

Heatherwood



School

a vibrant learning community

Recommended Procedure for the Management of medical needs Policy

Updated January 2024 DB

Approved:

Next review date:

Policy expires: File Ref: 68

Version 3.0

This policy should be read in conjunction with the Department for Education (DfE) Supporting pupils at school with medical conditions 2014.

RATIONALE:

A new duty issued in September 2014 sets out Local Governing Board's responsibility aimed at ensuring that pupils with medical conditions; physical and mental are well supported enabling them to play a full and active role in school whilst meeting their academic potential. Guidance in supporting long term and complex conditions is available offering advice re statutory requirements.

Linked policies:

- Safeguarding
- Complaints
- Intimate Care Policy
- Educational Visits Policy

KEY POINTS:

- Pupils at Heatherwood with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- The Local Governing Board **must** ensure that arrangements are in place to support pupils at Heatherwood School with medical conditions.
- The Local Governing Board needs to ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.
- Heatherwood School should ensure Healthcare Plans are in place – (Department for Education (DfE) Supporting pupils at school with medical conditions 2014, p9).

The Equality Act (2010) places a requirement on public bodies to provide due regard in the elimination of discrimination, advancement of equality and foster good relations to protect those vulnerable members. It is noted that medical or special needs may not automatically equate to a disability, however, it may increase the pupils' vulnerability, therefore in turn impact upon achievement and socialisation.

This extends to the Childrens and Families Act 2014 and additional acts referenced within Department for Education (DfE) Supporting pupils at school with medical conditions 2014, p 21/22.

NB – under Part 64 of the Equality Act (2010) responsible bodies for schools are strongly advised to make reasonable adjustments for disabled children, including those with medical needs, so that they can access all aspects of school life including the school day, trips and extra-curricular activities.

• INTRODUCTION

The following guidance is designed to assist Heatherwood School staff support pupils; complying with statutory responsibilities, introducing effective management systems that are inclusive and supportive.

Scope of Guidance

Management of:

- Short term medical needs
- Long-term medical needs (treatment of chronic illness or medical condition requiring medical technical support).
- Immediate medical response (response to acute medical conditions including calling the emergency services) through effective risk assessment and individual healthcare planning by properly trained staff in conjunction with parents and carers.

• **AIMS AND OBJECTIVES**

- Promote equality in care provision for pupils with chronic or transient medical conditions within Heatherwood School.
- Outline the roles and responsibilities of employees within Heatherwood School in maintaining safety, achievement and attainment of pupils with medical needs.
- Identify the standard of training for Heatherwood School in managing medical conditions.
- Comply with DfE / HSE and Ofsted requirements.
- Create a model process for developing individual health care plans Department for Education (DfE) *Supporting pupils at school with medical conditions 2014*, p 23.

3. ROLES AND RESPONSIBILITIES

- On site a school nurse (RDASH) Listed
- Heatherwood School ensure that a member of staff trained in pediatric first aid is always onsite. A member of the Senior Leadership Team is also available. All records are held centrally.
- At the onset of any emergency situation class staff will alert a member of the SLT through the use of the emergency call system. This member of SLT will make any call to the emergency services and parents where deemed necessary.

School nurses (RDASH) responsible for:

- Supporting the class teacher to update Healthcare Plans
- Supporting Heatherwood School in arranging health care visitors (eg optician/dentist)
- Supporting training and advice

Class Teachers and their class teams will be responsible for:

- Initiating reviews and updates of health care plans
- Monitoring medical storage and ensure all stocks remain adequate to meet daily needs.
- Monitoring dates on all forms of medication etc.
- Administering all forms of medication that they have received appropriate training for
- Administering all forms of medical interventions that they have received appropriate training for such as; suction, gastrostomy feeds (inclusive of nasal gastric) etc.
- Liaising with other relevant health professionals involved in the care of their pupils

Office Manager (Health and Safety Leader) responsible for:

- Ensuring pediatric first aiders receive appropriate up to date training
- Ensuring the nurse call system is maintained and serviced
- Line managing staff involved in the ordering appropriate medical equipment
- Managing pharmacy and clinical waste disposal

Heatherwood staff must not administer medication or undertake any healthcare procedures without appropriate training; they must remain confident and competent to undertake their duties at all times.

