

# Langley Grammar School

## Supporting Students with Medical Conditions

April 2022

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### 1. Background

At Langley Grammar School we believe that students with medical conditions should be supported to enable them to play an active role in school life, enjoy the same opportunities as any other student and have full access to all aspects of education. It is important that parents and students feel confident that the School will provide effective support for students' medical conditions and that the students themselves feel safe. For these reasons, the School will liaise with students, parents and health and social care professionals to achieve this.

The purpose of this policy is to explain how Langley Grammar School implements its procedures in dealing with students who have medical conditions. This is in line with government requirements (set out in the Children and Families Act 2014) and with the view that all students will receive the best education possible for them, irrespective of any medical conditions they may have.

### 2. Responsibilities of the School

The Governing Board has delegated responsibility for the implementation of this policy to the Headteacher. Named individuals are responsible for the provision of support to individual students with medical conditions. Where students have disabilities and/or special needs as well as a medical condition, these will be taken into consideration at all times.

The school will ensure that:

- sufficient staff are suitably trained and available to implement the policy and arrangements are in place in case of staff absence, staff turnover and in emergency and contingency situations;
- all staff are aware of the policy and their role in implementing it.
- relevant staff will be made aware of any student with a medical condition;
- supply teachers are aware of the medical condition where appropriate
- staff are appropriately insured and are aware that they are insured to support students with medical conditions
- risk assessments and planning for school visits and other activities outside the normal timetable include consideration for any student with a medical condition;
- Individual Healthcare Plans (IHPs), where appropriate are initiated, monitored and reviewed at least annually;
- the focus of support is on the needs of each individual student and how their medical condition impacts on their school life;
- consideration is given as to how students will be reintegrated back into school after periods of absence due to their medical condition;
- unavoidable absence in connection with their medical condition is not penalised
- students are able to drink, eat and take toilet or other breaks whenever they need to in order to manage their medical condition effectively.

### 3. The role of school staff

Any member of staff may be asked to provide support to students with medical conditions. Administering medicines is not part of teachers' professional duties but they are expected to take into account the needs of students with medical conditions that they teach. Any member of school staff should know what to do, and respond accordingly, when they become aware that a student with a medical condition needs help.

#### **4. The role of School nurses and other healthcare professionals**

Best practice is that

- the school nursing service should notify the school when a student has been identified as having a medical condition that will require support in school and that
- healthcare professionals, such as GPs and paediatricians, should liaise with the school's relevant student welfare staff where appropriate and notify them of any students identified as having a medical condition.

#### **5. The role of parents**

Parents are expected to provide the school with sufficient and up-to-date information about their child's medical needs. Parents are key partners and will be involved in the development and review of an IHP (Individual Health Care Plan), where such a plan is appropriate.

#### **6. The role of the individual student**

Students with medical conditions will be fully involved in discussions about their medical support needs and will be expected to comply with their IHP. Students who are judged competent by those concerned with the management of their condition (eg parents, healthcare professionals) are encouraged to take responsibility for managing their own medication. Wherever possible students will be allowed to carry their own medicines and relevant devices or will be able to access their medicines for self-medication.

If it is not appropriate for a student to self-manage their medication, relevant staff will help to administer medicines and manage procedures for them. If a student refuses to take medicine or carry out a necessary procedure, staff will not force them to do so; in such situations parents will be informed.

#### **7. Notification of a student with a medical condition**

Support will be provided in consultation with parents and the individual student. Support is not dependant on a formal diagnosis but on need. Where the student requires medication, the School's ***Control of medicines procedure (Appendix 2)*** will be followed.

#### **8. Individual Healthcare Plans (Appendices 1 & 2)**

Some students with medical conditions will require an IHP which will help to ensure that each student's medical condition is supported. The school, parents and healthcare professionals will agree, based on evidence, when a healthcare plan would be appropriate or disproportionate. If a consensus cannot be reached, the Headteacher will take the final view.

