

RYBURN VALLEY HIGH SCHOOL

Supporting Students with Medical Conditions Policy



Person Responsible	Business & Compliance Manager/SENDco/Healthcare Assistant
Last Revision	October 2023
Next Review Due	2024

Ryburn Valley High School is an inclusive school that welcomes and supports pupils and staff with medical needs.

Ryburn Valley High School provides all pupils and staff with any medical conditions, the same opportunities as others at school. We will actively seek out to remove the barriers to learning and participation that can hinder or exclude individual students, or groups of students.

We will ensure that students with medical conditions have the same opportunities as other students.

We will not treat a student with a medical condition less favourably than others because of the nature of his/her medical needs.

We will make all reasonable adjustments that are practicable within school to ensure that a student or member of staff with a medical condition is not placed at a disadvantage, and we will work with outside agencies to support if necessary to ensure that these reasonable adjustments are put in place.

We will do our best to anticipate the needs of a student or staff member with a medical condition before he or she joins the school.

Ryburn Valley High School understands that it has a responsibility to make the school welcoming and supportive to students and staff with medical conditions who currently attend and to those who may enrol in the future.

We will help to ensure they can;

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

Students with medical conditions are encouraged to take control of their condition and feel confident in the support they receive from home and at school to help them to do this.

Students will be encouraged to take part in all activities. Ryburn Valley High School ensures all staff understand their duty of care in the event of an emergency. All staff are advised during induction of what to do in an emergency and should understand that certain medical conditions are serious and can be

potentially life-threatening, particularly if ill managed or misunderstood. Staff are encouraged to seek further advice if they are unsure of any processes regarding emergency situations.

The medical conditions policy is supported by a clear communication plan for staff, parent/carers, and students to ensure its full implementation. All parent/carers are informed about the medical conditions policy via the school website where it is available all year round.

School staff are informed and reminded about the medical policy, student medical needs information and health care plans on Arbor. The Healthcare Assistant regularly updates the medical needs information on the student's healthcare plans.

First aid trained staff understand and are trained in what to do in an emergency for the most common serious medical conditions at Ryburn Valley High School.

Trained first aid staff at Ryburn Valley High School are aware of the most common serious medical conditions, for example nut allergies, diabetes, heart conditions.

Staff understand their duty of care to students in the event of an emergency. In an emergency staff are required under common law duty of care to act like a prudent parent/carer. This may include administering medication.

First aid trained and PE staff who work with groups of students at this school know what to do in an emergency for the students in their care with medical conditions,

Training is provided for first aiders and PE staff every three years and refreshed as and when required.

All First aiders are listed in the staff room, reception, and student services. Specific training for asthma, epi-pens, epilepsy, diabetes, and de-fib is carried out at regular intervals. These training requirements are to be arranged by the Healthcare Assistant.

All staff understand the school's general 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 a first aid member of staff
- If a student needs to be taken to hospital, a member of staff will accompany them if parents are immediately unavailable. School staff will stay with students until a parent/carer arrives.
- List of first aiders is in student services, reception, and the staff room
- All staff are informed about students with severe medical needs

Ryburn Valley High School has clear guidance on the administration of medication at school.

Emergency administration:

- All students with medical conditions have easy access to their medication
- All students are encouraged to carry and administer their own emergency medication (i.e., inhalers, epi-pens, and insulin) with a spare being kept in the medical room in student services. Parents/carers and health specialists will determine if they are able to start taking responsibility for their condition. Students can carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement for off-site or residential visits.
- Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

General administration:

- All use of medication is defined as a controlled drug, even if the student can administer the medication themselves; it is done under supervision of a member of staff, and a medication form will be completed.
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so.
- If a student's medication has changed or is discontinued, or the dose or administration method changes, a parent/carer must notify the school immediately.

- If a student refuses to take their medication, staff will record this and notify the parent/carers straight away.
- All staff attending off-site visits are aware if there are any students 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.
- If a student misuses medication, either their own, or another student's, their parent/carer is informed as soon as possible. These students are subject to the schools' usual disciplinary procedures.
- Ryburn Valley High School has clear guidance on the storage of medication at school.
- Written consent is required from a parent/carer for school staff to administer medication.
- Where medical professionals state that medication is safe to be prepared at home prior to attending school, then this is the process that must be followed, unless expressly stated to the contrary by the school.
- When controlled drugs are required for medical conditions the school will liaise with the Local Authority Nursing Team to try to put a provision in place – in the case of a child with an EHCP, Section G of the EHCP must have detail and correct level of funding assigned to ensure that school can put this provision in place in house, otherwise the onus will be on the local authority.

Safe storage of emergency medication

Emergency medication is readily available to students who require it at all times during the school day or during off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.

Students, whose healthcare professionals, and a parent/carer advise that their child is not yet able or old enough to self- manage and carry their own emergency medication, know exactly where to access their emergency medication.

Safe storage of non-emergency medication

All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Students with medical conditions know where their medication is stored and how to access it. Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage of general medication

At Ryburn Valley High School, there is a named staff member that ensures the correct storage of medication at school. They will also check expiry dates of all medication kept at school.

