

**NORTH YORKSHIRE COUNTY COUNCIL  
CHILDREN AND YOUNG PEOPLE'S SERVICE**

**SCALBY SCHOOL**

**POLICY FOR MANAGING THE HEALTH CARE NEEDS OF CHILDREN, MANAGING ADMINISTRATION OF MEDICATION  
and FIRST AID IN SCALBY SCHOOL**

**HISTORY OF DOCUMENT**

Issue No.	Author	Date Written	Approved by Governors	Comments
1	NYCC		21.10.09	
2			2.2.11	Re-approved
3			21.3.12	Names updated and bullet point at top of page 5 added
4			11.6.14	Re-approved with name change only
5			10.6.15	Re-approval with changes
6			01.11.17	Approval with tracked changes

**Designated person:** Mrs M Garfield – Assistant Headteacher  
Mrs L Reed - SENDCo

**Other Staff:** Mrs J. Haythorne – SEND Manager  
Mrs T Sephton-Admin Support/First Aider

**Section 1 Aims and Objectives**

Scalby School has the responsibility to ensure that students who are absent from school because of their medical needs have the educational support they need to maintain their education. Good communication and co-operation between the school, home, medical professionals and the Local Authority are essential if good quality education is to be provided. The school's policy reflects the statutory guidance Supporting students at school with medical conditions

The key aims of the policy are:

- The early identification of students' medical needs and to ensure that prompt action is taken
- To provide guidance for the administration of medicines in school
- To provide guidance for the management of care plans in school
- To provide continuity of high quality education, so far as the medical condition or illness allows
- To reduce the risk of lowering self-confidence and educational achievement
- To establish effective liaison and collaboration with all concerned in ensuring that students with medical needs have access to education
- Successful reintegration into school for students with long term or recurring illness or medical conditions

**Section 2 Roles and Responsibilities**

**Mrs Garfield** is responsible for ensuring through the work of the Behaviour and Safety Team:

- the implementation of the school's/setting's Health and Safety policy with regard to students with health care needs
- staff work in accordance with the policy and are aware of their responsibilities
- the implementation of the school's/setting's policy and procedures for addressing health care needs

- that children and young people with health care needs are not disadvantaged by their needs e.g. through a school's/setting's admission policy
- that parents are aware of the school's/setting's policy and procedures for addressing health care needs and that any required written and signed agreements are in place
- staff who are specifically employed to undertake health care procedures as part of their duties, have this identified on their job description
- appropriate training, guidance, supervision and insurance cover is in place for any member of staff who either voluntarily or contractually administers medication or undertakes health care procedures
- that relevant staff are informed of any child/young person in their care with health care needs, the nature of the condition, any additional support/procedures that may be required and what action to take should an emergency arise

**Mrs Haythorne AND Mrs Garfield are responsible for ensuring that:**

- All school/setting staff that either volunteer or are contracted to undertake agreed health care
- All staff follow the school's/setting's policies and procedures when addressing
- All staff are aware of health care needs
- All staff attend and take note of required training
- All staff follow agreed health care procedures
- All staff report any concerns
- That Health care plans are reviewed with all parties on an annual basis
- That the appropriate liaison with the School Nurse ( or other relevant body) takes place
- That new Health Care plans are in place within 4 weeks of diagnosis
- That Health Care plans are effectively monitored on transition.

**Parents and Carers**

Parents and carers have prime responsibility for their child's health and should:

- inform the school/setting that their child attends of any relevant medical information about their child's health care needs
- be involved with health professionals and the school/setting in the drawing up of any Health Care Plan that may be needed for their child
- provide up-to-date emergency contact details
- work with their child's school/setting to establish agreed health care procedures
- ensure provision of agreed medical resources specific to their child e.g. medication
- if their child is absent from school for medical reasons, be involved with school/other education provider and health professionals to enable
- continuity of education during the period of absence and to draw up reintegration plans
- provide written consent for any health care procedures that, following consultation with parents/carers, the school/setting has agreed to undertake

**Children and Young People**

Whenever appropriate and possible, children and young people should be encouraged to undertake an active part in both the planning and the management of their own health care needs and also in the drawing up of any required Health Care Plans. They should be encouraged to act as independently as they are able and undertake as much of their own care as is practicable.

**Other Agencies**

The School Nurse will notify the school of the need for students to have a Health Care Plan and will act as the gateway for information from other Health Professionals including:

**The Healthy Child Service 5-19**

These are for many the first and main point of contact. These services can, for example provide advice on health issues, support the drawing up of Health Care Plans, provide training, undertake health care programmes and in some situations provide specialist support for individual children/young people.

