



SOUTH WILTS GRAMMAR SCHOOL FOR GIRLS (ACADEMY)

SCHOOL AIMS

South Wilts is a progressive grammar school for girls which aims to maintain high academic standards and cultural achievement within a caring environment. We seek to encourage responsibility and personal fulfilment so that students attain their maximum potential. The School is dynamic and works with the community to prepare its students for life-long learning and adult independence.

South Wilts Grammar School values and respects all students equally and aims to provide equality of opportunity wherever possible.

MEDICAL NEEDS POLICY

General Principles

1. South Wilts Grammar School is committed to pursuing a policy of inclusive education aiming to support and welcome students with medical conditions. The school aims to provide all students with medical conditions the same opportunities as others at school. In other words, no student should be unnecessarily excluded from school or educational activities simply by virtue of having a medical condition.
2. All staff are aware of the potential social problems that students with medical conditions may experience. Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst students and to help create a positive social environment.
3. If a student is frequently absent, has limited concentration or is frequently tired, all teachers at this school understand that this may be due to his/her medical condition.
4. Teachers are aware of the potential for students with medical conditions to have special educational needs (SEN). Students with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The school's SEN coordinator consults the student, parents and the student's healthcare professional to ensure the effect of the student's condition on their schoolwork is properly considered.
5. Parents are asked if their child has any health conditions or health issues on the database form, which is filled out at the start of each school year. Parents of new students starting at other times during the year are also asked to provide this information on enrolment forms.
6. Risk assessments, individual health care plans and school nursing health care plans compiled by trained and competent persons, in conjunction with parents/carers are the means by which this policy of inclusive education is determined. A copy of the healthcare plan is sent with the student to hospital in the event of an emergency.
7. The parents, healthcare professional and student with a medical condition, are asked to fill out the student's Healthcare Plan together. Parents then return these completed forms

to the school. This school ensures that a relevant member of school staff is also present, if required to help draw up a Healthcare Plan for students with complex needs.

8. Healthcare Plans are used to create a centralised register of students with medical needs. An identified member of staff has responsibility for the register.
9. All staff understand the common medical conditions that affect children at this school. Staff receive training on the common medical conditions, the impact they can have on students and understand the importance of medication being taken as prescribed. Information is available in the staff handbook on dealing with head injuries, asthma, anaphylactic shock and diabetes.
10. The school consults with the relevant medical professionals regarding advice concerning pupil attendance and absence from school e.g. students who have been physically sick are advised not to return to school for 48 hours.
11. Teachers and support staff have a responsibility to act as any reasonably prudent parent would to maintain the health and safety of the students in their care, whether this is at school or during any other school event or activity. In exceptional circumstances, this might extend to administering medicine or taking other medical action in an emergency.
12. Only a designated member of the support staff with suitable training is allowed to administer medication to students which has been prescribed by a GP. Such a duty must be carried out with reasonable care and with due regard to the advice contained in this section.
13. Subject to point 3 above, it is the entirely the decision of each individual employee who chooses to accept the responsibility for the administration of prescribed medication, as to whether he/she is prepared to personally administer medication. No sanction will be taken against any employee who declines to undertake this task.
14. No medication must be given to any student without the specific written consent of the parent/carer concerned. Even then consideration should be given to the need for the medicine to be taken during school hours – most courses of medication can be taken satisfactorily before and after school and at night.
15. All students are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition. All students 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 on any off-site or residential visits.
16. Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it. They understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.
17. Non-prescribed medicines containing analgesics (including mild painkillers such as aspirin, paracetamol in tablet form or in cough mixtures) should not be given unless with the written consent of parents/carers.

Children taking a course of Prescribed Medication

- a) Very few medicines need to be taken during normal school hours and in most cases the appropriate dosage of medicine when prescribed to be taken “three times a day” can be given “before school, after school and at night”. The same principle can also be applied to medication such as creams/drops for conjunctivitis etc. However, this may not always be the case as some prescribed medication will have times or conditions stipulated by the doctor.
- b) Where students are recovering from a short term illness which requires medication (such as tablets, mixtures), any request for school staff to administer medicine by a parent/carer must be in writing and include evidence that the student needs to take medicine during school hours, e.g. instructions on the container or advice from the pharmacist. Standard forms are available to assist in this process. They are Form 1 (Parental Consent form) and Form 1A (Medical Practitioner’s form). If parents are unwilling or unable to provide written consent using Form 1 or there is some reason to doubt the information provided on Form 1, confirmation should be sought directly from the medical practitioner using Form 1A.
- c) The medicine, together with the completed and signed consent form, should be delivered to school, where possible by a parent, and should be handed personally to the headteacher or a designated member of staff. In no circumstances should staff administer prescribed medication on their own initiative or without the written consent of parents/carers.
- d) A written record should be kept of the administration of all prescribed medication to students. Such a record should be kept together with the instructions, and be checked on every occasion and completed by the designated member of staff. The record should give the date and time of administration, the name of the medicine, the dose given, the name of the student and the name of the staff member administering the medication. The record should be retained on the school premises with the student’s record respectively.
- e) Medicines must be stored safely in the pharmacist’s original container and be clearly labelled with the contents, the student’s name, and the dosage and/or other instructions. The receiving member of staff should check the accuracy of the name and date. Some medication such as liquid antibiotics or insulin may need to be kept in a refrigerator but must not be frozen. These medicines must be placed in a suitable additional sealed container, e.g. Tupperware box and clearly marked “medicines”. **Under no circumstances should medicines be kept in first aid boxes.**
- f) Any medication which has passed its expiry date should be collected from school by parents within 5 days of the expiry date or it should be disposed of safely (e.g. by returning it to the local pharmacist). Medicines should not be disposed of in the sink or toilet.
- g) It is the parent’s responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

