



## SUPPORTING STUDENTS WITH MEDICAL NEEDS IN SCHOOL

Our aim is to educate able students and prepare them for life in an environment where all students are treated with respect, and the safety and well-being of each individual in the school's care is important. We recognise that at any point in a student's career at school they may have a need for medical care, either for a brief period or for a prolonged time. This may arise due to a physical ill health or mental ill health.

To achieve this for all students, this policy sets out the responsibilities of trustees, staff, students and parents, the relevant legal framework which the school operates within and procedures the school will follow in relation to supporting students with medical needs in school, including administration of medicines and first aid.

This policy is written in line with the requirements of:

- Children and Families Act 2014 - section 100
- Supporting pupils at school with medical conditions: statutory guidance for governing bodies of maintained schools and proprietors of academies in England, DfE Sept 2014
- 0-25 SEND Code of Practice, DfE 2014
- Mental Health and behaviour in schools: departmental advice for school staff, DfE June 2014
- Equalities Act 2010
- Schools Admissions Code, DfE 1 Feb 2010

This policy also reflects the guidance provided by Kent County Council.

### Definitions of Medical Conditions

Students' medical needs may be broadly summarised as being of two types:-

- **Short-term** affecting their participation at school because they are on a course of medication/treatment. Parents are advised that for certain illnesses, students should remain at home for a specified period of time to prevent the spread of infection. The School follows guidance from Public Health England. The exclusion timetable for various illnesses is available at <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/managing-specific-infectious-diseases-a-to-z>.
- **Long-term** potentially limiting access to education and requiring on-going support, medicines or care while at school to help them to manage their condition and keep them well, including monitoring and intervention in emergency circumstances. It is important that parents feel confident that the school will provide effective support for their child's medical condition and that pupils feel safe.

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Some children with medical conditions may be considered disabled. Where this is the case Academy Trust Boards must comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have an Education, Health and Care Plan (EHCP). Where this is the case this policy should be read in conjunction with the 0-25 SEND Code of Practice and the school's SEN policy/SEN Information Report and the individual healthcare plan will become part of the EHCP.

### Roles and Responsibilities

**The Academy Trust Board** remains legally responsible and accountable for fulfilling their statutory duty for supporting pupils at school with medical conditions. The trustees fulfil this by ensuring that policy and procedures are in place to support pupils with medical conditions. In doing so we will ensure that such children can access and enjoy the same opportunities at school as any other child.

**The Head Teacher** is responsible for implementing the Trustees' Policy in the daily practice of the School. The Head Teacher delegates development of detailed procedures and responsibility for adherence to those procedures and practices to the following staff, under the strategic direction of the Deputy Head Teacher (well-being):

- School Nurse
- SENCO
- Mental Health Co-ordinator
- Health & Safety Co-ordinator

**Staff** are responsible for familiarising themselves with all the additional medical needs of students in their classes or when leading educational visits and trips. They will follow the advice provided for each student from their Individual Health Care Plan (IHCP).

**Parents/carers** should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's individual healthcare plan and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

**Students** with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other students will often be sensitive to the needs of those with medical conditions, and can, for example, alert staff to the deteriorating condition or emergency need of students with medical conditions.

Students will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents/carers and it will be reflected in their IHCPs.

Students who need to attend the medical room should report first to Reception. During class time students must be accompanied by a class colleague; at other times e.g. break time, students can present themselves. Students who are unwell should not call a parent/carer or other home contact unless they have permission to do so. All communication with parents will be through the School Nurse, Office or Student Support Co-ordinator.

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### **Individual Healthcare Plans (IHCP)**

The School needs to be aware of any long term and/or potentially life-threatening medical conditions before the student first attends or of any such conditions which develops later in the student's school career. Students with identified medical conditions require an individual health care plan (IHCP). Such plans provide clarity and support to school staff and are written in collaboration between the School Nurse or SENCO, the student, parents and relevant healthcare professional and held securely in the school office adjacent to the medical room. An IHCP will include:

- Details of the student's condition, signs, symptoms, triggers.
- Student's resulting needs or special requirements, including medication, time, facilities, access to food/drink, pre-activity action.
- What action to take in an emergency and who to contact in an emergency.
- The level of support needed. Some students will be able to carry their own medication and take responsibility for their own health needs.

