Sydenham
High School

GDST
GIRLS' DAY SCHOOL TRUST

Medical Policy and Managing Medicines Policy
Whole School: Senior School/Prep School:
EYFS, KS1 and KS2

1. Introduction

Sydenham High School believes that inclusion and equal opportunities for pupils with medical needs are an entitlement and that, as a school, it has the responsibility to create conditions in which each student can access the education she needs. The School will give regard to the required curriculum adjustments, necessary environmental aspects and desirable social support to minimise barriers for these most vulnerable members of the school community. The School seeks to foster a school community that accepts others as they are and values diversity.

Following the Disability Discrimination Act 1995 and the Equality Act 2010, more pupils with medical needs may be in School. In managing medicines correctly, we recognise the importance of providing effective learning opportunities for all pupils.

2. Aims

- To manage the education of pupils with medical conditions in such a way that they are treated equally as full members of the school community;
- to safeguard the educational interests of pupils with medical needs by providing as much education as their condition allows, thereby minimising disruption to the learning process;
- to involve the student and the family in discussions involving appropriate provision of medical and educational needs;
- to provide appropriate educational opportunities so that teaching and learning can play a part in the recovery process following trauma or illness;
- to secure the best interest of pupils with medical conditions with regard to opportunities when they leave the School;
- to ensure that any medical information relating to a student's health is maintained on a confidential basis;
- to ensure safe practice around the use of medicines in School;
- to ensure pupils requiring medicines receive the support they need; and
- to help ensure all School staff are clear about what to do in a medical emergency.

3. Responsibility of Parents / Carers

As the pupil's main carers, parents have the primary responsibility for health care and should provide the following information to the School:

- Prior to admission of a pupil to school, parents/guardians will complete a GDST – Student Medical Record. If there is information, which suggests a Health Care Plan may be required, the School Nurse will contact the parent/guardian for additional information. Parents/guardians are required to facilitate access to information from their daughter's GP and/or other health care professionals.

- Parents/guardians should inform the School in writing of any further changes to the information held. If a Health Care Plan is required, the procedures above will be followed.

4. Documentation

The school will maintain the following records-

- Medical Records: Individual files are kept by the School Nurse containing the health questionnaire, results of medical assessments, Health Care Plan (where appropriate), and other medical information relevant to the pupil.
- Records are kept by the School Nurse of any visit by a pupil to the School Nurse, the reason for the visit and any advice or treatment given.
- It may be appropriate to disclose medical information to the Pastoral Deputy Head or to the Head if failure to do so would impair a pupil's academic progress or have serious consequences on her health. Permission will be sought from the pupil and/or her parents if signed consent has not been given on the Student Health Record.

Staff members are made aware of relevant health issues about pupils.

- **Individual Health Care Plans**: For supporting pupils with
  - Medical Needs e.g.: Diabetes or Disabilities
  - Emergency medicine to be administered in school in a potentially life-threatening situation e.g. Adrenaline Auto-Injector.

  The School Nurse will be responsible for drawing up and maintaining the Health Care Plan in consultation with the pupil concerned, Deputy Head (Pastoral), parents, health care professionals and other specialists, as necessary.

- **Medication Record**: Medication prescribed by the pupil's medical practitioner, or requested by parents, may only be given if a 'Consent to Administer Prescribed or Over the Counter Medication' form has been completed,and the medicine supplied in the original container as dispensed by the pharmacy. A record is made of any medication given.

5. Confidentiality

Confidentiality is a fundamental part of the nurse/pupil relationship. This includes pupils under the age of 16. The School Nurse should not pass information on to persons outside healthcare professionals without the agreement of the pupil.

The exceptions are:

- Where the School Nurse considers the information to be a matter of public interest e.g. serious crime, safeguarding concerns or drug related activities which place others at serious risk.

- Where a court order overrides the duty of confidentiality.

In order to accommodate this directive as it affects the nurse's practice within the school community, the following protocol has been agreed:

- The pupil's interests and welfare are paramount. The Nurse must use her professional judgement and work within the guidelines and policies of the School's Safeguarding Children Policy and in the context of legislation governing this. Should the Nurse consider the sharing of information an advantage to the pupil, so that the individual receives the best possible support and care, she will encourage the pupil to talk to a member of the

school pastoral team or her parents. The Nurse, as the pupil's advocate and with her agreement, will inform a third party on her behalf.

- Any sensitive issue concerning the pupil's protection, with the pupil's permission, will be passed to the Designated Safeguarding Lead:

Senior School

Designated Safeguarding Lead	Elyse Waites
Deputy Designated Safeguarding Lead	Sonia Gonzalez Lens
Deputy Designated Safeguarding Lead	Karine Evans

Prep School

Designated Safeguarding Lead	Gillian Panton
Deputy Designated Safeguarding Lead	Holly Cuthbert
EYFS Designated Safeguarding Lead	Holly Cuthbert

- Where the School Nurse does not have the agreement of an under 16 year-old to disclose information, but needs to arrange a visit for the pupil to an outside agency during school hours, she will inform the Head. The name of the pupil will be given and the approximate times of departure and return to school will be notified. The Nurse will state that the destination is health-related. In the absence of the Head, the Nurse will follow the same protocol and notify whoever is deputising for the Head.

6. Administration of Medicines

Medicines brought into School by pupils should be given to the School Nurse for safe-keeping in the locked medicine cabinet in the Medical Room. Medicines should be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Medicines requiring refrigeration can be kept in the Medical Room fridge.

The School Nurse will hold the keys for the medicine cupboard whilst she is on duty. When she is off duty, the keys will be held in the School Office for safekeeping.

