



Policy for Supporting Children with Medical Conditions

Document Control		
Draft Issued	Oct 2024	
Author/Updated	Sue Jeffery	Head of School, St Jude's Rd
Draft Approval	Gail Weir	Head
Final Approval	19th November 2024	Resources Committee (Normally Curriculum Committee)
Publication	Intranet & website	
Review Date	Nov 2025	
Review Cycle	Annually	

Contents

1.Introduction	3
2. Legal requirements	3
3. Aims and Objectives	4
4. Implementation	4
Admissions.....	4
Responsibilities.....	5
Health Care plans.....	9
Training for school staff.....	10
5. Safeguarding	12
6. First Aid	13
7. Complaints	13
8. Assessment:	13
Appendix 1: Record of Medication Use	14
Appendix 2: Medical Consent	15
Appendix 3: Risk Assessment	16

1. Introduction

Stephen Hawking School is a Special School for pupils with a range of physical and learning needs and also pupils with complex medical conditions. The school understands that pupils may have long term, short term, chronic and acute illnesses or conditions, as well as profound and multiple learning difficulties and will provide support for all pupils without exception or discrimination.

Stephen Hawking School provides all pupils with the same opportunities regardless of need, enabling them to have a full and active role in school life and remain as healthy as possible. The school understands pupils may also need additional medical support; this should not preclude them from accessing education, and all pupils should enjoy the same opportunities, including all trips, visits and activities.

The school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood, and all staff will be aware of how to respond in an emergency situation.

The school understands the importance of medication and of following the guidance of healthcare professionals and families. All pupils with medical conditions, including allergies, will have health care plans written by the special school nursing team, or other health care professionals, prior to starting school or following any new diagnosis. These plans will be reviewed at least annually, or more often if their condition changes. The care plans will outline health needs and actions required at school. Pupil's health care plans are kept in the nurses' office and in the red folder in each classroom. The school nurse will share new or revised health care plans with class teachers (parental consent is sought on admission).

The school will ensure that all staff understand the medical conditions that affect pupils at this school. Staff will receive training on how to support pupils with medical conditions in school and how to follow the care plans to give medication as required and in an emergency.

No pupil will be denied admission or prevented from attending Stephen Hawking School because arrangements for their medical condition have not been met, unless it would be detrimental to their health and safety. For pupils with complex medical needs, there may be a delay to starting school, to ensure that staff are appropriately trained and the appropriate support from health services is in place.

The School Senior Leaders are responsible for this policy.

2. Legal requirements

All schools in England are required by law to have a policy for supporting pupils with medical conditions which states how the school will care for any pupil with a medical condition, the procedures for getting the correct care and the training in place. The policy should recognise health conditions can be life limiting and that

they can also affect how a pupil learns. Schools must regularly review and audit their policy to make sure the arrangements for pupils with medical conditions are working

Stephen Hawking School recognises that the Children and Families Act (England) and the Equality Act (England, Scotland and Wales) relates to children with a disability or a medical condition.

3. Aims and Objectives

This policy aims to ensure that:

- Pupils at school with medical conditions are properly supported so that they have full access to education, including school trips and physical education which includes swimming.
- School staff involved in the care of pupils with medical needs are fully informed and adequately trained by a professional in order to administer support of prescribed medication
- School provides the level of support identified by individual care plans
- Situations are responded to sensitively, discreetly and quickly where a pupil with a medical condition requires support

4. Implementation

Admissions

The system for admitting pupils into school is as follows:

1. EHCP is received, families and child invited to visit the school, and Stephen Hawking School respond to LA offering a place for the child
2. Once the place is accepted by LA, a transition meeting with the existing setting, or a meeting with the PSP team if the child is not attending a setting, will be arranged to gather information about the child and how to meet their needs in school
3. Home visit or visit to existing setting will be completed before starting school
4. On admission day:
 - the admission will be led by the class teacher and or AHT/Home-School liaison officer
 - the school nurse will attend for the medical admission
 - school and medical admissions paperwork will be completed
 - family will spend time with the allocated key worker to complete the 'Getting to Know Me' document
 - if a child has any identified food allergies or intolerances, an alert poster will be created and displayed in the child's classroom and in the school kitchen (see appendix)
 - Families must bring the child's Red Book (medical log since birth) and either the child's passport or birth certificate to prove identity

- The child will be measured for a hoist sling, as appropriate
5. Child's first day will be within 2 weeks of the admission day (or 2 weeks after the start of term id starting in September) to allow for any additional planning and resourcing. Families must stay with their child or remain on site for the initial day until at least 12.45. This will allow staff time to observe feeding strategies and any other pertinent personal requirements. Families must be made aware of this on the home visit day so that they can make arrangements to be in school.
 6. Teacher will complete initial Pupil Profile using information from home visit, admission day and EHCP
 7. 8. Teacher and risk assessor will complete initial moving and handling plan and full individual pupil risk assessment
- Please see admissions protocol for further information.