The School Nurse will ensure IHCPs are reviewed regularly and will liaise with the SENCO as necessary. Where a student has a special educational need identified in a Personal Support Plan or Educational Health Care Plan (EHCP), the IHCP will be linked to or become part of those plans.

IHCPs will be flagged in the student's record in SIMS (the School Information Management System) as an M (Medical) category to indicate to all staff that there is a notable medical issue. IHCPs will be accessible to all who need to refer to them, while preserving confidentiality. IHCPs will be shared with members of staff responsible for students on day and residential visits. Staff in the canteen will be made aware of students with food allergies or special dietary needs.

### **Support and Risk Plans**

A support and risk plan will be created for any student that has a new, undiagnosed or temporary health condition, either mental or physical that does not require medication to be taken at School (although medication may be routinely taken at home). This may require certain supportive actions such as providing a quiet space or a time-out card. The objective of a support and risk plan is to provide information to relevant staff about students with current needs and ensure continuity of care and support. They are useful for students who suffer from anxiety and other mental health issues but can also be helpful for students with temporary health issues such as physical injuries. All support and risk plans will be filed with the student's personal record and a note made on SIMs.

### **Mental Health Awareness**

The School recognises that students may need additional support at school not only for physical illness but also during episodes when they are experiencing poor mental health. The School has appointed a Mental Health Co-ordinator. Their role is to co-ordinate the provision for students' mental health needs and the School's approach to the promotion of positive mental health; working closely with the Student Support Co-ordinators, Safeguarding Officer and DSLs to ensure that students with mental health needs are identified and that timely interventions implemented, monitored and reviewed.

Staff are made aware of early indicators of poor mental health and are encouraged to discuss any concerns with the Mental Health Co-ordinator, School Nurse or Student Support Co-ordinators and SENCO, working as a 'team around the child'. The School may offer talking support or in-house counselling. The School will work with parents/carers when necessary to access professional support for a student, signposting or referring to professional services such as Early Help Preventative Services, the Kent School Health Service, Child and Young People Mental Health Service (CYPMHS) or the student's GP. If a student reaches the appropriate safeguarding threshold, the Designated Safeguarding Lead will be

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informed and a consultation will take place with the Local Authority Education Safeguarding Adviser or Duty Team, and their guidance will be followed.

### **Students with long term illness preventing attendance**

Occasionally a student may develop an illness which will prevent attendance at school for a long period (more than two weeks). If a student is absent due to illness, usual expectations are that the student, along with class teachers, determine what has been missed and what necessary work is to be completed. With longer term illness the School will liaise with parents/carers or any relevant external service where a student is dual registered. Appropriate access to schoolwork will be provided, so that a student can continue to make progress. Reintegration after absence will be fully supported in collaboration with parents/carers, the student, teachers and the Wellbeing Team.

### **Medical Room and First Aid**

The School operates a medical room which provides first aid cover, space for students who have been taken ill during the course of the day and support for students with ongoing medical needs. The School employs a School Nurse and also ensures that there are an adequate number of qualified first aiders. Additional and current training will be provided to members of staff in relation to the most common emergency needs of our students e.g. EpiPen training. All staff know how to call the emergency services. Staff are made aware of who is responsible for carrying out emergency procedures in the event of need (see Appendix I: First Aid Procedures).

### **Day trips, residential visits, and sporting activities**

We will actively support students with medical conditions to participate in day trips, residential visits and sporting activities by being flexible and making reasonable adjustments unless there is evidence from a clinician such as a GP that this is not possible.

We will always conduct a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions can be included safely. This will involve consultation with parents/carers and relevant healthcare professions and will be informed by Health and Safety Executive (HSE) guidance on school trips. Where necessary, personal risk assessments are also drawn up.

### **Administration of Medicines in School**

The School recognises that each student is an individual – students with the same condition do not have the same needs. The School will offer a flexible approach to medicines management to provide the optimal level of support for each student.

It may be necessary or preferable for some students to retain their medication or medical aid and take responsibility for doing so, e.g. inhalers, epi-pens. Parents/Carers should still inform school of the condition and students will require an individual health care plan in all cases. There may be classes such as P.E. where it is better for the teacher to keep medication secure and the student should make arrangements directly with the teacher. Students requiring medication or medical equipment for a condition e.g. diabetes or asthma, can store spare or emergency supplies in the Medical Room. All such equipment and medicines must be labelled with the student's name/year group.

