



## UTC PLYMOUTH

# Supporting Pupils With Medical Conditions Policy

### Definition

Pupils' medical needs may be broadly summarised as being of two types:

- (a) **Short-term**, affecting their participation in school activities whilst they are on a course of medication.
- (b) **Long-term**, potentially limiting their access to education and requiring extra care and support

### School Ethos

Schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. UTC Plymouth is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) may need.

The Students and Families Act 2014 places a duty on schools to make arrangements for Students with medical conditions. **Pupils with medical conditions have the same right of admission to school as other Students and cannot be refused admission or excluded from school on medical grounds alone.** However, teachers and other school staff in charge of pupils have a common law duty to act 'in loco parentis' and must ensure the safety of all pupils in their care. To this end, we reserve the right to refuse admittance to a Students with an infectious disease, where

there may be a risk posed to others or to the health of the Students involved. This duty also extends to teachers leading activities taking place off the school site.

The prime responsibility for a Student's health lies with the parent, who is responsible for the Student's medication and must supply the school with all relevant information needed in order for proficient care to be given to the Students. The school takes advice and guidance from a range of sources, including Health professionals and the Student's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the Students and others who may be affected (for example, class mates).

### **Our Aims**

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits
- To ensure that school staff involved in the care of Students with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication
- To comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs.
- To write, in association with healthcare professionals, Individual Healthcare Plans where necessary
- To respond sensitively, discreetly and quickly to situations where a Student with a medical condition requires support
- To keep, monitor and review appropriate records

### **Unacceptable Practice**

While school staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent Students from accessing their medication
- Assume every Student with the same condition requires the same treatment
- Ignore the views of the Students or their parents / carers; ignore medical advice
- Prevent Students with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare plan
- Penalise Students for their attendance record where this is related to a medical condition
- Prevent Students from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- Require parents to administer medicine where this interrupts their working day
- Require parents to accompany their Students with a medical condition on a school trip as a condition of that Students taking part

### **Entitlement**

UTC Plymouth provides full access to the curriculum for every Student wherever possible. We believe that pupils with medical needs have equal entitlement and must

receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows:

Employees may:

- Choose whether or not they wish to be involved
- Receive appropriate training
- Work to clear guidelines
- Bring to the attention of Senior Leadership any concern or matter relating to the support of pupils with medical conditions

## **Expectations**

It is expected that:

- Parents will inform school of any medical condition which affects the child.
- Parents will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container
- Parents will ensure that medicines to be given in school are in date and clearly labelled
- Parents will co-operate in training their Students to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible
- Medical professionals involved in the care of Students with medical needs will fully inform staff beforehand of the Student's condition, its management and implications for the school life of that individual
- UTC Plymouth will ensure that, where appropriate, Students are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan (for example, an inhaler)
- School staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to-date advice about a pupil's medical needs and will seek support and training in the interests of the pupil
- Transitional arrangements between schools will be completed in such a way that UTC Plymouth will ensure full disclosure of relevant medical information, Healthcare plans and support needed in good time for the Student's receiving school to adequately prepare
- Individual Healthcare plans will be written, monitored and reviewed regularly and will include the views and wishes of the Students and parent in addition to the advice of relevant medical professionals

## **Procedure**

The Governing Body of UTC Plymouth ensures that an appropriate level of insurance is in place and reflects the level of risk presented by Students with medical conditions.

## **Information**

Students with serious medical conditions will have their photo and brief description of condition, along with any other necessary information on school system. Students with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible in the Admin Office, and all adults dealing with the Students will have their attention drawn to this information. All other medical conditions will be noted from Student's records and this information will be provided to class teachers annually.

## **In an emergency**

In a medical emergency, teachers have been appropriately trained to administer emergency first aid if necessary. If possible, the school's First Aiders, will be asked to attend.

If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Give details regarding the Student's date of birth, address, parents' names and any known medical conditions.

Students will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a Students to be taken to hospital.

## **Administration of medicines**

Only essential medicines will be administered during the school day. These will be only those prescribed by a doctor. Parents must complete a Record of Medication Form before any medicine is administered. Medicines to be given during the school day must be in their original container. Controlled drugs can also be administered, subject to all other conditions as described in the Policy.