Individual Healthcare Plans:

- may be initiated in consultation with parents by school or a healthcare professional involved in providing care to the student;
- will be developed with the student's best interests in mind, with responsibility for finalising the plan and implementation resting with the School;
- will ensure that the school assesses and manages risks to the students' education, health and social-well being and minimises disruption.
- are drawn up in partnership with parents, the individual student where appropriate, and healthcare professionals where necessary;
- identify steps the school needs to take in order to ensure the student's well-being
- detail the medical condition and any effects this may have on the student's school life.

#### **9. School trips and sporting activities**

Students with medical conditions are encouraged to participate in all normal school activities, including educational visits and sporting activities, and wherever possible they should be accommodated. Any additional requirements should be reflected in the planning of activities considering the individual needs of the student with a medical condition. Arrangements and adjustments should be made within reason, taking into account the safety of all students participating in a particular activity.

## **10. Complaints**

If parents or students are dissatisfied with the support provided, they should discuss their concerns informally with the appropriate member of staff in the first instance. If this does not resolve the situation then they should make a formal complaint following the School's **Complaints procedure**.

### ***Other documents relevant to this policy:***

- Appendix 1 Model process for developing IHCP - flowchart
- Appendix 2 Control of medicines procedure (inc IHCP)
- Appendix 3 Guidance on the use of emergency salbutamol inhalers
- Complaints procedure

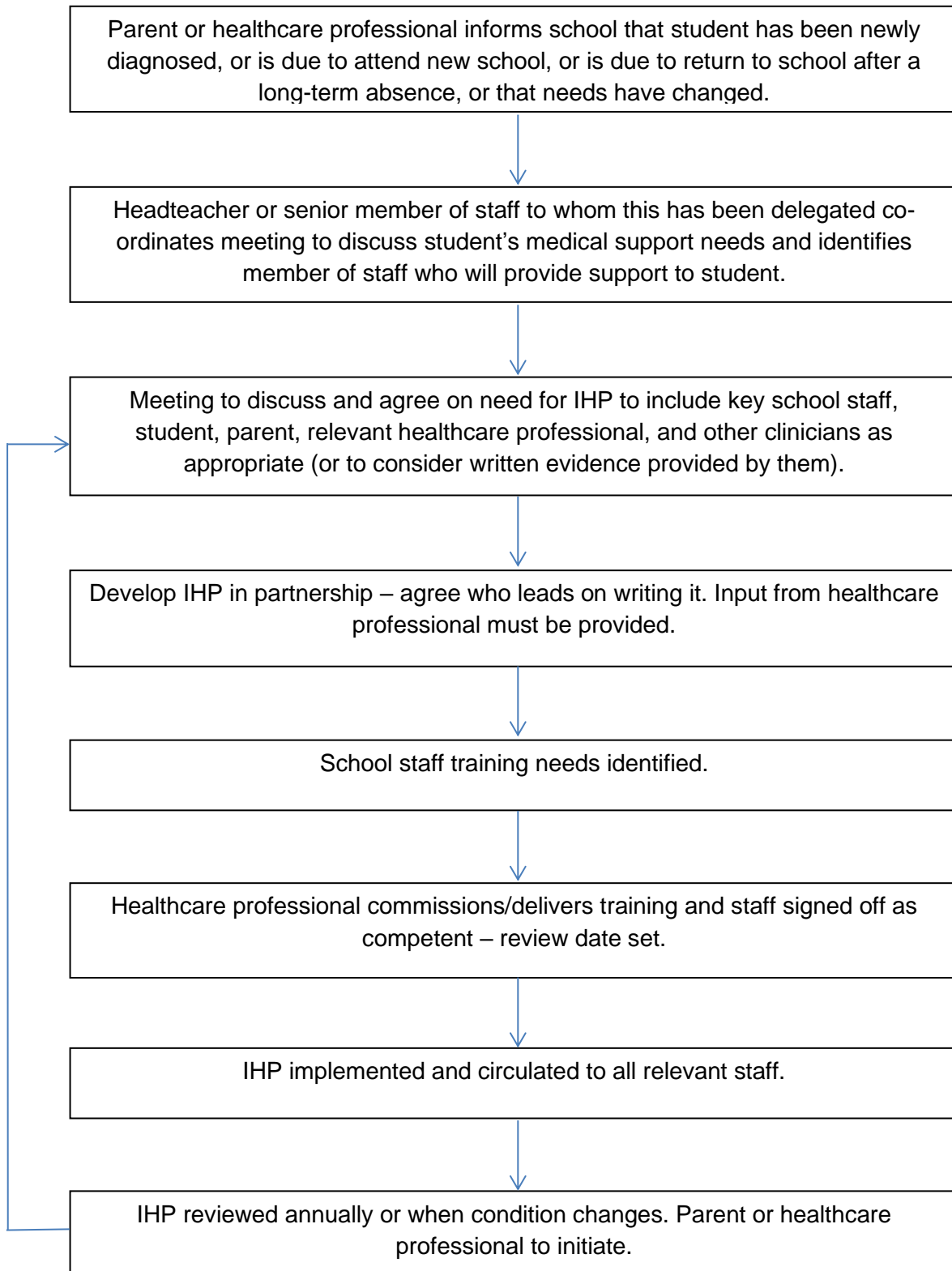
**Reviewed by Governors Student, Staff & Community Committee May 2019**