- Staff should take responsibility for notifying line managers of any training needs even if they are within their annual competency time frame.
- Heatherwood School fully meets the requirements contained within Department for Education (DfE) *Supporting pupils at school with medical conditions* (December 2015).
- Heatherwood staff roles are clearly in line with the DfE guidance (Department for Education (DfE) *Supporting pupils at school with medical conditions 2015*).
- This policy places great emphasis on the role of the Local Governing Board and the Local Governing Board at Heatherwood ensures this policy is implemented and reviewed on a regular basis (Department for Education (DfE) *Supporting pupils at school with medical conditions 2015*, p7).

Personal carers must not administer medication or undertake any healthcare procedures without appropriate training unless deemed appropriate through individual pupil care plans and agreements with relevant agencies and insurers; they must remain confident and competent to undertake their duties at all times.

Heatherwood

Heatherwood School will provide guidance and training for employees on the management and administration of medicines and supporting children with medical needs.

Heatherwood holds vicarious liability for the actions of employees, working within the guidance of a current care plan, following completion of required training and demonstration of understanding of the pupils needs.

Headteacher

- The Headteacher has responsibility for developing detailed procedures for Heatherwood and ensuring that staff receive the necessary support and training to maintain the health, safety and wellbeing of pupils.
- The Headteacher should ensure that all staff, who need to know, are aware of the pupil's condition prior to being involved in their care.
- The Headteacher has overall responsibility for the development of the pupils' Health Care plans.
- The Headteacher has overall responsibility for ensuring all changes to Individual Health Care plans are communicated effectively to those involved in their care; this may include services outside of education.

Teaching Staff

- Heatherwood teaching staff have a duty to ensure they are up to date with training regarding support and management of medical conditions. Where training is required this **MUST** be raised with the Headteacher. Staff must not administer medication or any other clinical intervention without training and competency.
- All teaching staff have a duty to act as a prudent parent ensuring care is delivered where omission could be potential harmful.
- Teachers have a responsibility to amend resources of the curriculum to ensure inclusion of any pupil within their "class" to access education.
- Teachers have a duty to ensure that all relevant changes to a pupil's care plan are disseminated to all relevant care professionals.
- Teachers have a duty to instigate all changes to individual pupil's health care plans where necessary.
- Teachers should request medical supplies and alert parents to faulty equipment.

Associate Staff

- Heatherwood associate staff have a duty to ensure they are up to date with training regarding support and management of medical conditions. Where training is required this **MUST** be raised with their line manager. Staff must not administer medication or any other clinical intervention without training and competency.
- All associate staff have a duty to act as a prudent parent ensuring care is delivered where omission could be potential harmful.
- Associate staff must always raise any concerns they have over the care of a pupil with their line manager or class teacher.
- All associate staff have a duty to share all information regarding a pupil with the class teacher.

Parent/Carer

- Have a responsibility for the child's health and well-being. They **MUST** ensure Heatherwood School has current, accurate information regarding any medical conditions; any changes must be conveyed immediately.
- Where medication is required, this should be provided with instructions of dose, frequency and be prescribed to the named pupil. Where possible medication should be prescribed outside the school day. All medication which needs to be administered by Heatherwood staff needs to be accompanied by a written consent form.
- Where pupils are ill, parents should always seek to return the pupil to school at the earliest opportunity once the pupil has made sufficient recovery.
- Should keep acutely ill pupils; especially infective, at home following the guidance available from school or school nurse.
- Ensure the prompt delivery of all medical supplies to school on request.
- Ensure that all equipment is recalled for appropriate servicing.

NHS Trust

- Rotherham, Doncaster and South Humber Foundation Trust (RDaSH) will support/coordinate generic medical condition training and medication management training on a yearly basis on request. There may be a possible fee for training needs.
- Where a new diagnosis is received and further advice and support is required, Heatherwood will seek the support of healthcare professionals.