All medicines given to the Nurse should be in the original containers and clearly labelled with the pupil's name.

All medicines should be accompanied by details from a parent including –

- name of medicine
- dosage
- timing of its administration or the circumstances in which it should be used,
- likely side effects
- contact names in case of emergency.

These details must be kept with the medicine and staff should check any details provided are consistent with the instructions on the container.

Where a pupil needs two or more prescribed medicines, each should be in a separate container. Medicines should not be transferred from their original containers

Medicine (both prescription and non-prescription) must only be administered to a pupil where written permission for the particular medicine has been obtained from the parent and or/carer. Where medicine is administered to a pupil, parents should be informed as soon as is reasonably practicable.

Exceptions are medicines pupils may need to carry around with them for emergency use.

These include

- Asthma reliever inhaler (e.g. salbutamol or terbutaline)
- Adrenaline Auto-Injectors
- Diabetic insulin pen

7. Medicines carried by pupils

It is the responsibility of each pupil and her parents to ensure she has an inhaler/Adrenaline Auto-Injector, spare diabetic kit for PE and school trips/visits.

Asthma inhalers

All pupils will self-medicate with their inhalers, although Prep pupils will require close supervision and support with administration. Parents of all pupils using inhalers in School are asked to complete a school asthma record. This record is kept by the School Nurse and updated annually. An 'Asthma List' is held by the School Nurse, can be referred to by first aiders, is on notice boards in staff rooms and on Google Drive.

Adrenaline Auto-Injectors

Senior pupils are encouraged to carry their own Adrenaline Auto-Injector. Prep pupils will have their Adrenaline Auto-Injector stored in the medical room Emergency Medicine Cupboard. An individual care plan is completed jointly by the parent, pupil and the School Nurse and updated annually. This states the circumstances in which the medicine may be needed, the dosage to be given, effects and side effects and the procedure that should be carried out for hospitalisation. The care plan also contains emergency contact numbers. Care plans are kept with the spare Adrenaline Auto-Injectors in a named orange bag with the school's spare Adrenaline Auto-Injector in the Senior School main school office and Prep Medical Room Emergency Medicine Cupboard and notices are placed in both Prep and Senior staff rooms.

Staff are regularly first aid trained and additional sessions are held to train staff in use of the Adrenaline Auto-Injectors.

Diabetic Insulin pens/ Pumps

Pupils will carry out their own treatment with this pen/pump. An individual care plan is completed jointly by the parent,pupil and School Nurse and updated annually. This will be kept with the spare diabetic supplies on the worktop in the medical room.

Paracetamol, ibuprofen and antihistamine consent

The School Nurse requests consent from all parents on entry for paracetamol, ibuprofen and antihistamine. Consent is given for use on an "as and when required" basis and forms part of the student medical record.

On school trips/visits, teaching staff may administer paracetamol, ibuprofen or antihistamine if parental consent has been obtained, but this is a voluntary role and they are under no obligation to do so.

Exceptions

There are certain circumstances in which the School should exercise special caution before accepting responsibility for administering medicine during the school day and/or trips/visits:

- where the medicines or tablets are dangerous;
- where the timing and nature of the administration are of vital importance and where serious consequences could result if the dose is not taken;
- where some technical or medical knowledge or expertise is required and this is to be obtained; or
- where intimate contact is necessary, e.g. rectal drugs.

8. Refusing Medicines

If a pupil refuses to take medicine, staff should not force them to do so, but should note this in their records. Parents should be informed on the same day. If a refusal to take medicines results in an emergency, the School's emergency procedures should be followed.

9. Records

A record of all medications administered must be maintained. Medicines administered are to be recorded in CPOMS. Prep parents and/or carers should be informed on the same day or as soon as reasonably practicable.

If medicines are given on a School trip, they should be noted down and the School Nurse informed on arrival back in school, so that a CPOMS record can be made in the pupil's medical notes.

Medicines must not usually be administered unless they have been prescribed by a doctor, dentist, nurse or pharmacist. No pupil should be administered medicines containing aspirin unless prescribed by a doctor.

10. Disposal of Medicines

Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. If parents do not collect medicines, they should be taken to a local pharmacy for disposal.

11. Staff duty of care

Anyone caring for children including teachers or other school staff have a common law duty of care to act like any reasonably prudent parent. In some circumstances, the duty of care could extend to administering medicine and /or taking action in an emergency. This duty also extends to staff leading activities off-site, such as visits, outings or field trips.

Certain medicines can be given or supplied without the direction of a doctor for the purpose of saving life. For example the administration of prescribed doses of adrenaline, chlorphenamine and hydrocortisone are among those substances listed under Article 7 of the POM order for administration by anyone in an emergency for the purpose of saving life (Prescription Only Medicines (Human use) Order 1997).

Staff assisting in an emergency in good faith and acting reasonably and responsibly, whilst carrying out their duties, will be covered by the Trust's insurance against claims of negligence.

12 Staff taking medication/other substances

Staff working in EYFS must seek medical advice if they are taking medication which may affect their ability to care for children. Any staff medication must be securely stored at all times.

13 Responding to Children who are ill or infectious

Parents must be informed that the school will take the following actions when children are ill or considered infectious:

- parents will be contacted as soon as practicably possible and informed about illness or infections identified in school
- parents are expected to notify the school immediately if they are suspect or made aware that their child is ill or infectious
- pupils must not return to school for 48 hours after the last instance of vomiting/diarrhoea
- parents are obliged to share any information about child illness or infections with the School Nurse; the school will act upon the advice provided