

OLDHAM HULME GRAMMAR SCHOOL

SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

This policy applies from EYFS through to year 13

Statement of Intent

Oldham Hulme Grammar School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance Published Sept 2014 and updated in December 2015 and August 2017– "Supporting pupils at school with medical conditions".

Aims

Oldham Hulme Grammar School aims to provide all children with any medical condition the same opportunities as others at school. We will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution

Pupils with medical conditions are encouraged to take control of their condition. The school will aim to support its pupils in feeling confident to do this.

The school aims to include all pupils with medical conditions in all school activities.

All staff understand their duty of care to children and young people and are confident in knowing what to do in an emergency. Staff are supported in their role through receiving clear information and training overseen by the School Nurse.

The school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood. Any member of school staff providing support to a pupil with medical needs should have received suitable training.

The school will not:

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

Communication

Parents are informed about the medical conditions policy:

- At the start of the school year when communication is sent out about healthcare plans
- When their child is enrolled as a new pupil
- The School Nurse liaises with the parents of new pupils with medical conditions about transitional arrangements

School staff are informed and reminded about the medical policy:

- Via SchoolBase 'medical conditions', on staff school drive or via staff portal
- At scheduled medical conditions training
- And as the need arises. e.g. a briefing is provided for relevant supply staff.

First Aid

- First Aid trained staff are aware of the most common serious medical conditions at this school.
- Staff at OHGS understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- First Aid trained and all PE staff who work with groups of pupils at this school, know what to do in an emergency for the pupils in their care with medical conditions.
- Training is refreshed for first aiders and PE staff every three years.
- Specific anaphylaxis and asthma training is refreshed with all staff every year.

Emergency procedures

All staff know what action to take in the event of a medical emergency. This includes:

- How to contact emergency services and what information to give
- To contact the school nurse or a first aid member of staff. The list of first aiders is on staff school drive or via staff portal.
- If a pupil needs to be taken to hospital, a member of staff will accompany them if parents are unavailable or school will ask parents to meet an ambulance at casualty.
- Staff should not take pupils to hospital in their own car, except in exceptional circumstances. Staff should endeavour to obtain parental permission beforehand if no alternative transport is available.

Administration of medication at school

Administration-emergency medication

- All pupils at this school with medical conditions have easy access to their emergency medication.
- All pupils are encouraged to carry and administer their own emergency medication e.g. inhalers or Auto Adrenaline Injectors (AAIs) and insulin. Emergency Inhaler kits are available in suitable areas of the school, AAI kits are located outside the nurse's office, room 134, on the ground floor corridor in senior school and in Thornycroft, Hulme court and Estcourt. Spare Insulin is kept in the school nurse's office fridge.
- Pupils who do not carry and administer their own emergency medication know where their own emergency medication is stored and how to access it.

Administration-general

- All use of medication defined as a controlled drug (i.e. prescription only medicines), even if the pupil can administer the medication themselves, is done under the supervision of the school nurse. Appropriate staff cover through key administrative staff in relevant buildings is in place in order to provide for the absence of the Nurse.
- OHGS understands the importance of medication being taken as prescribed.
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so
- The school nurse is able to administer medication.
- In the Nursery and Infants and Junior School only the nominated persons are to administer medication. Nominated persons will be chosen by the Heads of Juniors and Nursery and Infants.
- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The school nurse will provide confirmation of the proficiency of staff in medical procedure, or in administering medication.
- Parents at OHGS understand that if their child's medication changes or is discontinued, or the dose or administration method changes that they should notify the school immediately.
- All staff attending off-site visits are made 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. The relevant medical conditions should form part of the risk assessments for these activities.

Medicines

- Where possible, it is preferable for medication for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours. Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medication form.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- Where parents' verbal consent is obtained this must be followed up in writing.
- Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines MUST be in date, labelled and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed.
- A maximum of four weeks supply of the medication may be provided to the school at one time.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.
- Medications will be stored safely in the Nurse's office in senior school and by reception/teaching staff in the Junior school, and Nursery and Infants.
- A spare key to the medicine cupboard will be held in the main school office.
- Any medications left over at the end of the course will be returned to the child's parents, or destroyed by the appropriate method with parental permission. Sharps boxes will always be used for the disposal of needles and other sharps.
- Written records will be kept of any medication administered to children when and by whom. Any side effects of the medication to be administered at school should be noted.
- Pupils will never be prevented from accessing their essential medication.
- Emergency medication is readily available to pupils who require it at all times. Pupils are made aware where their medication is. If the emergency medication is a controlled drug and needs to be locked up, the medication will be stored in the safe in room 134 senior school and the combination is readily available to selected school staff and with the school nurse. The pupils are made aware of this procedure.
- All students in the senior school carry their own AAIs at all times and a spare kept outside room 134 on the ground floor corridor in the senior school building
- Students are reminded to carry their emergency medication with them.