4. HEALTH CARE PLAN

Who needs a health care plan?

All children requiring additional safety measures or supportive mechanisms during the school day that if not met may put themselves or other pupils at risk; constituting physical, emotional and psychological need. Care planning is the mechanism whereby staff can identify the necessary measures to support those with additional needs. Agreement should be reached between Heatherwood, the parent and multi-disciplinary teams that care planning is required.

Who should input into the care plan?

- The care plan should be a multi-disciplinary document. Heatherwood School should liaise with parent/carers/young person, specialist teams providing care.
- Plans should be drawn up in partnership between school parents and relevant health care professional e.g. specialist or community nurse who can best advise on the particular needs of the child.
- A meeting should be convened by Heatherwood School inviting all who are required to give input, provide training or support to the young person. This meeting should provide the basis for the care plan.
- Care plans must be shared with and signed by all staff and parents.
- Care plans must be reviewed at least annually by Heatherwood School (supported by a relevant health practitioner) or earlier if the child's needs have changed.
- Heatherwood will ensure copies of care plans are in the medical file (stored in class) and in the central file within the school office. Care plans must be taken on out of school visits, (responsibility of the party leader). Relevant medical professionals will hold a copy of all care plans.

5. MEDICATION

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 a child needs any "as required" medication i.e. pain relief, then parents must be contacted to check when a previous dose was taken and parents should be informed of if a dose has been administered via the home/school communication platform (seesaw) or via phone.

Prescription medication

Heatherwood School only accepts medication prescribed by a doctor, nurse practitioner, dentist or pharmacist prescriber. Medication **MUST** be provided, with clear prescriber instructions regarding dosage and administration accompanied with a written consent. Where circumstances dictate, Heatherwood School will explore all options to ensure that care is delivered when the above cannot be met due to exceptional circumstances. All such circumstances should be reported to the relevant line manager. Heatherwood will continue to administer medication where daily doses are four times daily or at prescribed times by a GP; where dosing is three times per day, Heatherwood would ask parents to complete administration (before school, immediately after school and bed time).

Non-prescription or over the counter medication

Heatherwood School will **not** administer any non-prescribed medication. Where circumstances dictate and non-medicinal creams used in personal care are provided by parents, Heatherwood will ask them to sign a disclaimer or consent form.

Controlled drugs (CDs)

<https://www.gov.uk/government/publications/controlled-drugs-list>

E.g.s of controlled medication (Buccal Midazolam)

- It is illegal for any child to hold controlled drugs in their possession, even if they are prescribed it (Misuse of Drugs Act, 1971). Any controlled medication **MUST** be stored in a LOCKED, NON PORTABLE, container or cupboard. All Heatherwood classrooms have a locked and named cupboard where all medication will be stored.
- Each area that holds a stock of controlled drugs must have a controlled drug register to record all CDs received, administered or discarded. Information of any missed doses should be shared with parent/carer. Any travel or movement of buccal midazolam must be recorded on all occasions including if medication leaves the site, is sent home or administered.
- Weekly stock checks of controlled drugs must be carried out to ensure appropriate stock levels are kept, expiry dates are checked and if there are any anomalies with the drug. Any anomalies i.e. missing stock, must be reported immediately to a member of the SLT team.
- Heatherwood School will only store, supervise and administer medicines that have been prescribed for an individual child. No medicine should be accepted if the child's name, dosage and frequency of administration are not clearly displayed on it. Where appropriate children need to know where their own medicines are stored and have permanent and immediate access to their medicines when required. (staff present)
- Medicines such as adrenaline pens and asthma inhalers should be readily available to children throughout the school day and should **NEVER** be locked away. These items will be located on the back of the pupils' chairs or a designated space in class.
- Where deemed appropriate Heatherwood School will allow children to carry their own inhalers, adrenaline and insulin pens if fully competent in using it this and should be reflected in a pupils Individual Healthcare Plan to assess risk for the individual pupil and/of other Heatherwood pupils. In doing so school will ensure that these medicines are only accessible to those for whom they are prescribed and those have been trained to administer.