Responsibilities

The Governing Body

The governing body is legally responsible and accountable for fulfilling their statutory duty to ensure that arrangements are in place to support pupils with medical conditions. This includes:

- the overall implementation of the Medical Conditions Policy and procedures of Stephen Hawking School
- ensuring that pupils with medical conditions enjoy equal access to the same opportunities as all pupils
- ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life
- ensuring that staff are trained and competent to provide the support that pupils with medical conditions need
- ensuring the level of insurance in place reflects the level of risk
- handling complaints regarding this policy following the school's complaints policy

The Senior Leadership Team

The Senior Leadership Team are responsible for:

- updating the policy, in collaboration with health colleagues, so that it gives clear guidelines regarding supporting pupils with medical needs in school and managing relevant medication and medical interventions
- having clear agreed lines of delegation with NHS and education staff to ensure responsibilities are understood by all parties involved in providing medical care for pupils

- ensuring that all staff receive the relevant training in appropriate interventions, in conjunction with the NHS school nursing team, or for administering medication as appropriate
- maintaining an accurate, up to date written training record. *The nurse and the trainee should sign off as competent when fully satisfied with their practice. A copy of this must be shared with SLT and will be kept in the staff member's personnel file*
- ensuring that all families are aware of this policy for managing medical needs in school
- ensuring that all staff are aware of and familiar with the policy and understand their role in its implementation
- ensuring the policy is appropriately implemented and monitored
- ensuring that accurate records are kept regarding pupil's medical needs and that health care plans are available for pupils where necessary in conjunction with the NHS school nurses
- advising on the circumstances in which pupils with infectious diseases should not be in school and the action to be taken following an outbreak of an infectious disease following health protection agency advice. This will be done in liaison with local health partners and following information and advice shared by them
- ensuring all aspects of this policy are adhered to
- ensuring that Medical Tracker is kept up-to-date and all staff know how to log medication use and administration of first aid on the system
- ensuring the class teachers complete a risk assessment for the storage and administration of medication in their classroom, in conjunction with the school nurse
- seek consent from families to share Health Care Plans with transport services as appropriate

Teachers

In addition to the above, class teachers have overall responsibility for the day-to-day care of the pupils in their class. They must ensure that:

- staff members are assigned to check the date, dose etc. of all medication they give – for example asthma pumps, Epi-pens or rescue medications such as buccal midazolam once they are signed competent by the school nurse
- all pupils must have an individual care plan which is updated and signed off at least annually or more often as required following medical review. Class teachers have responsibility for ensuring all members of the class team have read and fully understand every pupil's care plan.
- pupils have the required emergency medication with them when they go out of the classroom or off school premises
- medical cards/emergency contact details are taken with pupils and their medication on educational visits

- all pupils with a food allergy or intolerance have their alert poster updated at least annually and on display in the classroom and in the school kitchen. As soon as new allergies become known these must be added to the document and shared with the class team/kitchen
- a pupil profile which details medical needs is completed for each pupil. These must be displayed in the classroom in a prominent place. See appendix.
- they are fully aware of all the medical competencies that their team have been trained for by the school nurse by keeping a copy of the competency recording sheet in the medical competency folder that is kept in class
- they have a record of their own competencies, regarding pupils in their class, and that these are kept up to date by requesting training or refresher training from the school nurse as necessary
- ensuring that a link is maintained with a pupil who is not able to attend school due to a long-standing medical condition. Where appropriate, the teacher, family liaison and NHS nursing/therapy team should liaise with the parents

All Class Based staff

All Class Based school staff are responsible for:

- being aware of the signs, symptoms or triggers of common medical conditions or allergies and know what to do in an emergency. Staff must be fully aware of any pupil with an allergy or intolerance and follow their allergy care plan.
- understanding the nature of any medical condition of a pupil for whom they are responsible in their class
- being aware of the likelihood of an emergency arising, what the signs and triggers are and what action to take if an emergency does occur
- being aware of the trained staff who are able to give medication, support medical care and back up arrangements if the responsible staff are absent or unavailable
- liaising with the NHS school nurse to ensure that they are aware of when to contact the emergency services in the case of each individual pupil
- ensuring they have received training and signed competencies and feel confident prior to undertaking interventions and this has been shared with SLT
- ensuring that families have given consent for required medication to be administered to their child at school (see appendix)
- ensuring that all required medication is labelled by the dispensing pharmacy with the child's name and dose required and is in the original packaging
- ensuring that all necessary medication is administered during the school day in accordance with the dispensing instructions under the guidance of the school nurse
- ensuring that training is updated at least annually or more often if required
- pupils with a prescribed Epi-pen or asthma inhaler should have this with them at all times. There is a spare kept in the nurses' emergency medication cabinet