### **The Child and Adolescent Mental Health Service (CAMHS)**

Many children and young people who have complex health needs, life limiting illnesses, traumatic accidental injury or who have been absent from school for significant periods for medical reasons may need psychological and emotional support to address issues related to stress and/or mental health problems.

### **Other Health Professionals**

Other health professionals may also provide care, advice, information and training e.g. specialist nurse, health visitor, physiotherapist, occupational therapist.

### **Section 3 Managing Absence and making provision for students with Healthcare needs:**

These students may need additional support to ensure they keep pace with their peers and do not suffer from gaps in their learning. Scalby School's system for ensuring their needs are met are as follows:

#### **Stage 1 – Up to 15 days**

Using the Scalby School Attendance Tracker, an Attendance Intervention Officer will monitor students with proven medical conditions on a weekly basis. For absences of 15 days or less that are not part of a pattern of a recurring illness, she will liaise with the Head of Year and student's parents to provide homework as soon as the student is able to cope with it and ensure continuity of learning.

#### **Stage 2 – After 15 days**

Allocation of Outreach tuition available to the school, education to be provided at an appropriate level at hospital or at home. These students will then receive the educational code B which is an approved educational activity, rather than M which indicates an absence.

#### **Stage 3 – Ensuring quality of provision**

Mrs Reed, will ensure that the Outreach service has access to the planning and assessments in all national curriculum subjects which the student is studying within 5 working days and work programmes on a termly basis where appropriate

- Liaise with the designated home tutor regarding the action plan as agreed at planning and review meeting
- Make available to the Home tutor Personal Education Plans and Health Care Plans where appropriate
- Supply hospital teachers with background information on the child or young person and liaise to ensure that work set at an appropriate level for long and recurring admissions to hospital
- Monitor provision, progress and reintegration arrangements
- Ensure that students not able to attend school because of medical needs have access to public examinations.
- Write a Wave 3 risk assessment to ensure both students and staff are safe during tuition in the home
- Ensure that views of students and their parents/carers are taken into account
- Ensure that arrangements are in place to comply with procedures set out in the SEN Code of Practice where applicable

- Promote equality of opportunity for students with medical needs having due regard for their duties under The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017

## **Section 4 Ensuring Academic Progress for students with Health Care Needs**

In addition to the measures above, students with Health Care Needs are vulnerable to impaired academic progress compared to their peers. Each student with Health Care Needs receives a progress report every six weeks. This allows parents and carers to track progress and effort in every subject.

This report is used by the Head of Year in each Year group to track the progress of vulnerable groups and to liaise with the SENDCo and SEN Manager, Parents and Mentors to ensure that the provision in place is effective and to address any issues.

*Scalby School follows the **Managing Medication and Complex Healthcare Needs of Children and Young People NYCC** document when caring for and managing the medical needs of its students.*

### **Managing Medicines**

#### **Agreeing to administer medication**

Medication should only be taken in school when it is essential and where not to do so would be detrimental to a child's/young person's health: whenever possible medication should be taken at home.

A written agreement and consent from parent (appendix 1: Request to Administer Medication) should be completed for each child and each separate medication.

#### **Prescribed medication**

The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist.

#### **Non-prescribed**

The school will not consent to administer non prescribed medication unless it is included in a Health Care Plan.

**Aspirin and Ibuprofen** a child under 16 should never be given these unless they are prescribed.

#### **Epipens** (adrenaline auto injectors)

Following the change in non-statutory guidance (October 2017) the school will now carry 6 emergency adrenaline auto injectors located in reception, the first aid room, Humanities, Science, Food and the Sports field. These will only be used on students that have a health care plan related to allergies and if their prescribed epipen is not available.

#### **Staff training**

Some administration of medication requires training to be given **by a registered health care professional** e.g. injections, Epipen or rectal medication.

Records are kept of all training.

#### **Receiving medication**

Medication must be appropriately labelled and in the original packaging. The school will **never** accept medicines that have been taken out of the original container. The measuring device supplied by the pharmacist must be included. It is the responsibility of a parent to ensure medication is delivered appropriately. The container/package for prescribed medication must show the following:

- name of the patient and name of the medication
- the dosage
- frequency of dosage and strength of medication
- date prescribed and expiry date
- specific directions for the administration
- precautions relating to the medication (e.g. possible side effects/storage instructions)
- the name of the dispensing pharmacist

#### **Request to carry and self-administer**

This should be considered on an individual basis e.g. carrying of an inhaler. A Health Care Plan may be done before allowing this which takes into account...