Prescribed medications for non-school use

Parents and respite centres may send medications into school to support additional services i.e. respite. On arrival into school, these medications should be locked in the classroom medication cupboard within the classroom. Staff must also complete the *Prescribed medications sign in / sign out form*. All medications should be returned to the services or home at the close of the school day.

Other medical interventions

Enteral medications

Any staff administering enteral medications must have completed the enteral feeding package and enteral medication competency assessment. This assessment will only enable a member of staff to administer enteral medications using the device type that they have received training for. Where training is required this **MUST** be raised with the Headteacher. Staff must not undertake any clinical intervention without training and/or competency.

Enteral Feeding inclusive of Aspiration

- Heatherwood staff have a duty to ensure they are up to date with training regarding support and management of medical conditions. Where training is required this **MUST** be raised with the Headteacher. Staff must not undertake any clinical intervention without training and/or competency.
- All staff have a duty to act as a prudent parent ensuring care is delivered where omission could be potential harmful.

Oral Suction

- Heatherwood School staff have a duty to ensure they are up to date with training regarding support and management of medical conditions. Where training is required this **MUST** be raised with the Headteacher. Staff must not undertake any clinical intervention without training and/or sufficient competency.
- All staff have a duty to act as a prudent parent ensuring care is delivered where omission could be potentially harmful.

Vagal Nerve Stimulation

- Heatherwood School staff have a duty to ensure they are up to date with training regarding support and management of medical conditions. Where training is required this **MUST** be raised with the Headteacher. Staff must not undertake any clinical intervention without training and/or sufficient competency.
- All staff have a duty to act as a prudent parent ensuring care is delivered where omission could be potential harmful.

ENFit plugs

- Heatherwood Senior Leaders and identified staff, have a duty to ensure they have received the appropriate training regarding the use of ENFit plugs.
- Ideally training is updated an annual basis but can be sought as and when staff feel it is required.
- All staff have a duty to act as a prudent parent ensuring care is delivered where omission could be potentially harmful.
- Parents are requested to ensure that any pupil using an ENFit plug have a full set available in school every day.
- Where a medical emergency occurs, and a child's enteral feeding device has become dislodged, an ENFit plug can be inserted to avoid further medical damage or to avoid the need for surgery to reinsert the device. This reduces the need to call an ambulance. Once inserted, school will contact parents/carers and it is their responsibility to arrange the insertion of a new feeding device. If a feeding device is not available with parents, the child is not permitted to stay in school; parents will be requested to collect their child and take them for a new device fitting.
- Where a device has become dislodged and a second replacement device is not available therefore making the size of the ENFit plug unknown, an ambulance will be called immediately.
- Should an ENFit plug be fitted the pupil is able to remain in school until the point where they are in need of either nutrition or medication. If a trained person (nurse, carer or parent) is not available to refit a second device an ambulance will be called immediately,
- Where a device becomes dislodged and ENFit plugs have not been supplied though there is a spare device, school will in the first instance telephone parents requesting them to attend school and refit

the spare device. Should parents not be available, school will call the emergency services immediately.

- A child that does not have either a device or ENFit plug will not be permitted to stay in school. Each morning class staff will check and sign in the device (spare button, nasogastric tube), on the set format. Parents will be informed at the start of the day should the device /Enfit plugs not be available so parents can bring them in.

Undiagnosed seizure activity

- If a pupil presents with a seizure that has no known history or a care plan in place, this should be treated as a medical emergency.

ALL STAFF SHOULD AT ALL TIMES REFER TO HEATHERWOOD'S STANDARD OPERATING PROCEDURES

Emergency Call Alert

- This system should be used in the event of any medical emergency to alert the Senior Leadership Team.
- Once staff suspect a pupil is likely to breach their seizure protocol and rescue medication is likely to need administering, they should alert the SLT and school nurse by sounding the emergency call system. SLT members will attend the scene and call emergency services, and notify parents/carers where deemed necessary.