**Approved by the Headteacher: May 2019**

**Review date: May 2022**

## APPENDIX 1

### Model Process for Developing Individual Healthcare Plan



## APPENDIX 2

# Langley Grammar School

## Management of Medicines Procedure



### Introduction

Langley Grammar School has adopted guidance issued by Slough Borough Council, based on the document 'Managing Medicines in Schools and Early Years Settings' – March 2005 from the Department for Education and Skills (DfES) and Department of Health (DoH) reflecting the National Service Framework for children

The key points are:

- Most students will need to take or be given some form of medication at some time in their school life.
- Medication should only be taken in school when absolutely necessary and it is helpful if dose frequencies can be arranged for this to take place out of school hours.
- No student under 16 should be given medication without his or her parents' written consent.
- A member of staff giving medicine should check the name of the student, the written instructions, the prescribed dosage and the expiry date. If there is any doubt about anything, checks should be made with parents or health professionals before proceeding.
- Students should be encouraged to manage their own medication.
- As a general rule, school staff should not give non-prescribed medication such as painkillers to students. Aspirin or medication containing ibuprofen should never be given to a child under the age of 16 unless prescribed by a doctor.
- Where students suffer regularly from acute pain, such as migraine, parents should authorise and supply appropriate painkillers for their child's use.
- In the event of a student refusing medication, school staff should not force them to do so.
- Parents should be informed as a matter of urgency and if the situation is life threatening, the emergency services should be called.
- Students who have drugs on medical prescriptions will lodge them with the student support staff who will issue them as prescribed. Otherwise the staff do not issue any medication.

### Procedure

When a student is identified as having a medical condition, a written individual health plan (IHP) may be necessary and should be drawn up using the template **Individual Healthcare Plan (Form 1)** in discussion with the Student Support Manager. The school must have sufficient information about the medical condition of any student with long-term medical needs. For students who attend hospital appointments on a regular basis, special arrangements may also be necessary.

When a student is identified as having a medical condition requiring medication to be taken during school hours, **Forms 2 & 3** will be sent to parents for them to complete and return the appropriate form.

### Self Administration of Medicines

Students with chronic illness or disability may have to take prescribed medicines during school hours, much of which will be self administration eg inhalers, insulin. In these cases, the ***Request for student to carry his/her own medicine (Form 2)*** should be completed by the parents/guardian and lodged with the medical files by the student support staff.