If a student requires either prescribed or over the counter medicines that do not require them to stay away from school, e.g. antibiotics, eye drops, parents/carers can request that they are stored securely in the medical room. There is a medical fridge available in the medical room. All such medication must be:

- clearly labelled with the student's name
- an expiry date should be clearly visible
- medication should be accompanied by written signed consent.

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Prescribed medication will usually have sufficient details on the pharmacy label, however, written signed parent/carers consent must be sent in with such medication.

There is no legal or contractual duty on staff to administer medicine or to supervise a pupil taking it. While staff have a general legal duty of care to their students this does not extend to a requirement to routinely administer medicines.

If a student refuses to take medication or follow medical guidance relating to their condition and supported by parents/carers, they will not be forced to. This will be noted and parents informed. If non co-operation results in a medical emergency, the usual emergency procedures will be followed.

To support high levels of attendance, paracetamol and some over the counter medicines/remedies may be administered.

Students may carry their own non-prescribed medication. Parents/carers should ensure that the student only carries a small amount of medication, understands the dosage instructions and is directed not to give any such medication to another student. If they need assistance they should attend the Medical Room.

The School Nurse and named first aiders will have completed appropriate training on the administration of medicine and are able to administer paracetamol and some other over the counter medications, if consent has been obtained from the parents/carers. Paracetamol will be provided for conditions such as headache and period pains. Paracetamol will never be administered without checking when the previous dose was taken. Parents will be informed. The paracetamol dose given will be according to NHS guidelines <https://www.nhs.uk/medicines/paracetamol-for-children/how-and-when-to-give-paracetamol-for-children/>

### **Controlled Drugs**

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act, and its associated regulations. Some may be prescribed as medication for use by children at school.

If it is necessary for a student to take a controlled drug at school, the School Nurse will, in agreement with the parents, store it safely and issue it to the student for whom it has been prescribed. A record must be kept of all supplies received, all doses issued, and all unwanted supplies returned to parents for audit and safety purposes. Controlled drugs will be kept in a locked box within a locked non-portable cupboard with only named staff having access to it.

### **Disposal of Medicines**

The School does not have facilities to dispose of medication. If medication is out of date it will be returned to the student to take home for appropriate disposal. If medication is required during a holiday period, it should be collected by parents/carers or student on the last day of term. Where medication has been retrieved from the medical room it is the responsibility of the parents/carers to provide replacement as and when necessary.

### **Allergies and Anaphylaxis**

For the safety of students with nut allergies parents, staff and students are requested to not knowingly bring any food containing nuts into school or on school trips. The School's catering contractors do not intentionally use any products that contain nuts or nut derivatives within their school menus - a copy of their nut policy statement is available on the portal for information. We do not claim to be a 'nut-free' school but seek to minimise the risk to vulnerable students.

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The recently introduced Natasha's Law requires any pre-packaged food items to fully list all of the ingredients contained, plus any trace elements which may have been introduced during the processing. Our contract caterers have carried out specific staff training to ensure they are fully compliant with the requirements of the law.

As an additional precaution, the School has a supply of injector pens which are stored in secure wall-mounted units within the Medical Room, the IBarn and the Main Canteen/Dining Area. All of the named first aid-trained staff have received training in the use of injectors.

### **Confidentiality**

Health information relating to a student is treated confidentially and only shared with relevant staff. In some circumstances it may be considered necessary to divulge sensitive information for the safety and wellbeing of the child concerned. The Designated Safeguarding Lead will be consulted and confidential information sharing procedures will be followed as outlined in the Child Protection Policy.

### **Liability and Indemnity**

The School has Public Liability insurance which provides indemnity for care, first aid and medical needs of students.

### **Complaints**

Should parents\carers be unhappy with any aspect of their child's care, they should discuss their concerns with the School Nurse in the first instance. If this does not resolve the problem or allay the concern, the problem should be brought to a member of the leadership team. In the unlikely event of this not resolving the issue, the parent\carer can make a formal complaint to the Head Teacher using the School's Complaints Procedure.