Record Keeping

- Parents should inform Heatherwood School about the medicines their child requires during the school day. The medication provided should be clearly labeled with the child's name, administration route, dose and frequency.
- Heatherwood School will gain signed consent from parent/carer to administer medication; where medication is used long term it is the parent/carer responsibility to ensure any medication sent into school is in date and that school receives sufficient supplies upon the request of school. Any medication administered in school will be clearly documented on a Medication Administration Record (MAR) to show the date time and dose of administration and should have two staff signatures.
- Medication request forms should be completed when supplies are required.
- A medicine alert form must be completed when medicines are returned to parents. *(Parents must contact school if the medicine does not arrive home with their child)*
- Checklists should be completed whenever any new medication/stock arrives into school.

Disposal of medicines

- Large volumes of medicines should not be stored in school. Should Heatherwood School have uncollected, spent or out-of-date medicines at the end of each term, these should in the first instance be sent home for parents to dispose of them correctly. Any spillage waste must be disposed of into a pharmaceutical waste bin located in the facilities room. Any unused half tablets must be disposed of in the 2 litre pharmaceutical bin.
- It is the responsibility of all staff at Heatherwood School to ensure that the facilities coordinator's room remains locked at all times.
- Parents of pupils who require bloods checked as part of their ketogenic diet will be asked to supply a sharps bin to dispose of products.

Infection Control

- All staff must be vigilant in hand hygiene procedures i.e washing hands before and after a clinical procedure and using alco-gel (no more than the recommended 10 times) if hand washing facilities are not available. However, staff should be aware that wherever possible hand washing is the preferred option at all times.
- All staff must wear appropriate personal protective equipment when carrying out medical procedures i.e. aprons and *gloves appropriate to the procedure (please refer to individual standard operating procedures documents)*

Educational Visits (Please also refer to the Educational Visits Policy)

- The group leader is responsible for risk assessing the medical needs of all pupils and ensuring all needs can be met.
- Any additional information highlighted on the day identifying possible new risks of the visit must be added to the individual health care plan.
- On administration of Buccal Midazolam an ambulance should be called and parents informed
- The agreed medi-packs, supplied by school, must always be used to transport medication off site. These medi-packs are located with the Senior LSA.

Non Heatherwood Staff i.e. personal carers

- Staff funded by continuing health care must provide evidence of appropriate training to deliver clinical interventions. This therefore ensures that they are covered by Heatherwood's over-arching policy.
- All personal carers whilst working on Heatherwood premises will not be required to administer medication to any pupils of whom they support without receiving appropriate training.

Education for All

The following contacts and documents will support Heatherwood to offer inclusive education to all pupils with short and long term medical needs.

Error/Omissions Process

All staff are responsible for their own actions when carrying out clinical interventions, although school wish to adopt an open and transparent practice to the identification and response to errors/omissions. If any error or omission is made during any clinical intervention the following steps should be carried out:

- Inform Line Manager
- Line Manager to Inform a member of the SLT
- Contact Parent/Carer
- Seek appropriate healthcare advice
- Record Process

6. PARTNERSHIP WORKING

Local Authority Contacts

Jo Howe - jo.howe@doncaster.gov.uk

Health Contacts

Kate Watkins – kate.watkins@rdash.nhs.uk

References

DfE (2014/15) supporting pupils at school with medical conditions

Statutory guidance for Governing Bodies of maintained and proprietors of academies in England.

http://socialwelfare.bl.uk/subject-areas/services-client-groups/children-disabilities/departmentforeducation/160222draft_statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions_for_consultation.pdf

Equality Duty (2011)

DfE & DH (2005)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/196479/Managing_Medicines.pdf

HPA (2010)

http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1274087715902

Linked policies:

- Safeguarding
- Controlled Drugs Policy/Trust Medical Policy

Review Date:

Signed _____

Headteacher

Signed _____

Chair of Governors