



# The Valley School

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## Medical Needs Policy

David Pearce  
Headteacher  
Signature

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## KEY PRINCIPLES

### “Learn to Believe – Learn to Achieve”

#### “Different for Different”

We will support all Students, on an individual basis, to have full access to all school activities, to make progress in their learning and in their overall development by recognising their medical needs, supporting them to access medical and therapeutic interventions and by modifying their provision as necessary.

Parents and carers have the prime responsibility for their child’s health and should provide the school with up to date information about their child’s medical needs. It is the parent/carer’s responsibility to provide in-date medication for their child.

There is no legal duty that requires the school or school staff to administer medicines but The Valley School policy is that, where appropriate and acceptable, medicines will be administered by designated staff.

All staff that manage and administer medicines will have the necessary training. They will receive ongoing training and support from health professionals. There will always be a trained first aider available during the school day and during after school clubs.

We will support our students to be resilient and caring. For minor ailments, colds, headaches and routine discomfort (period pains), we will encourage our students to take appropriate action to feel more comfortable. This will include exercise and food and drink, the use of heat and cold pads and the administration of plasters etc. For ongoing or significant conditions or illnesses, we will encourage our Students to understand their individual circumstances in order to access all opportunities. Unless recommended differently by medical advice, we will support them to take part at all times, but we will offer rest breaks, additional support or any other relevant action.

## KEY STATUTORY REGULATIONS AND SIGNIFICANT LINKS

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484418/supporting-Students-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-Students-at-school-with-medical-conditions.pdf)

## KEY RESPONSIBILITIES

- The Office Manager ensures that students are identified and that all key responsibilities are met and is responsible for ensuring that processes are in place for parents and carers to be able to notify the school, accurately, sensitively and confidentially of all medical information.
- Record keeping – medical needs are recorded on Arbor. This must include any notified illnesses, medicines and updated information received from parents and carers or medical professionals. This includes short courses of medication. Necessary paperwork to be completed and passed to The Office Manager who will ensure Arbor is updated.
- Sharing knowledge and information – all relevant staff are responsible for ensuring that they are fully aware of medical conditions. There must be clarity about how staff must respond to ensure that Students’ medical and learning needs are fully met.
- Planning for individual needs – any pupil with a long-term or serious condition that has a significant impact on their learning, or who has ongoing needs that require understanding or intervention to ensure that the pupil is able to access their full education, requires a Medical

Support Plan (appendix 2). This includes any students who may need levels of intimate care e.g. for toileting. This identifies what action needs to be taken and what support needs to be in place for the individual pupil. Students and their families are involved in establishing and reviewing this plan. Decisions about who needs a Medical Support Plan are made by the Office Manager & Head of Years in consultation with families and Students.

- Self-care – all staff support students to be more comfortable in their learning by ensuring that water is available at all times and by offering rest breaks, fresh air, or other interventions as necessary. If necessary, students are able to have basic food (toast etc.) if that would help them to feel more able to learn.

#### KEY PRACTICES

- On admission and during promotion week, all parents and carers complete a medical form and, in addition, may be part of a discussion with the Well Being Lead to ensure that all relevant information is recorded. Parents/carers should also be encouraged and given straightforward processes to update this information on a regular basis and following significant changes. If circumstances (e.g. build-up of absences and/or medical appointments) indicate that there may be a change to or an additional medical need, the Office Manager or Head of Year should make direct contact with the family, rather than waiting for the family to be in contact.
- Relevant information is recorded on Arbor and highlighted for staff.
- Individual Health Care Plans (Medical Support Plans) are in place whenever necessary. Any intimate care needs must be identified and planned for using this process.
- Students who are too unwell to remain in school are sent home. They must be collected by a parent or carer unless there are exceptional circumstances when allowing a pupil to travel home independently is considered to be safe. First Aid/ Medical Attention/ Illness form must be completed. (Appendix 3)
- If a pupil is injured, they should be assessed by any member of staff who is qualified in First Aid and action should be taken according to the circumstances. First Aid/ Medical Attention/ Illness form must be completed. (Appendix 3)
- All first aiders can use the Medical Station to deliver first aid if they choose to do so, but most first aid treatment should be given in year areas.
- If an ambulance is called and/or a pupil must go to hospital, a member of staff must stay with the pupil until a parent or carer is able to attend.
- If we are required to administer rescue medications, for example Buccal Midazolam or EpiPen, an emergency ambulance must be called, as once these have been administered, we are no longer in a position to respond if a situation worsens or the health of the pupil deteriorates. This is in line with advice given by the school health service, paramedics and ambulance personnel.
- Medical Support Plans are carried with the student's medication. First Aiders should be aware of any treatment and support each of these students require.
- The Office Manager must ensure that Medical Support Plans are updated termly and that expiry dates are checked on any medication.