### School Administration of Medicines

- **Langley Grammar School will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions;**
- The administration of medicine is the responsibility of the parent(s)/carer(s);
- ***The Parental Agreement Form (Form 3)*** must be completed to ensure written agreement is obtained before ANY medication can be administered;
- On receipt of the agreement form, together with the relevant medication, student support staff will check the following:
  - a) The student's name
  - b) Prescribed dose
  - c) Expiry date
  - d) Written instructions provided by the prescriber on the label or container;
- When a student goes to student support to request their medication, student support staff will check all the above before dispensing the medication;
- In the case of a request by a student for non prescribed medication held for their use as agreed with parents (eg painkillers for migraine) student support staff will first contact the parent/guardian to ensure it is safe to give the medication at that particular time, then supervise the student taking their own medication
- Student support staff complete and sign the ***Individual Student Record Form (Form 4)*** once the student has taken/been given the medication.
- If in doubt about any of the procedures student support staff should check with the parents or a health professional before taking further action.

### Emergency Salbutamol Inhalers

Langley Grammar School holds salbutamol inhalers for use in emergencies in line with the discretionary power granted to schools in October 2014. See Langley Grammar School Procedure for Use of Emergency Salbutamol Inhalers

### Storing Medication

Medicines are stored in the Student Support Office. Medicines must be kept in the original container in which dispensed and must be clearly labelled with the name of the student, the name and dose of the medicine, the frequency of administration and expiry dates. Where a student needs two or more prescribed medicines, each should be in a separate container. These medicines must be placed in suitable additional sealed/airtight containers and clearly labelled 'medicines'.

### Disposal of medicines

School staff should not dispose of medicines. Parent(s)/carer(s) are asked to collect medicines held at school at the end of each term. Parent(s)/carer(s) are responsible for disposal of date-expired medicines. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal.



### Form 1 Individual Healthcare Plan

Student's name

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Form

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Date of birth

/ /
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Student's address

--

Medical diagnosis or condition

--

Date

/ /
-----

Review date

/ /
-----

#### Family Contact Information

Name

--

Phone no. (work)

--

(home)

--

(mobile)

--

Name

--

Phone no. (work)

--

(home)

--

(mobile)

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#### Clinic/Hospital Contact

Name

--

Phone no.

--

#### G.P.

Name

--

Phone no.

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# Langley Grammar School – Management of Medicines Procedure

## Form 1 (continued) Individual Healthcare Plan

**Describe medical needs** and give details of student's symptoms

**Daily care requirements** (e.g. before sport/at lunchtime)

**Describe what constitutes an emergency** for the student, and the action to take if this occurs

**Follow up care**

**Who is responsible in an emergency** (state if different for off-site activities)

**Form copied to**



# Langley Grammar School

## Management of Medicines Procedure

### Form 2 Request for student to carry their own medicine



This form must be completed by parents/guardian and returned to Student Support

**If staff have any concerns discuss this request with healthcare professionals**

Student's name

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Form

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Address

--

Name of medicine

--

Procedures to be taken in an emergency

--

#### Contact Information

Name

--

Daytime phone no.

--

Relationship to student

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I would like my son/daughter to keep his/her medicine with him/her for use as necessary.

**Parent's signature:** .....

**Print name:**.....

**Date**.....

*If more than one medicine is to be given a separate form should be completed for each one.*

# Langley Grammar School

## Management of Medicines Procedure



### Form 3 Parental agreement for school to administer medication

Langley Grammar School will only give your child medication once this form has been completed, signed and returned to the Student Support with the medication in its original packaging.

Date	
Student's name	
Date of birth	
Form	
Medical condition or illness	
Name and strength of medicine	
Expiry date	
How much to give ( <i>ie dose to be given</i> )	
When to be given	
Any other instructions	
Number of tablets/quantity or medication given to Student Support	

**Note: Medicines must be in the original container as dispensed by the pharmacy**

Daytime phone no of parent or adult contact	
Name and phone no. of GP	
Agreed review date to be initiated by	[name of member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school/setting policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature .....