Recently the Government brought out new legislation allowing schools to keep 'spare' or back up Adrenaline Auto Injector (AAI) (Epipen or Jext) for emergency use in schools where the pupil's own device is not available or not working.

The Guidance (link below) states:-

"Schools may administer their "spare" adrenaline auto-injector (AAI), obtained, without prescription, for use in emergencies, if available, but only to a pupil at risk of anaphylaxis, where both medical authorisation and written parental consent for use of the spare AAI has been provided."

Guidance on the use of adrenaline auto-injectors in schools

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf

Adrenaline Auto Injector devices (Epipens, Jext or Emerade) are located outside room 134 on the ground floor corridor in the senior school building Main School, in Hulme Court, Estcourt and Thornycroft for use on pupils who are prescribed

one for Anaphylaxis. It can be used if there is a problem with their own device or if a second dose is needed. Look for an orange first aid box on the wall.

Parents of children who may be affected are required to complete the form 'CONSENT FORM: USE OF EMERGENCY ADRENALINE AUTO INJECTOR' to allow school staff to administer the backup AAI as necessary.

Defibrillators

Defibrillators are kept in: Senior School reception, the swimming pool, sports hall

Staff are given annual training on how to use the defibrillators.

Safe Storage – non emergency medication

- All non-emergency medication is kept in a lockable cupboard in the school nurse's office. Pupils with medical conditions know where their medication is stored and how to access it.
- Staff ensures that medication is only accessible to those for whom it is prescribed.

Safe Storage – general

- The school nurse ensures the correct storage of medication at school.
- Each month the school nurse checks the expiry dates for all medication stored at school.
- The school nurse along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the pupils name, the name and dose of medication and the frequency of dose. This includes all medication that pupils carry themselves.
- It is the parents' responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

Safe disposal

- Parents are asked to collect out of date medication.
- If parents do not collect out of date medication, medication is taken to a local pharmacy for safe disposal.
- The school nurse is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done monthly.

Enrolment forms

- Parents at OHGS are asked if their child has any health conditions on the enrolment form, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

Healthcare Plans

- OHGS uses a healthcare plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. These healthcare plans are held in the school nurse office.
- A healthcare plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long term medical condition. This is sent:
 - At enrolment
 - When a diagnosis is first communicated to the school
- If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent home for completion.
- Parents are regularly reminded to inform the school nurse if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change. This is to ensure the healthcare plans can be updated and monitored accordingly.

School Medical register

- Healthcare plans are used to create a centralised register of pupils with medical needs. This information is held on SchoolBase, the staff drive and staff portal under 'Medical Conditions'. The school nurse has responsibility for maintaining the register.

Physical environment

- This school is committed to providing a physical environment that is accessible to pupils with medical conditions.
- For further details see the school's Accessibility Plan.

Exercise and physical activity

- This school understands the importance of all pupils taking part in sports, games and activities.
- OHGS ensure classroom teachers; PE staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- Teachers and PE staff are aware of pupils in their care who have been advised to avoid or take special precautions with particular activities.
- OHGS ensures all staff are aware of the potential triggers for pupils' medical conditions, and how to minimise these triggers.

Education and training

- OHGS ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures appropriate adjustments and extra support is provided.
- Staff are aware of the potential for pupils with medical conditions to have special educational needs (SEND). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEND coordinator. The school's SEND coordinator consults the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy

- This school works in partnership with all interested and relevant parties including all school staff, parents, employers and community healthcare professionals to ensure the policy is planned, implemented and maintained successfully.
- The following roles and responsibilities are used for the medical policy at this school. These roles are understood and communicated regularly to:
 - Ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips.
 - Make sure the medical policy is effectively monitored and evaluated and regularly updated.
 - Provide indemnity to staff who volunteer to administer medication to pupils with medical conditions. The school's insurance policy covers staff in providing support to children with medical conditions.

The Governing Body is responsible for:

- The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of OHGS. 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.
- Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- Ensuring there are written records of any and all medicines administered to individual pupils and across the school population.
- Ensuring the level of insurance in place reflects the level of risk.

Principal has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Facilitate liaison between interested parties including pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents and governors.
- Ensure the policy is put into action, with good communication of the policy to all.