The named member of staff along with the parent/carer of students with medical conditions, ensure that all emergency and non-emergency medication brought in to school is wherever possible stored in its original packaging, clearly labelled with the students name, the name and dose of the medication and the frequency of dose and the expiry date. This includes all medication that students carry themselves. Some medication for students may need to be refrigerated. All refrigerated medication is stored in an airtight container and are clearly labelled. Refrigerators used for the storage of medication are in a secure, inaccessible to unsupervised students. It is the parent/carers responsibility to ensure new and in date medication comes into school on the first day of the new academic year. All controlled drugs are kept in a locked cupboard and only named staff have access, even if students normally administer their medication themselves.

Safe disposal of medication

The parents/carers are asked to collect their child/children's medication when out of date. If the parents/carers do not pick up out-of-date medication it is disposed of safely. The Healthcare Assistant is responsible for checking the dates of medication and arranging for the safe disposal of any that have expired. This check should be done at least three times a year and logged in an online shared spreadsheet..

Sharps boxes are used for the disposal of needles. The only sharps box currently on site is stored in the medical room in student services. If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to school or the students' parents. Collection and disposal of sharps boxes is arranged with Interserve, the schools FM provider.

Ryburn Valley High School has a clear guidance about record keeping

Admissions forms- Parent/carers are asked if their child/children have any health conditions or health issues on the admissions form, which is filled out at the start of each school year. The parents/carers of new students starting at other times during the year, are also asked to provide this information. It is the parent/carers responsibility to fill in this form to allow school to care for students.

Health Care Plans- Health Care Plans are used to record important details about individual student's medical care, their triggers, signs, symptoms, medication and other treatments.

Further documentation can be attached to the Health Care Plan if required. Health Care Plans are completed by the parent/carer of students with medical conditions, with guidance from the Healthcare Assistant this may be;

- At the start of the school year
- At admissions
- When a diagnosis is first communicated to the school
- On the advice of a health care practitioner

In the event of any changes to the students health/condition, parents should inform the school as soon as possible.

Healthcare plans for students with Education Health Care Plans (EHC Plans) will be revised and updated by the SENDco as part of the annual review process, and information is passed on to the Healthcare Assistant.

If a student has a short-term medical condition that requires medication during school hours a medication form is completed. Ryburn Valley High School will ensure that a relevant member of school staff is present if required to help draw up a Health Care Plan for students with complex healthcare needs.

School Health Care Plan information is used to create a centralised list of students with medical needs. Identified members of staff have responsibility for updating the information at school. The responsible members of staff follow up with the parent/carer any further details on a student's Health Care Plan or if permission for administration of medication is unclear or incomplete.

There will be ongoing communication with the parent/carer to remind and review and update their child/ children's Health Care Plan. If their child/children have a medical emergency or if there have been any changes to their symptoms (getting better or worse), or their medication and treatments change.

Every student with a Health Care Plan has their plan discussed and reviewed at least once a year.

Storage and access to health care plans

Health Care Plans are kept in a secure central location at school. All members of staff who work with groups of students have access to the Health Care Plan of students in their care (via Arbor). New members of staff are made aware of (and have access to) the Health Care Plan of students in their care.

Ryburn Valley High School ensures that all staff protect student confidentiality. We will seek permission from the student and the parent/carer before sharing

any medical information with any other party, such as when a student takes part in a work experience placement.

Health Care Plans are used to;

- Inform the appropriate staff about the individuals needs of a student with a medical condition in their care.
- Identify common or important individual triggers for students with medical conditions at school that bring on symptoms and can cause emergencies. We use this information to help reduce the impact of common triggers
- Ensure all medication stored at school is within the expiry date
- Ensure that this schools local emergency care services have a timely and accurate summary of a student's current medical management and healthcare in the event of an emergency

Consent to administer medicines

If a student is prescribed a course of medication by a General Practitioner (GP) or other trained medical professional, then the school will require a consent form to be completed by the parent/carer. This consent will only last for the current course of medication, after which the school will not store/administer. Any medication not meeting both these

Residential Visits

Parents/Carers of students who have a Health Care Plan are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended stay visit. This form requests up-to-date information about the student's current condition and their overall health. This provides essential and up-to-date information to relevant staff to help the student manage their condition while they are away. This includes information about medication not normally taken during school hours.

- All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the students Care Plan.
- All parents/carers of students with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication if required.

Ryburn Valley High School keeps an accurate record of each occasion an individual student is given or supervised taking medication. Details of the supervising staff member, student, medication taken, dose, date and time are recorded. If a student refuses to have their medication this is also recorded and the parent/carer is informed.

Ryburn Valley High School ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environments, as well as social, sporting and educational activities.

Physical environment- We are committed to providing a physical environment that is accessible to students with medical conditions.

Social interactions- we ensure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school. We ensure the needs of students with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, school productions, after school clubs and residential visits. Staff are aware of the potential social problems that students with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the schools anti-bullying and behavior policies.