- The Child/Young Persons medical condition
- Implications to the Child/Young Person
- Implications to others
- Nature of the medication

Before agreeing Head Teachers/Managers may seek further advice from...

- relevant health professionals

A copy of the completed Health Care Plan will be sent to NYCC Insurance and Risk Management

### **Storage**

Medication will be stored securely in the First Aid room, in a locked medicine cabinet or in the medicine fridge to which only First Aid staff have access.

Medication that needs to be immediately available (and is not carried by the child/young person) will be securely stored in an easily accessible location in identified areas of the school, including the First Aid room, as appropriate for the individual.

Medication requiring refrigeration will be stored in a sealable plastic container with child's/young person's name on in the medicine fridge that is only accessible to First Aid staff.

### **Administration**

The school will check against form Med 1 to ensure that the correct medication is given.

- The school will ensure First Aid staff are trained to administer it where required.
- The school will give according to the instructions on the medication or according to the Health Care Plan
- Ensure medication is taken in the presence of an adult when students are self-administering.
- Medication will be given in a manner that offers respect and dignity for the child/young person.

### **Record keeping**

**The school will record the following:**

- Written request to administer medication
- Record of administration
- Request to Carry and Self administration form where appropriate
- Staff training record

### **Return/disposal**

Medication must be returned by an adult to the parent or to a pharmacy for disposal and recorded on the Administration of Medication Record (form Med 2). The exception would be for those young people who are considered by parent(s) and the school mature and responsible enough to carry and self-administer their own medication.

### **First Aid Procedures**

The school is able to provide **emergency** first aid throughout the day. The first aid room is staffed at break and lunchtime to enable students who need to take medication to do so safely.

If a student requires emergency first aid treatment then a first aider will be called for on the radio either by the staff member requiring assistance or by sending a staff member or student to reception to ask for a first aider to be called. The first aider will decide whether an ambulance is needed.

Students who feel ill, have been sick or who require a dressing for a cut will report to reception (outside of the times listed above) and a first aider will be asked to assess the student's suitability for school. If a student is deemed unfit for school, parents/carers will be contacted and arrangements made for them to be collected.

### **Emergency Procedures**

All staff should know how to call the emergency services. The school's First Aiders are responsible for carrying out emergency procedures in the event of a need. A member of staff should always accompany a child taken to hospital by ambulance and should stay until a parent/carer arrives. (Where possible the parent should travel from the school with the child in the ambulance.) Where parents are not available health professionals are responsible for any decisions on medical treatment.

School staff should refrain from taking children to hospital in their own vehicle (it is safer to call an ambulance). Individual health care plans should include instructions as to how to manage a child in an emergency and identify who has the responsibility in an emergency e.g. if there is an incident in the playground/dining hall an MSA would need to be very clear in their role.

### **Educational Visits**

Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising visits must always be aware of any medical needs and relevant emergency procedures (refer to the educational visits procedure). A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency

### **Individual Health Care Plans**

Individual healthcare plans record the students' medical condition, its signs and symptoms, treatments (including medication), specific support needs, what to do in an emergency and which members of staff in the school will have a copy of the plan. Not every student with a medical condition will need an individual healthcare plan as some conditions do not require medication to be taken in school and do not fluctuate or pose a high risk of emergency. Students with medical conditions that require medication or conditions that fluctuate or have a high risk of emergency intervention, will require a healthcare plan.

The individual healthcare plan will outline the nature of the medical condition, daily care requirements, medication and an action plan for what to do in an emergency. The healthcare plan will ensure that the school supports students with medical conditions effectively. Individual care plans will be devised with the student, parents/carers, healthcare professionals and the SEND Manager for the school. It is the SEND Managers responsibility to ensure that individual healthcare plans are up to date and relevant but to do this, parents/carers must ensure that they inform the school of any changes to medication or medical advice.

A review of the individual healthcare plan will take place annually unless there has been a change in the students' needs, in which case it should be updated immediately. A parent/carer, healthcare professional or the school can initiate a care plan review.

For students with Special Educational Needs and/or Disability (SEND), the individual healthcare plan will form part of the Education, Health and Care Plan (EHC). For specific information regarding SEND, please see the SEND code of practice and Inclusion Handbook. The school SENDCO will be involved with students with SEND and with students who have a medical condition who are also having difficulties keeping up educationally.