## Medicines

Trained staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions. Medicines that cannot be carried by the child must be kept in a locked purpose built cupboard within the Medical Station.

A record must be kept of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Parents and carers must always be informed.

Any side-effects of the medication will be noted and information sent home.

When no longer required, medicines should be returned to the parent/carer to arrange for safe disposal.

Sharps boxes will always be used for the disposal of needles and other sharps.

- Medicines will only be administered at school when it would be detrimental to a pupil's health or school attendance not to do so.
- No medicines can be administered unless they are directly prescribed or there is a letter from a doctor to confirm that medicines bought at a pharmacy are appropriate and necessary.

### Travel sickness medication

- *This is the only exception to the above rule. Parents must provide the medication in the original box and must confirm that the pupil has taken the exact same medication previously, with no ill effects. Necessary forms to be completed.*
- For all medicines, the first dose must be administered at home to ensure that there is no allergic or negative reaction. No pupil should be given prescription or non-prescription medicines without written consent. In exceptional circumstances where written consent has not been given, verbal consent may be accepted, but must be recorded.
- Students must never be given medicine containing aspirin unless prescribed by a doctor.
- Medication must never be administered without first checking maximum dosages and when the previous dose was taken.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- We only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.
- All medicines should be stored safely within Medical Station. Children should know where their medicines are at all times and be able to access them immediately. Where appropriate, (e.g. Asthma inhalers, Epipens & Buccal) children are encouraged to carry their own medication.
- All medical supplies are stored in a locked cupboard in the Medical Station. There is a fridge for storage and a microwave for heat pads. The Office Manager ensures that the first aid supplies are stocked and in date.

## School Trips

- Staff must have basic First Aid equipment on all school trips. The staff member responsible for the trip is to ensure that individual medical needs are known and planned for. Medication must be prepared in advance by trip leader and carried at all times. It must be collected and returned to the Medical Station.

- Trip leader should ensure that they have relevant Medical Support Plans and Administration of medication forms.
- Reports should be printed from Arbor for information of medical conditions and medication required.
- First Aiders on a trip should ensure students have their medication with them.

### **School Visits**

If a visiting pupil needs to take medication and is not accompanied by a parent/carer or member of staff, an Administration of Medication form must be completed by parent/carer.

### **Incident**

- Incidents, to staff and students, must be recorded immediately and further investigation within 24 hours. First Aid/ Medical Attention/ Illness form must be completed. (Appendix 3)

### **Recording**

- The medical action form must be used in all cases where attention has been given by a First Aider. It must be passed to the school office so that it can be referred on, parents/carers can be informed and further medical intervention can be sought.

### **Investigations**

- In the event of an accident or injury which may have been caused by the deliberate or accidental actions of a pupil or staff member, it is not the responsibility of the First Aider to investigate the incident or record it in the behaviour log. This must be investigated by the appropriate staff member, usually the tutor or Head of Year.
- If, on investigation, health and safety issues arise, then the School Business Manager must be informed and appropriate action must be taken.
- The Office Manager must check that the First Aid/ Medical Attention/ Illness forms are completed accurately and that any investigations have been completed.