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*We have carefully considered and analysed the impact of this policy on equality and the possible implications for students with protected characteristics. This forms part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.*

### **Link Policies:**

Accessibility Plan  
Attendance Policy  
Child Protection Policy  
Complaints Policy  
Educational Visits Policy  
Health and Safety Policy  
Searching and Confiscation Policy  
SEND Policy

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**Appendix I:**

**First Aid Procedures**

**Aim of Procedures**

To provide adequate and appropriate first aid provision at all times when there are people on the school premises and for staff and students during off-site activities and visits. These procedures ensure:

Sufficient numbers of first aid trained personnel to meet the needs of the School. A list of current first aiders is held in the School Office.

Sufficient and appropriate resources and facilities

HSE regulations on the reporting of accidents, diseases and occurrences are met.

**Responsibilities**

The School Nurse and nominated personnel in the School Office will:

- Ensure that first aid needs are assessed and addressed
- Attend and discuss first aid issues at Health and Safety meetings.
- Maintain records of occurrences of illness, first aid treatment and accidents.
- Maintain records of first aid training undertaken by staff and identifying training needs.
- Ensure supplies of first aid material are available at various locations throughout the school and that materials are checked regularly and any deficiencies made good without delay.

Qualified First Aiders will:

- Respond promptly for calls for assistance
- Take charge when someone is injured or becomes ill
- Provide first aid support within their level of competence
- Summon medical help when necessary
- Record details of treatment given and inform the School office

All staff will:

- Ensure they are aware of and follow the first aid procedures of the school
- Record and report any accident which happens under their care.
- If in charge of a trip carry out risk assessments and ensure adequate first aid provisions are taken (please see Educational Visits Policy for more information)

The School will follow its Critical Incident Procedures if there is an extraordinary event.

**Risk Assessment**

Risk is assessed regularly by the Health and Safety Co-ordinator. Subject areas which are classed as 'high risk' e.g. Science, DT and PE have their own risk assessments which are reviewed annually.

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### **Facilities**

The medical room is open from 8.30am - 3:40pm Monday-Friday during term time and is staffed by the School Nurse or nominated persons from the main office. Outside of these hours first aid assistance will be available by contacting the Main Office or a member of the Estates Team.

### **First Aid Kit Locations**

First aid boxes are located in each separate building of the school site and are clearly labelled with a white cross on a green background.

### **Responding to a Medical Incident**

This procedure refers to any person in need of first aid or medical attention on the school premises or in a school related activity. The action taken will depend on the needs of the person and the seriousness of the injury.

If in any doubt, the person responding to the incident should contact the School Office for assistance.

**The School Office is available on extension 213 (Reception). The extension will automatically divert to other office phones if the phone is not answered.**

### **Non-Emergency Procedure**

- If the student is unwell or has a minor injury e.g. a headache or a cut finger she should be sent with another student to the medical room, the School Nurse or the member of staff from the office designated as medical room cover for that day will then be responsible for the student. They would assess the situation and administer necessary care or first aid. If staff believe that a student is too ill to remain in school, then he/she will contact the parent/carer for collection.
- If the person is in need of immediate first aid the member of staff should, if trained, administer first aid or send a student or member of staff to mobilise a trained first aider.
- Once assessed, if a casualty is not an emergency but requires hospital treatment staff should call the School Office to send the School Nurse or a first aider. The casualty will be brought to the medical room and a parent/carer will be called to collect the student and take them to either their GP or A&E.
- If the nearest first aider is not in their office or is dealing with another incident the member of staff or student must go to Reception who will mobilise the School Nurse or another first aider. Lists of first aiders are available in the staff room, in staff workrooms and by first aid boxes.
- Parents will be informed, as appropriate, if a student is seen by a first aider or is given medical attention (other than for very minor treatment).
- All treatment given by first aiders is recorded.
- All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should use non-latex disposable gloves when administering first aid, these can be found in every first aid box. Any spillages of bodily fluid must be notified to the Estates team who will follow the procedure for dealing with bodily fluids.
- All head injuries must be reported to the School Nurse by the member of staff supervising the student and parents/carers will be informed.

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### **Emergency Procedures**

In the event of a medical emergency the member of staff at the incident must summon the School Nurse or a first aider and inform the School Office. The Emergency Services 999 will be called, and their guidance will be followed. If directed, appropriate emergency first aid will be delivered.