Exercise and physical activity- we understand the importance of all students taking part in sports, games and activities. We ensure all classroom teachers and PE teachers make appropriate adjustments to sports, games and other activities to make physical activity accessible to all students. They understand that students should not be forced to take part in an activity if they feel unwell. Teachers and PE staff are aware of students in their care who have been advised to avoid or to take special precautions with particular activities. We ensure all teachers and PE staff are aware of potential triggers for students with medical conditions when exercising and how to minimize these triggers. We ensure that all students have the appropriate medication, or food with them during physical activity and that students take them when needed.

Education and learning- We ensure that students with medical conditions can participate fully in all aspects of the curriculum and ensure that appropriate adjustments and extra support is provided where appropriate. If a student is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers must be aware that this may be due to their medical condition. Students with medical conditions who are finding it difficult to keep up with their peers are referred to the SENDco. The SENDco consults with the student, parent/carer and healthcare assistant to ensure the effect of the student's condition on their attainment is properly considered.

Residential visits- risk assessments are carried out by the school prior to any out-of-school visit and medical conditions are considered during this process. Factors that will be taken into account will be; how all students will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

Risk assessments are carried out before students start any work experience or of-site educational placement. It is this school's responsibility to ensure that the placement is suitable. Permission is sought from the student and their A parent/carer before any medical information is shared with an employer or other educational provider.

Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, including work experience placements and residential visits, taking into account the needs of students with medical conditions. The school will review medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this school's policy and procedures are implemented after each review.

At Ryburn Valley High School we work in partnership with the governing body, all school staff, parents/carers, employers, community healthcare professionals and students to ensure the policy is planned, implemented and maintained successfully.

The School Governors have a responsibility to ensure health and safety policies and risk assessments are inclusive of the needs of students with medical conditions. Make sure the medical conditions policy is effectively monitored and evaluated and regularly updated.

The Head Teacher has the responsibility to;

Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance, and there is good liaison between interested parties including students, school staff, SENDco, pastoral support, attendance Officer, School Nurses, parent/carers, governors, school healthcare assistant and local emergency care services.

Ensure the policy is put into action, with good communication of the policy to all, and to ensure every aspect of the policy is maintained. Ensure that the information held by school is accurate and up to date and that there are good information sharing systems in place using the Health Care Plans. Making relevant staff aware of a child's medical conditions, and ensuring there is a sufficient number of trained members of staff for the purpose.

All Staff at Ryburn Valley High School have a responsibility to be aware of potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency. For staff to understand the common medical

conditions and the impact it can have on students. They are expected to have an understanding of the schools medical conditions policy and to know which students in their care have a medical condition and be familiar with the content of the students' Health Care Plans. All staff should allow students to have immediate access to their emergency medication. To maintain effective communication with the parent/carer including informing them if their child has been unwell at school. Staff are to ensure students who carry their medication with them have it when they go on a school visit or out of the classroom. To ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed. Staff need to be aware of students with medical conditions who may be experiencing bullying or need extra social support, and are not excluded unnecessarily from activities they wish to take part in.

Teaching staff at Ryburn Valley High School will ensure that students who have missed school due to being unwell will catch up on their school work. Teaching staff will be aware that student's medical conditions can sometimes affect their learning, and need to liaise with a parent/carer, students, the Healthcare assistant and the SENDco if a student is falling behind with their work because of their condition.

First aiders in school have a responsibility to give immediate help to casualties with common injuries and illnesses and those arising from specific hazards with the school. When necessary, ensuring that an ambulance or other professional medical help is called.

The Healthcare Assistant and SENDco (for students with EHC Plans) at Ryburn Valley High School have the responsibility to update and monitor Health Care Plans, and medical conditions. They will work with the parent/carer and health care professionals to provide detailed Health Care Plans and to support students with medical conditions. They will provide support for staff that are completing risk assessments that will include students with medical conditions. The Health Care Assistant will know which students have a medical condition and the SENDco will know which have medical needs because of their EHC Plan. They will ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements in exams or coursework.

Students at Ryburn Valley High School have a responsibility to treat other students with and without a medical condition equally. The students will tell their parent/carer, teachers or nearest staff member when they are not feeling well, and to let a member of staff know if another student is not feeling well.

Students will have the responsibility to treat their medication with respect and know how to gain access to their medication in an emergency.

If mature and old enough, know how to take their own medication and to take it when they need it. And make sure a member of staff is called in an emergency situation.

The parent/carer of a student at Ryburn Valley High School has a responsibility to tell the school if their child has a medical condition. The parent/carer will work with the school to ensure that the school has an up-to-date Health Care Plan for their child. They will need to inform school about the medication their child/children requires during school hours, and what they will need to take when their child/children are on an outing, field trip or other out of school activities. The parent/carer will need to keep school informed of any changes to medication/ doses, when and how much. They will need to ensure their child/children's medication and medical devices are labelled with their child's full name, and provide the school with appropriate spare medication labelled with their child/children's full name.

Parents/carers need to make sure they keep their child/children at home if they are not well enough to be in school, and ensure they catch up on any work they will have missed. The parent/carer needs to ensure their child/children have regular reviews about their condition with their doctor or specialist healthcare professional.