- they have a record of their own competencies, regarding pupils in their class, and that these are kept up to date by requesting training or refresher training from the school nurse as necessary

The NHS School Nursing team

Is responsible for:

- ensuring medical advice is available at all times during the school day
- identifying pupils who will require administration of medication and medical interventions
- ensuring medication is given as prescribed
- informing families when replacement medication is required due to running low or due to expire, giving families two weeks' notice of this
- providing information and communicating effectively with families and the school to help them understand the child's medical condition and supplementing information provided by families
- providing or commissioning appropriate training and guidance on medical conditions to school staff who are supporting pupils with medical needs as appropriate to their role
- ensuring the advice and training are updated at least annually or more often if required
- updating medical cards, including information about allergies or intolerances, at least annually and, when required, more frequently in line with medical advice
- confirming proficiency and competency of staff in medical procedures
- ensuring that only staff who are appropriately trained administer medication, acting at all times within the guidance of medical professionals
- writing/collating health care plans for all pupils with medical needs, including plans for the administration of medication, and ensuring it is kept up-to-date through ongoing liaison with families and professionals
- organising and attending clinics and reviews with families as required
- working closely with the school paediatrician and other specialists involved with pupils to promote optimum health
- work in collaboration with senior leaders in the writing of risk assessments relating to administration and storing of medication
- completing gastrostomy feeds as required, and all naso-gastric feeds, ensuring enteral feeds are given as directed by the dietician
- liaising with the pupil's medical team – e.g. professionals from GOSH or RLH and sharing information with school staff via the pupil's care plan
- keep a daily log of all medications and interventions delivered as required by NHS guidance.
- to measure the weight and height of pupils as directed by the dietician

Education Care Assistants

Education care assistants employed by education are responsible for:

- undertaking medical interventions for which they have been trained
- undertaking training provided by the school nurses on site, including training regarding enteral feeding for individual pupils following the guidance of the school nurses
- following Health Care Plans as set out by the school nurses
- raising any concerns regarding a child's medical condition with the nurses on site
- administration of gastrostomy and jejunostomy feeds adhering to the training and guidance provided
- liaising with the school nurse to ensure that children the school who require enteral feeding are fed appropriately and safely
- to administer pain relief medication at the request of families (consent to be updated every 6 weeks, see appendix)
- administering medication outside of pupil's care plans as required
- sharing any health concerns regarding pupils with the headteacher and Community Children's nurse both orally and in writing
- support school staff in the care of pupils undertaking any medical support required within the limits of the training provided
- supporting the nurses to notify families when medication is close to expiry and needs to be replaced in a timely manner to ensure that in date medication is always available
- ensuring their training and competencies remain up to date
- to provide basic first aid and follow the accident reporting procedures

Other healthcare professionals

Physiotherapists, Occupational Therapist and Speech and Language Therapists have a responsibility to:

- provide advice and support for pupils with specific conditions
- train staff to a level of skills competency for pupils with complex medical conditions and ensure that competency certificates and record keeping are shared with the Senior Leadership Team and class teachers
- provide information and advice on accessing specialised training
- provide advice or attend Annual Reviews, Team Around the Child (TAC) or transition meetings for pupils with complex medical needs
- ensure meal time plans for supporting pupils with eating and drinking difficulties are accurate and up to date and shared with class teams by Speech and Language Therapists
- ensure exercise and stretching programmes are reviewed and updated at least annually and shared with class teams by Physiotherapists/Occupational Therapists

Families

Families are responsible for carrying out any actions recorded in the care plan, including:

- ensuring their child is well enough to attend school and communicating with school about their child's health
- providing the school nurse with updated information about the child's medical condition, including any allergy or intolerance
- working collaboratively with Senior Leaders and the school nurse regarding treatments required in school to ensure staff are trained accordingly
- contributing to the drafting and review of their child's health care plan
- ensuring that the school and, where appropriate, school nursing team have the medication and accurate dispensing instructions for the medication required to be given during the school day
- informing the school of any new medical needs, or changes in existing needs
- replenishing supplies of medication before they are due to expire
- ensuring medication is available on a daily basis as required
- completing appropriate consent forms regarding the administration of medication or medical interventions in school

Care plans

Health Care Plans should:

- be written by the school nurse and in the best interests of the pupil
- be reviewed at least annually or when a pupil's needs change. The review process must involve the family, a member of SLT, school nurse and other relevant health professionals. Once reviewed, the updated care plan must be shared with the class teacher and all relevant school personnel and school-based NHS staff
- be easily accessible whilst still maintaining confidentiality. They are stored in a red folder in every classroom, clearly marked Health Care Plans.
- follow the standard NHS template and must be reviewed at least annually or if a pupil's needs change.