When phoning 999 be prepared to provide the following:

- School Telephone Number: 01732 365125
- School Address: Tonbridge Grammar School, Deakin Leas, Tonbridge, Kent, TN9 2JR and location in the School.
- Your name and role
- Name of casualty and symptoms/any known medical condition

If an ambulance is called the Reception and Estate Team must be informed and an adult must go to the entrance to give directions to the ambulance crew.

If the emergency services are called the parent of the casualty will be telephoned by the School Office or a member of the Student Wellbeing Team.

A responsible adult will accompany the casualty to hospital if a parent is unavailable and will wait at hospital until a nominated adult arrives.

### **Reporting an Accident**

Any accident taking place on school premises is to be reported to the School Nurse or Office Staff and where relevant an online incident form (available on staff computer desktop) should be initiated and forwarded to the Health and Safety Co-ordinator (Estates Manager).

First aid treatment given by first aiders should be recorded on the student's personal medical records to include:

- Date, time and place of incident
- Name (and class) of the injured or ill person
- Full details of the injury/illness and what first aid was given
- What happened to the person immediately afterwards (for example went home/class/hospital)
- Name and signature of the person dealing with incident

If possible, any accident or near miss should have witness statements taken to provide full information to the Line Manager and Health and Safety Co-ordinator who will investigate the accident / near miss and review procedures to prevent / minimise the risk of a similar accident / near miss occurring again.

Feedback will be given to appropriate parties.

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**Appendix II**

**List of medicines/remedies administered by the School Nurse**

The following is a list of treatments that would normally be offered to alleviate the symptoms that a student may be suffering from, in order to maintain high levels of school attendance:

- **Oral paracetamol/Calpol** – Headache/period pain/earache/toothache/back ache
- **Heat Pads** – Period pain/stomach ache/aching joints & muscles
- **Cold Pads** – Headaches/joint or limb injuries
- **Strepsils** – Sore throat
- **Cetirizine** – Allergic reactions
- **Honey & Lemon cough linctus** – Coughs, colds & sore throats
- **Arnica Cream** – Bruises
- **Antihistamine Cream** – Insect bites/nettle stings
- **Calamine Lotion** – Insect bites/stings/ allergic itchy rashes

It should be stressed that treatment will not be given on demand, but only after careful consideration of all the relevant facts. Over the counter medication will only be administered if a parent consent form has been signed and only if the child has used the medication in the past, with no adverse reaction.

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## **Appendix III**

### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the HSE. These include:

- Accidents resulting in death or major injury
- Accidents which prevent the injured person from doing normal work for more than 7 days

The Health and Safety Policy Handbook details notifiable diseases and major injuries which have to be reported.

RIDDOR reports must be completed by the Estates Manager who is responsible for reporting serious accidents to the School insurers and the Health and Safety Executive (HSE). Accident records for adults are kept at TGS for 7 years, students records are held at school until a former student is 26 years of age.

A student's GP has the responsibility of reporting notifiable diseases and ensuring that a student is safe to return to school and does not cause a threat of infection to others. However, the school may also seek advice from the UK Health Security Agency if a student is believed to be suffering from a notifiable disease as identified under the Health Protection (Notification) Regulations 2010. Where necessary, advice from the local health protection team (HPT) may be sought in order to prevent and reduce the effect of diseases and chemical and radiation hazards.

**These reporting procedures should be followed both during and outside of term time.**

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**Appendix IV**

**Protocol for dealing with body fluid spillages in school**

**Legal position**

The school has a duty to protect its staff from hazards encountered during their work: this includes microbiological hazards (COSHH 2002). For the purposes of this policy, biohazards are defined as:

- Blood
- Respiratory and oral secretions
- Vomit
- Faeces
- Urine
- Wound drainage

**Prevention and preparation in case of spillage**

- Workplace to provide a suitable assessment of the health risks associated with exposure to spillages of body fluids
- Staff to be aware of risks associated with exposure to body fluids
- Provision of appropriate first-aid facilities
- Appropriate materials for dealing with spillages to be readily available i.e. 'spillage kits'. These are kept with the Estates team and in the medical room in a bio-hazard box.

**Responding to a spillage**

If any type of body fluid has been spilled onto a surface the following actions will be taken: Notify appropriate staff i.e. Estates, to secure the environment by placing warning signs.

All staff dealing with a biohazard spill will wear appropriate protection and follow procedures according to COSHH guidance.

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