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**Legally Required Policy**  
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## **Birchwood High School Supporting Students at School with Medical Conditions Policy**

- Birchwood High School is an inclusive community that aims to support and welcome students with medical conditions.
- It provides students with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other students. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
- The school will listen to the views of students and parents/carers;
- Students and parents/carers feel confident in the care they receive from the school and the level of that care meets their needs;
- Staff understand that medical conditions of students at this school may be serious, may adversely affect a child's quality of life and impact on their ability and confidence;
- All staff understand their duty of care to students and young people and know what to do in the event of an emergency;
- The whole school & local health community understand and support the medical conditions policy;
- The school understands that all students with the same medical condition will not have the same needs; our school will focus on the needs of each individual student;
- The school recognises its duties as detailed in Section 100 of the Students and Families Act 2014. Some students with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, the school complies with its duties under that Act;
- The school will ensure that all children with a complex medical condition will have and Individual Healthcare Plan (IHP);
- The school recognises that some students with medical conditions may also have special educational needs (SEND) and may have an Education, Health and Care (EHCP) Plan which brings together health and social care needs, as well as their special educational provision. For students with SEND, this policy should be read in conjunction with the SEND Policy.

### **Shared Ownership of the Policy**

The school works in partnership with all key stakeholders to ensure that the policy is planned, implemented and maintained successfully;

- **The Governing Body –**
  - o ensures that the policy is developed, reviewed and implemented in order that students with medical conditions can participate fully in school life;
  - o ensures that sufficient staff are competent and have received suitable training;
  - o ensures that any members of school staff who provide support to students with medical conditions are able to access information.
- **The Principal –**
  - o ensures that the policy is developed and effectively implemented with partners;

- o ensures that all staff are aware of the policy and understand their role in its implementation;
- o ensures that all staff who need to know are aware of the child's condition;
- o ensures that sufficient trained numbers of staff are available to implement the policy;

- o ensures that the school's guidance on developing IHPs is followed;
- o ensures that staff are appropriately insured and are aware that they are insured to support students in this way;
- o Ensures that the school nursing service is contacted in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the Medical Room Assistant.
- **School staff –**
  - o may be asked to provide support to students with medical conditions, including the administering of medicines. Although they cannot be required to do so they should consider the needs of students with medical conditions that they teach;
  - o know what to do and who to contact and can respond accordingly when they become aware that a student with a medical condition needs help.
- **The School Nurse –**
  - o is responsible for notifying the school when a child has been identified as having a medical condition which will require support in school;
  - o may support staff on implementing a child's individual healthcare plan and provide advice;
  - o can liaise with lead clinicians locally on appropriate support for the child and associated staff training
- **Other healthcare professionals –**
  - o should notify the school nurse and work jointly when a child has been identified as having a medical condition that will require support at school;
  - o may provide advice on developing healthcare plans.
- **Students with medical conditions –**
  - o should be fully involved in discussions about their medical support needs and contribute as much as possible;
  - o should comply with, their individual healthcare plan.
- **Parents/carers –**
  - o should provide sufficient, up-to-date information about their child's medical needs.
  - o should be involved in the development and review of their child's individual healthcare plan;
  - o should carry out any action they have agreed to as part of its implementation.

### **Communication**

- o Students are supported by clear communication with all key stakeholders to ensure the policy's full implementation.

### **Training**

- o Where necessary staff supporting students with complex medical needs receive appropriate training;
- o Some school staff are designated and qualified First Aiders and can support staff and students when necessary.
- o Temporary and supply staff are made aware of students with medical conditions who they may be required to teach and know who to contact in an emergency;
- o The school keeps an up to date record of all training undertaken and by whom;

### **Administering medication**

- o Students with medical conditions have easy access to their emergency medication and are encouraged to carry and administer their own emergency medication (except if they are controlled drugs as defined in the Misuse of Drugs Act 1971) if deemed to be able to do so in their IHP. They carry their emergency medication with them at all times;
- o Students who cannot carry and administer their own emergency medication have appropriate procedures recorded in their IHP.

The school has chosen to hold emergency salbutamol inhalers for use by students who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained. The protocol for the use of this inhaler follows the Department of Health Guidance on the use of emergency salbutamol inhalers in schools. (Please see section on **Salbutamol inhalers**)

The school has chosen to hold emergency “spare” adrenaline auto-injector (AAI), for use by students who are at risk of anaphylaxis and for whom parental consent for its use has been obtained. The protocol for the use of this inhaler followed the Department of Health Guidance on the use of emergency adrenaline auto-injector (AAI), in schools. (Please see section on **Adrenaline Auto-injectors**)

### **Storage of medication and equipment**

- The school ensures that medication held in school is stored appropriately
- Asthma inhalers, AAI’s etc. when held by the school are always readily available and are not locked away;
- Parents are required to ensure that emergency medication held in school is in date
- The school disposes of needles and other sharps in line with Health and Safety Executive Guidelines
- The school has an Automated External Defibrillator (AED) located in the sports hall foyer

### **Record Keeping**

- The school carries out an annual data collection to capture information about students with medical conditions;
- An IHP is used to support students with complex medical needs;
- The student (where appropriate) parents/carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. School staff are made aware of and have access to the IHP for the students in their care while ensuring that the student’s confidentiality is protected;
- A centralised register of IHPs is held securely and they are reviewed at least every year or whenever the student’s needs change;
- The school seeks permission from parents/carers before sharing any medical information with any other party.