Training for school staff

The school adopts a rolling programme of medical training for all staff. This programme is planned and delivered by the school nurse, with the support of the Barts Health Nurse Trainer as required, following consultation with the Senior Leadership Team according to current pupil needs.

The rolling programme covers the following areas:

- Allergies – including Adrenaline Auto-Injectors e.g. Epi-pens (responsibility of Tower Hamlets GP Care Group)
- Epilepsy awareness
- Asthma (responsibility of Tower Hamlets GP Care Group)

- Flushing gastrostomy and J-PEG feeding tubes
- Theory relating to oral suction
- Oxygen management
- Suction training : theory and practical training

The NHS nursing team will keep a record of staff training undertaken and this will be shared with school leaders. Training information will be added to Medical Tracker and staff and Senior Leaders will receive an automatic alert when training is due to expire. For medical training specific to an individual, the school asks for the class staff to undertake additional training to meet the needs of the pupil. The school nurse, and/or the local nurse trainer provides this input and support. Examples of pupil specific training include oxygen therapy, tracheostomy care, oral suction.

Management of Medications

Receiving medication in school

If a pupil requires medication in school, the family must inform the school nursing team and a consent form must be completed for all medications to be given in school. If a pupil requires medication at a specific time of the day, or is required to have 4 doses of the medication during the day, it will be agreed for them to have this medication given in school in accordance with their care plan and under the guidance of the school nursing team. Medication will only be given in school where it would be detrimental to a pupil's health if the medication were not administered during the school day. Families will be asked to give medications outside of school hours where clinically possible.

All medication must be clearly labelled with:

- the pupil's name
- the name and strength of the medication
- the dosage and when the medication should be given
- the expiry date
- method of administration

All prescribed medication must be sent to school in the original childproof container. The school nurse must be notified of any prescribed medication sent in to school from home on the morning that it is sent in. This medication must be recorded by the school nurse on the NHS recording system.

Storage of medication

Pupil's prescribed daily medication will be stored in the locked cabinets in the medical room. Rescue medication such as Buccal Midazolam is kept in a green pouch in the classroom room cupboard with the pupil's photo, full name, date of birth and their care plan. Epi pens are kept in a red pouch. In line with the pupil's care plan, emergency medication such as Adrenaline Auto Injectors (Epi-pens), or

asthma inhalers will be stored in a green pouch which will stay with the pupil at all times, with the pupil's photo, full name, date of birth and their care plan. Some medication may need to be stored at low temperatures and must therefore be kept in the lockable fridge located in the medical room.

The school nurse is responsible for checking the expiry date of all prescribed medications in school and will liaise with families to ensure that medications do not expire without a replacement being provided for school. In the event that emergency medication has expired, the pupil will not be able to attend school until new medication has been provided and sent into school.

Travelling to and from school

Pupils who require rescue medication should have their medication at all times including when they travel to and from home.

To ensure pupils have easy access to their emergency medication the following procedure is in place

- Parents ensure all emergency medication is in the pupils bag
- School staff collect the child with their bag
- School staff give Buccal Midazolam to the ECA (Education Care Assistant)
- ECA logs receipt of the medication and stored securely in locked cupboard in nurses room
- School staff take the rest of the rescue medication and store securely in their classroom cupboard

At the end of the day

- School staff collect the rescue medication from the class cupboard (leaving one syringe of buccal midazolam in the cupboard)
- School staff collect the buccal midazolam from the nursing team
- School staff hand over bag of medication to passenger assistance
- Passenger assistant hands rescue medication to parents

All medications are sent home at the end of the summer term.

Administration of regular medication

The school keeps an accurate record of all medication administered to each pupil using Medical Tracker, stating the name of medication, who administered it, the dose, time, date and witnessing staff. Prescribed medication will be administered by the school nurses in accordance with the guidance from relevant medical professionals. Where a nurse is not present, such as on an educational visit, school staff who have been trained may administer medication. Staff must have received full training from the school nurse specific to the individual pupil. Staff should not administer any medication unless fully trained and deemed competent to do so. Following this, regular training updates will take place at least annually to ensure

high quality practice. No member of staff should administer any medication unless permission from home has been granted.