Essential medicines will be administered on Educational Visits, subject to the conditions above and by a member of staff who has had the appropriate training. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

Named staff members will give medicines (see end of Policy). Before administering any medicine, staff must check that the medicine belongs to the Students, must check that the dosage they are giving is correct, and that written permission has been given. Any Students refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded in the Administration of Medicines book (located in the school reception office).

All medicines will be stored safely. Medicines needing refrigeration will be stored in the Medical Room fridge. Some medicines (inhalers, etc) will be kept in the Student's classroom and carried with the Students, for ease of access during outside activities.

All medicines must be clearly labelled.

Controlled drugs or prescribed medicines will be kept in the locked cabinet in the Medical Room. Access to these medicines is restricted to the named persons. Epi-pens are kept in cupboards in relevant Student's teaching areas. In the case of Epi-Pens, all staff have access to the key which is clearly labelled and accessible. Staff will record any doses of medicines given in the Medicine book. Students self-administering asthma inhalers do not need to be recorded.

Inhalers are kept by the Student. All inhalers are marked with the Student's name. All Students with an inhaler must take them on educational visits, however short in duration.

**Epi-pen** – Any member of staff can administer an epi-pen in an emergency. The pen (with the cap off) should be pushed against the Student's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn. Ambulances must be called for a Student who require and have had a dose from an epi-pen. The pen used should be given to the Paramedics on arrival.

Cetirizine may be given if slight tingling of the lips occurs following ingestion of possible irritants for nut allergy sufferers. This is a liquid medicine stored with the epi-pen. If symptoms are more severe, the epi-pen should be given immediately. An ambulance must be called immediately. Parents should be contacted once the ambulance has attended and advised of action.

## **Complaints**

Should parents be unhappy with any aspect of their Child's care at UTC Plymouth, they must discuss their concerns with the school. This will be with the Student's tutor in the first instance, with whom any issues should be managed. If this does not resolve the problem or allay concern, the problem should be brought to a member of the leadership team, who will, where necessary, bring concerns to the attention of the Principal. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the UTC Plymouth Complaints Procedure.

## **Trained Staff**

### **School First Aiders**

Full First Aid At Work certificate holders are:

Jasmin Chapple – Life Works Inclusion Coordinator and Operational Safeguarding Lead & Senior First Aider.

Leigh Hotchin - Assistant Vice Principal

Michael Hall - Year 10 Lead

### **Named Persons for Administering Medication:**

Jasmin Chapple – Life Works Inclusion Coordinator and Operational Safeguarding Lead

Sarah Beveridge – Senior Administrator

## Appendix 1 – Record of Medication Form

### Parental agreement for UTC Plymouth to administer medicine Academic year 2020/2021

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff complete and sign this form, and the school has a policy that the staff can administer medicine.

Date	
Student Name	
Year Group	
Tutor	
Name and Strength of Medicine	
Expiry Date	
Reason for medication	
How much to give (ie dose)	
Time of last dose given	
When to be given	
Any other instructions (ie to swallow whole)	
Number of tablets/quantity given to school	

**Note: Medicines must be in the original container as dispensed by the pharmacy or bought from the chemist and will not be accepted if not. You will receive written confirmation from the school detailing the expiring date of this agreement. Once this agreement has expired any unused medication must be removed from the school by a parent of the above named child.**

Name of parent/contact	
Daytime phone no. of parent or adult contact	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature \_\_\_\_\_

Print name \_\_\_\_\_ Date \_\_\_\_\_

If more than one medicine is to be given a separate form should be completed for each one

Date & Time	Quantity Given	Signature of Authorised Person



UTC PLYMOUTH POLICIES

VERSION CONTROL SHEET

**POLICY NAME: Supporting Pupils With Medical Conditions Policy**

**Policy Prepared by: Julie Rae**

<b>Document date</b>	<b>Filename</b>	<b>Mtg submitted</b>	<b>Summary of changes required</b>
April 15		PHSC	New Policy
May 2019			Updated - SW
June 2020			Updated - SB