### **Physical activity and offsite visits**

- Students with medical conditions participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other student;
- Students will not be penalised for their attendance if absences relate to their medical condition
- This school will refer students with medical conditions who are finding it difficult to keep up educationally to the Special Educational Needs Co-ordinator (SENCO) who will liaise with the student’s parent/carer (where appropriate) and the student’s healthcare professional;
- Risk assessments are carried out before out-of-school visits, including work experience and educational placements. The needs of students with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

### **Complaints**

- Should parents/carers and/or students be dissatisfied with the support provided they should discuss these concerns directly with the school. If, for whatever reason, this does not resolve the issue they may make a formal complaint via the school complaints procedure (see Complaints Policy).

### **Review**

- This policy is reviewed annually by the Curriculum Committee. The views of key stakeholders are taken into account during the review process.

### **Salbutamol Inhalers**

The school has chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom written parental consent for its use has been obtained. The protocol for the use of this inhaler follows the Department of Health Guidance on the use of emergency salbutamol inhalers in schools.

- All first Aiders to be trained in the use of emergency inhalers and the emergency inhaler protocol
- The School will supply, store, care, and dispose of the inhaler and spacers in line with the school's policy on supporting pupils with medical conditions
- The school has 4 inhalers and a quantity of sterile disposable spacers in reception and 5 inhalers in the PE office. These have a shelf life and must not be used if they are out of date. The First Aid Bags and Stores are to be checked monthly and new stocks replaced in a timely fashion, disposing of the old one (note – they have to be taken to a pharmacy to dispose of them).
- The school will have parental consent and a register of children in the school that have been diagnosed with asthma or prescribed a reliever inhaler, a copy of which should be kept with the emergency inhaler. This will be updated yearly.
- The school will ensure that the emergency inhaler is only used by children with asthma with parental consent for its use
- The school will provide appropriate support and training for staff in the use of the emergency inhaler in line with the school's wider policy on supporting pupils with medical conditions
- The school will keep a record of use of the emergency inhaler as required by supporting pupils and informing parents or carers that their child has used the emergency inhaler

#### **Protocol for use of emergency inhaler**

- Student is suffering an Asthma Attack, First Aider is called, list is checked
- If name is on list, inhaler is delivered and is supplied.
- The student takes the spacer and the inhaler with them home/to hospital/to doctors
- Following use an accident form is filled out and this is passed to parents and filled accordingly
- Student is suffering an Asthma Attack, First Aider is called, list is checked
- If name is not on list, ambulance and parents are called.
- If parents agree at this point the inhaler is delivered and is supplied. If not student made safe and await Ambulance.
- Following use an accident form is filled out and this is passed to parents and filled accordingly

## **Adrenaline Auto-injectors AAI**

The school has chosen to hold emergency “spare” adrenaline auto-injector (AAI), for use by students who are at risk of anaphylaxis and for whom parental consent for its use has been obtained. The protocol for the use of this AAI follows the Department of Health Guidance on the use of emergency adrenaline auto-injector (AAI), in schools.

\* Please note this will only be done if the AAI are available from the Health Service

- All first Aiders to be trained in the use of emergency adrenaline auto-injector (AAI) protocol.
- The School will supply, store, care, and dispose of the AAI in line with the school’s policy on supporting pupils with medical conditions
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- The school has 1 AAI in reception and 1 AAI in the PE office. These have a shelf life and must not be used if they are out of date. The First Aid Bags and Stores are to be checked monthly and new stocks replaced in a timely fashion, disposing of the old one (note – they have to be taken to a pharmacy to dispose of them).
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- The school will have parental consent and a register of children in the school who are at risk of anaphylaxis, a copy of which should be kept with the AAI, this will be updated yearly.
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- The school will ensure that the emergency AAI is only used by children who are at risk of anaphylaxis with parental consent for its use
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- The school will provide appropriate support and training for staff in the use of the AAI in line with the school’s wider policy on supporting pupils with medical conditions
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- The school will keep a record of use of the AAI as required; by supporting pupils and informing parents or carers that their child has used the emergency AAI

### **Protocol for use of emergency AAI**

- Student is suffering an allergic reaction/anaphylaxis, First Aider is called, list is checked
- If name is on list, the emergency AAI is delivered and is supplied.
- The students takes the emergency AAI with them home/to hospital/to doctors
- Following use an accident form is filled out and this is passed to parents and filled accordingly
- Student is suffering an allergic reaction/anaphylaxis, First Aider is called, list is checked
- If name is not on list, ambulance and parents are called.
- If parents agree at this point the emergency AAI is delivered and is supplied. If not student made safe and await Ambulance.
- Following use an accident form is filled out and this is passed to parents and filled accordingly