- Ensure every aspect of the policy is maintained.
- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using pupil's healthcare plans.
- Ensure pupil confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all supply staff and new teachers know the medical conditions policy.
- Update the medical policy at least once a year accordingly to review recommendations and recent local and national guidance and legislation.

All school staff

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 pupils who carry their medication with them have it when they go on a school visit or out of the classroom.
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching Staff

Teachers at this school have a responsibility to:

- Ensure students who have been unwell catch up on missed school work.
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it.
- Liaise with parents, the pupil's healthcare professional and special education needs coordinator if a student is falling behind with their work because of their condition.

School nurse

The school nurse at OHGS has the responsibility to:

- Update the school's medical conditions policy.
- Provide regular training for school staff in managing the most common medical conditions in school.
- Ensure that there is adequate cover in staff trained to support medical conditions including the administration of medication.
- Provide information about where the school can access other specialist training.
- Ensure healthcare plans are completed and reviewed annually and brought to the attention of the relevant staff.
- Check medication held in school MONTHLY for expiry dates and dispose of accordingly.
- Administer medication to students as prescribed.

First aiders

First aiders at this school have responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- When necessary ensure that an ambulance or other professional medical help is called.
- Staff in all areas of the school are offered certification from recognised providers regularly and are encouraged to take advantage of this.

Special educational needs and disabilities coordinator

SENDSCO at this school have a responsibility to:

- Help update the school's medical condition policy.
- Know which pupils have a medical condition and which have special educational needs because of their condition.
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in

exams or coursework.

SEND Code of Practice Jan 2015

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf

Local doctors and special healthcare professionals

Individual doctors and specialist healthcare professionals caring for students, who attend this school, have a responsibility to:

- Where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours.
- Ensure the child or young person knows how to take their medication effectively.
- Ensure children and young people have regular reviews of their condition and their medication.
- Provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents).

Children

The children at this school have a responsibility to:

- Treat other students with and without a medical condition equally.
- Tell their parents, teachers or nearest staff member when they are not feeling well.
- Let a member of staff know if another pupil is feeling unwell.
- Treat all medication with respect.
- Know how to gain access to their medication in an emergency.
- Ensure a member of staff is called in an emergency situation.
- Children who are competent will be encouraged to take responsibility for managing their own medication and procedures.

Parents

The parents of a student at this school have a responsibility to:

- Tell the school if their child has a medical condition.
- Ensure the school has a complete and up to date healthcare plan for their child.
- Inform the school about the medication their child required while taking part in visits, outings or field trips and other out-of-school activities.
- Tell the school about any changes to their child's medication, what they take, when and how much.
- Inform the school of any changes to their child's condition.
- Ensure their child's medication and medical devices are labelled with their child's full name.
- Provide the school with appropriate spare medication labelled with their child's name.
- Ensure medication is within expiry dates.
- Keep children at home if they are not well enough to attend school.
- Ensure their child catches up on any school work they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

*The term 'parent' implies any person or body with parental responsibility such as foster parent or carer.

Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. Parents do have the right to follow the parental complaints procedure if they are dissatisfied with the application of this policy or issues arising from it.

Staff taking medication at school

Staff members, volunteers, or any visitors to the school must not consume or be under the influence of alcohol, drugs or any other substance that may affect their ability to care for children during working hours.

- Any medication for use by staff will be stored appropriately and out of reach of children.
- Any medication, prescription or non-prescription, will normally be taken out of sight of children.
- Prescription only medicines should be in their original packaging, and with the pharmacist's label attached.
- The Principal should be informed of any medication that may affect the ability of the person taking the

medication to properly care for children.

Appendix 1

Communicable diseases

Prevention of the spread of communicable diseases is always better than cure. To this end the school will take the following measures:

- The school cooperates fully with the local health authority and will make the necessary arrangements within school to support any immunisation programme being carried out in the local area.
- A high standard of general cleanliness will be maintained, particular attention being paid to those areas where food is prepared and consumed. Where a communicable infection is suspected or identified the Facilities Manager may be required to oversee a 'deep clean' of key areas of the school.
- Pupils and adults within school will be encouraged to adopt a high level of personal hygiene and cleanliness. Pupils will discuss the benefits of appropriate hygiene and healthy lifestyles through the PSHE programme.
- Pupils and adults will be provided with adequate handwashing facilities, and hand gel will be available in those areas where food is to be consumed. Younger children in particular will be prompted to wash their hands after activities, and before food is consumed.
- Staff will undergo a full occupational health check prior to starting employment, this will ensure they are up to date with all immunisations, including MMR.