Special Circumstances

- a) Some students have unusual or special specific medical needs which may require treatment in an emergency. Examples would be extreme allergic reaction (anaphylactic shock) to wasp stings or food such as peanuts; epileptic seizure, which may involve invasive medical procedures such as giving an injection or inserting rectal diazepam. Other instances where children require special personal care involving intimate or invasive treatment include assistance with catheters, or the use of equipment for children with tracheotomies.
- b) The number of such cases will be very small and early identification and careful planning by the relevant Health Service should result in detailed discussion with a receiving school and the formulation of a carefully designed individual health care plan or school nursing health care plan, to meet the needs and circumstances of a particular student.
- c) Staff are given the **necessary training** to enable them to act in emergencies or administer treatment in potentially life threatening situations where there is no alternative. In many cases, the treatment will involve a simple procedure, such as using an “Epi-pen” to administer emergency intramuscular medication, or inserting a suppository.
- d) For the protection of both staff and students, a second member of staff should be present while the more intimate procedures are being followed, and appropriate personal protection must be worn. Staff should protect the dignity of the student as far as possible, even in emergencies.
- e) For those students who require treatment including invasive medical procedure, only those who are both willing and appropriately trained should administer such treatment. Training in invasive procedures should be conducted by qualified medical personnel. The school nurse is available to provide this training.
- f) Subject to parents/carers consent all staff should be made aware of the student’s condition and where to locate the trained staff in the case of an emergency. There should be sufficient trained staff to cover for any absences. All staff should be made aware of the importance of respecting the confidentiality of medical information.
- g) Items such as Epi-pens are kept with the students in school; additional spare items are kept in Reception for use in emergencies. Such emergency items as syringes, Epi-pens and suppositories, must be placed in a suitable additional sealed container eg Tupperware box, and clearly marked “Emergency Medication” and with the student’s name. Under no circumstances should medicines be kept in first aid boxes. It is essential, that wherever items are stored, the trained member of staff has immediate access to it.
- h) All staff attending off-site visits are aware of 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. Trip leaders will take these spare items of emergency medical equipment with them on any visits out of school.
- i) Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day 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 and school supervisors to help the student manage their condition while they are away. This includes information about medication not normally taken during school hours.

- j) If a student needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the student knows.

Risk Assessment

For a number of students with medical needs it may be appropriate for risk assessments to be conducted on certain activities, e.g., physical activities, external visits, residential visits, work experience. Permission is sought from the student and their parents before any medical information is shared with an employer or other education provider. The risk assessment would consider such issues as the student's medical needs, medication requirements, physical abilities, emergency treatment etc. (see section on Risk Assessment for further information).

Party leaders must take Individual Health Care Plans for students at risk on external and residential visits.

Reviewed by	Date of Review / approval	Review cycle	Next Review Date	Statutory / Non statutory	Website
Curriculum	17.5.17	3 yearly	Summer 2020	Non statutory	Yes



SOUTH WILTS GRAMMAR SCHOOL

(Form 1)

Parent / Carer Consent for the School to administer medication

The School will not give your child medicine unless you complete and sign this form or have Form 1A completed by your GP.

Details of pupil

Surname _____ Forename(s) _____

Address _____

M /F _____ Date of Birth _____ Form _____

Condition or illness _____

Name / type of medication (as described on container) _____

For how long will your daughter take this medication? _____

Date dispensed _____

Full directions for use

Dosage _____

Timing _____

Special precautions _____

Side effects _____

Self administration _____

Procedures to take in an emergency

Clinic / hospital contact

Name _____ Location _____ Tel no. _____

Contact Details

Name _____ Daytime telephone no _____

Relationship to pupil _____

Address _____

I understand that I must deliver the medicine personally to the following agreed member of staff

_____ and accept that this is a service which the school is not obliged to undertake.

Date _____ Signature(s) _____

Relationship to pupil _____