Print name .....

Date.....

*If more than one medicine is to be given a separate form should be completed for each one.*



**Name of Student:** .....

**Medication:** .....

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials			

***If more than one medicine is to be given a separate form should be completed for each one.***

## APPENDIX 3

### Langley Grammar School

#### Procedure for the use of emergency salbutamol inhalers



Langley Grammar School holds salbutamol inhalers for use in emergencies in line with the discretionary power granted to schools in October 2014.

The emergency inhalers should only be used by students, for whom written parental consent for its use has been given, who have either been diagnosed with asthma and prescribed an inhaler or who have been prescribed an inhaler as reliever medication.

A register of students diagnosed with asthma and specific consent for the use of emergency salbutamol inhaler is held in student support together with the inhaler, spacer and the log for recording the use of the emergency inhaler.

If a student suffers an asthma attack and they do not carry their own inhaler or their own inhaler is empty or broken, a check must be made to see if a second inhaler in the student's name is held in Student Support. These inhalers are stored in alphabetical order in an unlocked cabinet inside the Student Support Office.

If no named inhaler is available or functioning and a consent form for the use of an emergency inhaler has been signed (this form differs and is in addition to the medical emergency consent form), the emergency inhaler can be used. The administration must be supervised by a First Aid trained member of staff.

Once the emergency inhaler has been administered, details are recorded on the log and parents / carers informed both verbally by phone and in writing (see sample letter – appendix 3D).

Appendix 3A – how to recognise an asthma attack

Appendix 3B – What to do in the event of an asthma attack

Appendix 3C – consent form for the use of emergency salbutamol inhaler

Appendix 3D – Emergency salbutamol inhaler use log



***Appendix 3A***

**HOW TO RECOGNISE AN ASTHMA ATTACK**

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**The signs of an asthma attack are**

- Persistent cough (when at rest)
- A wheezing sound coming from the chest (when at rest)
- Difficulty breathing (the student could be breathing fast and with effort, using all accessory muscles in the upper body)
- Nasal flaring
- Unable to talk or complete sentences. Some children will go very quiet.
- May try to tell you that their chest 'feels tight' (younger children may express this as tummy ache)

**CALL AN AMBULANCE IMMEDIATELY AND COMMENCE THE ASTHMA ATTACK PROCEDURE WITHOUT DELAY IF THE STUDENT:**

- Appears exhausted
- Has a blue/white tinge around lips
- Is going blue
- Has collapsed



### *Appendix 3B*

#### WHAT TO DO IN THE EVENT OF AN ASTHMA ATTACK

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- Keep calm and reassure the student
- Encourage the student to sit up and slightly forward
- Use the student's own inhaler – if not available, use the emergency inhaler
- Remain with the student while the inhaler and spacer are brought to them
- Immediately help the student to take two puffs of salbutamol via the spacer
- If there is no immediate improvement, continue to give two puffs at a time every two minutes, up to a maximum of 10 puffs
- Stay calm and reassure the student. Stay with the student until they feel better. The student can return to school activities when they feel better
- If the student does not feel better or you are worried at **ANYTIME** before you have reached 10 puffs, **CALL 999 FOR AN AMBULANCE**

If an ambulance does not arrive in 10 minutes give another 10 puffs in the same way



*Appendix 3C*

**CONSENT FORM FOR THE USE OF EMERGENCY SALBUTAMOL INHALER**

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1. I confirm that my child has been **diagnosed with asthma / has been prescribed an inhaler\*** [\* delete as appropriate].
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

**Signed:** .....

**Name (print):** .....

**Student's name:** .....

**Form:** .....

# Langley Grammar School

## Procedure for the use of emergency salbutamol inhaler

### Appendix 3D



### EMERGENCY SALBUTAMOL INHALER USE LOG

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Student		Dosage			Any other action taken	Parent informed by telephone		Staff responsible (initials)
Name	Form	Date	Time	No Puffs		Date	Time	