In the event of the school identifying, or being informed of, a communicable infection amongst its pupils or staff the guidance contained in Public Health England's document will be followed.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/522337/Guidance_on_infection_control_in_schools.pdf

The following actions may be appropriate depending on the individual circumstances:

- Parents, guardians or other relatives will be contacted.
- The adult/child may be isolated until they can be sent home or collected
- The adult/child may be required to remain away from school until they are fit and well, and the danger of transmission has passed
- Vulnerable individuals may be informed, for example, where chickenpox or German measles is detected anyone who may be pregnant or be in contact with someone who is pregnant should be informed
- Specific guidance for vulnerable children will be followed where these individuals have been identified, For example, children who are being treated for leukaemia or cancer, or who have their immune system otherwise compromised.
- Contingency plans may be made to prepare for the event of key staff absences, both teaching and ancillary personnel.
- Consideration would be given to the allocation of responsibilities, duties and cover arrangements during an epidemic.
- In extreme circumstances the Principal may take the decision to close the school until the epidemic has passed.
- In the event that the school does need to close for a short period of time Google Apps for Education and Google Classrooms will be utilised to ensure work is available for those students who are in a position to complete it.

Covid 19

Please refer to Covid 19 risk assessment for information relating additional hygiene measures and first aid responses during the current pandemic.

Supporting Medical Conditions policy reviewed: May 2022

Next Review Due: May 2024

**OLDHAM HULME GRAMMAR SCHOOL PARENTAL AGREEMENT FOR A SCHOOL TO
ADMINISTER MEDICINE**

ONLY return this form when your child has been prescribed medication from your doctor which needs to be taken at school. Send it into school with the labelled medication to be given to the nurse.

The School Nurse will not give your child medicine unless you complete and sign this form, and the Principal/Deputy principal, Head of Juniors / Nursery and Infants has agreed that school medical staff can administer the medication.

Date for review to be initiated by	
Name of child	
Date of birth	
Year/Form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as directed on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the School/settings need to know about?	
Self-administration – y/n	
Procedures to take in emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	

I understand that my child must deliver the medicine directly to the school nurse. I understand that prescription medicines will only be accepted into school in the original bottle/packaging with the pharmacist label attached. Non-prescription medicines should be in their original packaging.

I request that a member of staff administer the above medication and I accept that if they are not medically qualified or trained they will use their best judgement to try and recognise the symptoms (if appropriate), and will administer the medication to the best of their ability, based upon the information they have received and the circumstances at the time.

Staff are not accountable for medication which has been forgotten, mislaid and/or given inappropriately.

I accept that the staff's assistance is purely voluntary and that this is a service which the staff and the school is not obliged to undertake.

Parent's Signature _____

Date: _____

OLDHAM HULME GRAMMAR SCHOOL PARENTAL AGREEMENT FOR AN INDIVIDUAL HEALTHCARE PLAN

Child's name

Tutor group

Date of birth

Childs Address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(work)

Name

Relationship to child

Phone no. (work)

Home/mobile

Clinic/Hospital Contact

Name

Phone no.

GP

Name

Phone no.

Who is responsible for providing Support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

What constitutes an emergency?

What action is to be taken in an emergency

If medication is required during school time please complete an Oldham Hulme Grammar Schools Parental agreement form for the school to administer medicine and return this to the school nurse.

Parent's Signature _____

Date: _____

OLDHAM HULME GRAMMAR SCHOOL

ADMINISTRATION OF PRESCRIBED MEDICINES IN SCHOOL

NOTES FOR PARENTS

Please detach and keep this sheet for your records

Medicines include all oral or injected medicines, eye drops and inhalers.

- Only essential prescription medicines should be sent into school. These should be handed in at reception or directly to the school nurse. In the prep schools parents must hand in medicines directly to a member of staff.
- All medicines must be in the original labelled pharmacy bottle, as this provides proof of prescription.
- All medication administered by the staff is done on a voluntary basis, parents must be aware that staff are not medically trained. Staff will do their best in the situation but are not accountable for the medication forgotten, mislaid, or given inappropriately.
- Medication will only be given if parents complete the appropriate form, clearly stating the required dose, time and route of administration. Where possible this should coincide with school breaks times.
- Inhalers and spacers should be clearly labelled with the child's name and dosage required.
- All unused or out of date medicine should be collected. Any medication left for a long period of time will be disposed of.
- It is the responsibility of the parents to ensure medication is within its expiry date and to replace any medication once the expiry date is reached. Where possible school staff will do their best to send a reminder of this to parents but are not accountable for reminding parents to replace medication.