No medicines other than prescribed medicines can be administered by the school nurse unless specifically covered by the nurses' medication administration policy.

Short term medication

Short term medication including antibiotics or pain relief medication, can be administered by the Education Care Assistant if written consent has been given from home. The dose, time and medication given must be recorded on Medical Tracker.

For pain relief or allergy medication which has been bought over the counter, families must complete the written consent form and provide the medication for their child to have in school as needed. They must be contacted prior to any medication being given to ensure that they are in agreement for the medication to be given and that the child has not received medication earlier that day.

Discussions with families must be held regarding the risk of paracetamol or ibuprofen masking other symptoms. This medication should not be given if the pupil has a high temperature. In the case of a high temperature the pupil should be sent home.

Emergency medication

All emergency medication (such as asthma inhalers and Epi-pens and Buccal Midazolam) must be readily available in an emergency. Pupils with Epi pens must have them available at all times. All emergency medication must be taken with the pupil if they go off site such as on a school visit at any point during the school day.

It is the responsibility of the school nurse to give clear information of the action to be taken in the case of a medical emergency e.g. prolonged seizures, according to the pupil's care plan.

In the case of a pupil who may have a Do Not Resuscitate (DNR) order, this information is shared with the class teacher. This information will be sought during the review of care plans by the nursing team. Whilst in school staff will administer first aid and call for support from the nursing team. An ambulance will be called in the event of the pupil becoming seriously unwell. Information regarding their DNR will be provided to the ambulance crew by the nursing team.

Disposal of medication and medical waste

The school nursing team is responsible for returning home unneeded or expired prescribed medication for the family to dispose of safely. A sharps container will be kept in the medical room for the safe disposal of needles. The school nurses are responsible for arranging the collection of the sharps container.

The Education Care Assistant will check the expiry date of any over the counter medication kept in school and will liaise with senior leaders when this needs to be replaced.

5. Safeguarding

The school will take safeguarding action should families be deemed not comply with medical advice and the pupil's health and wellbeing is compromised, such as failure to consistently follow a feeding/medication plan.

6. Other Medical conditions

There are several conditions that may result in emergency or rescue medication being administered to individual pupils such as asthma, epilepsy, diabetes, allergies or adrenal crisis. The school nurse is responsible for ensuring that emergency care plans are written for each pupil as required and staff have received adequate training to follow the care plan.

7. Managing Emergencies

In the event that a pupil, staff member or visitor to the school becomes seriously unwell when on or off site, emergency services will be called. Emergency care plans will be followed and if pupils require emergency or rescue medication, emergency services will be called to attend school/visit location as detailed in the health care plan.

If there is an outbreak of a contagious disease such as NoroVirus, the school will seek advice for the management of this from the Health Protection Agency Team at the local authority.

8. First Aid

There are trained paediatric and adult first aiders on site at all times to provide assistance in the event of an accident at school. All first aid given is recorded on Medical Tracker. Families are notified of circumstances where their child has received first aid through the automated messages sent via Medical Tracker. In some cases, such as a head bump or injury, this should also be followed up with a phonecall to provide further information.

First aid boxes are situated in all classrooms at St Jude's Road and Brunton Place. Travel first aid kits are signed out from the school office when classes go off site.

Trained first aiders and the Education Care Assistant should ensure that the first aid boxes and travel first aid kits are checked and appropriately stocked at least every half term.

9. Complaints

Should families be dissatisfied with the medical support provided to their child they should discuss their concerns directly with the school. If this does not resolve the concern, they may make a formal complaint via the school's complaints procedure, the details of which are set out on the school website.

In addition, there is scope within the school survey for families to comment on how well they feel their child's medical needs are met by the school. This informs the school's self-evaluation.



10. Review

The effectiveness of this policy will be reviewed at least annually.

Appendix 1: Record of Medication Use (Medical Tracker)

Record Medication Use ✕

Student's name* ?

Medication use date & time*  

Name of medication*

Exact dosage administered*

Medication administered by* Staff name

Second staff name

Any side effects experienced?

Notes

Confidential?
Only teams with confidential access will be able to view this record

Appendix 2: Medical Consent

Administration of Medication Consent form

I give permission for a member of the Senior Leadership Team to give my son/daughter medication as detailed below:

Name of child: _____

Name of medication: _____

Reason medication is required:

Dosage: _____

Time: _____

*I understand that this medical consent will only be valid for **6 weeks** from date of signature.*

Name of Parent/Carer:

Signature of Parent/Carer:

Relationship to

child:_____

Date: _____

