curriculum offered at Mapledown, including offsite visits and placements, and therefore it is sometimes necessary for school staff other than the school nurses to administer medication.

School staff will only be asked to administer medication, including midazolam, by means of a gastrostomy or naso-gastric tube if all below is satisfied:

1. the nurses are unavailable,
2. there is parental consent
3. they have received appropriate training from the school nurse or another medically trained person,
4. they feel competent in giving the medication or carrying out the medical procedure after they have received appropriate training,
5. they are willing to do so.

All parents/carers will be required to sign a consent form giving permission for medication, including midazolam, to be administered by the school nurse or a member of School staff. This form will be circulated. Medical training for new staff and new procedures for staff will be provided by the school nurse as well as all update training. Where necessary training will be specific to individual pupils. Training will be provided during school time.

The school nurse will keep a record of all medication required by pupils. Parents/carer will notify the school nurses of any changes to the medication. Medication required if a pupil is off the school premises will be kept in a locked cupboard in their classroom. When a pupil is participating in an educational visit, an integration

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placement or attending college, it may be necessary for them to travel with one member of staff. This may occur after parents have signed consenting to this arrangement.

Before the administration of any medication or the carrying out of any medical procedures, staff should be confident with those procedures. If procedures are adhered to, the member of staff will not be held responsible for any accident or mistake in the administration of medication or the medical procedure. School staff will not be asked to give enemas, pessaries or suppositories. Changing a tracheostomy requires specific training. Some staff may be trained in this procedure however generally this operation should be carried out by the school nurse or other agencies where possible.

Gastrostomy Pumps and naso-gastric tubes can be operated safely by all trained staff in school. Diabetes management can also be led by trained school staff.

The dressing of wounds and skin conditions will be administered by the school nurse.

Creams and lotions will not be applied unless prescribed and/or supplied by the parent. These should be named and only used for that individual. This includes sun cream.

### 5. Incidents and emergencies

In order to be as efficient as possible and to minimise disruption if a medical emergency occurs the following procedures must be adhered to:

1. If emergency cord has been pulled all available trained staff to offer assistance.
2. Once the nurse and staff who work in the student's class have arrived, please return to class, unless asked to do otherwise.
3. The healthcare plan must be adhered to.
4. If the nurse is on site, she will take charge of the situation. She will assess the situation, direct staff as necessary and decide when to inform parents/dial 999. She will ensure the office and LT are aware of the situation.
5. If no nurse is on site, a first aider (ideally someone from the student's class or who is familiar with them and their healthcare plan) will take responsibility for the situation. They should liaise with any available member of the SLT who will support as much as necessary but may not be first aiders. The first aider should ensure the office is informed and arrange for parents to be notified.
6. Anyone making a 999 call should use a mobile phone and be with the student in order to accurately answer the questions asked by the emergency services. They should remain with the student until the paramedic/ambulance arrives and they are responsible for handing information over to the emergency services.
7. The front office will notify parents/carers.

### 6. Healthcare plans

The school nursing team is responsible for the production and development of healthcare plans. The headteacher, school nurse and parents must sign the healthcare plan to indicate their compliance with the plan. Healthcare plans should be reviewed at least annually or more frequently if there are any changes to

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the pupils' health or how their health is managed. Healthcare plans should be linked to Education health and care plans. The plan should show: medical condition, triggers, signs, symptoms and treatments, the students' resulting needs including medication (dose, side effects and storage), other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, and environmental issues.

### 7. Staff training

Staff receive regular onsite training and supervision from the nursing team. The nursing team may also deliver bespoke training to class groups and whole school. Specific training is targeted to the classes that have specific medical needs.

Training is reviewed annually. Information regarding protective clothing or equipment will be included in the training and will be provided by the school. Training will be provided and reviewed on an annual basis and at staff's request. Training will also be provided in all new staff Induction packages.

Basic training and instructions will include:

- Policy on administration of medicines
- Tasks that staff should not undertake
- Understanding labels and other instructions
- Administration methods
- Infection control measures before and after administration
- Side effects of and adverse reactions to medicines and medical procedures and details on reporting these.
- What to do if there is a failure to administer
- How and when to contact the school nurse
- Safe storage of medicines
- Disposal of waste materials
- Awareness of policies on infectious diseases
- Awareness of policy on admitting children with or recovering from illness/diseases etc.
- What to do if there is a drug error and how to report this error
- Records of all medical training are kept by the CPD co-ordinator.

### 8. Student absence

A number of our students require hospital treatment which can affect their attendance at school.

- To reduce this disruption, we have worked closely with health colleagues to ensure many clinics are held on site, this will then reduce the pupils to leave school to attend appointments.
- We hold regular dietician clinics, wheelchair clinics, paediatrician clinics, epilepsy clinics. Pupils who have long stays in hospital are supported by the hospital teachers
- If a pupil is absent for long periods, the Headteacher is made aware by the class teacher and a referral to the Home School team, funded by the LA, can be made.

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## 9. Good practice

This policy is accessible to all parents. It is published on our website [www.mapledownschool.co.uk](http://www.mapledownschool.co.uk) . A copy will be filed in the office and individual copies will be available on request.

## 10. Complaints

All stakeholders and pupils have the right to complain about any aspect of this policy and the implications of its delivery. Complaints regarding any aspect of supporting pupils with medical conditions should be made to the following senior staff: Sandra Chaaya - Headteacher [office@Mapledown.barnet.sch.uk](mailto:office@Mapledown.barnet.sch.uk) or by talking to them directly.

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## Annexe A

### Medication administration during Holiday Playschemes

For medication to be administered during Holiday Playschemes the following procedure must be adhered to:

Parents/carers must draw up medicine to be administered and hand directly to a member of the Playscheme Team

This must include instructions for administration and a consent form.

The Playscheme Leader only will administer the medication, sign to confirm administration and this must be returned each day to parents/carers.

Student name ..... Parent/Carer name ..... Date .....

Medication and administration .....  
.....  
.....

Parental consent for Playscheme Lead to administer medication (sign) .....

Name of Playscheme Lead .....

Medicine administered (sign and date) .....

Medicine administered (sign and date) .....

Medicine administered (sign and date) .....

Medicine administered (sign and date) .....

Medicine administered (sign and date) .....

Medicine administered (sign and date) .....

Medicine administered (sign and date) .....

Medicine administered (sign and date) .....