



NESSS

NORTH EAST SURREY
SHORT STAY SCHOOL

SUPPORT FOR CHILDREN WITH MEDICAL CONDITIONS

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Introduction

The North East Surrey Short Stay School aims to support and welcome pupils with medical conditions. We aim to provide all pupils with all medical conditions, the same opportunities as others at school and achieve this by ensuring that:

- All staff understand their duty of care to pupils and young people in the event of an emergency.
- All staff feel confident in knowing what to do in an emergency.
- The school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- The school understands the importance of medication being taken as prescribed.
- All staff understand the common medical conditions that affect pupils at the school.
- The school allows adequate time for staff to receive training on the impact medical conditions can have on pupils.
- Staff receive additional training about any pupils they may be working with who have complex health needs.

Guidelines

1. Communication

- This policy is supported by a clear communication plan for staff, parents / carers and other key stakeholders to ensure its full implementation.
- Parent / carers are informed about this policy by signposting access to the policy via the school's website, where it is available all year round.
- School staff are informed and regularly reminded about the policy through the staff handbook and staff meetings.
- Supply and temporary staff are informed of the policy and their responsibilities including who is the First Aider, any medical needs related to the pupils in their care and how to respond in emergencies.

2. Emergencies

- Relevant staff are aware of the most common serious medical conditions at the school.
- Staff understand their duty of care to pupils both during, and at either side of the school day in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent / carer. This may include administering medication.
- Training is prioritised for key staff members who work with pupils who have specific medical conditions.
- The school informs the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school will try to ensure that the staff member will be one the pupil knows. The staff member concerned should inform a member of the school's senior leadership team.

3. Administration of Prescribed Medication

- Staff trained in First Aid will issue / administer prescribed medicines with another member of staff present to countersign the Record of Prescribed Medicines Administered (Appendix 3).
- Staff will check the Record to ensure that the dose of medicine has not already been given and ask the pupil if in doubt.
- If a pupil refuses to take their medicine, staff will then note this in the Comments column of the Record. The Record will show whether the unused medicine was returned to the cabinet or disposed of safely. The pupil's parents will be informed.
- Should the pupil then take the medicine at a later time, staff will log this and then inform other members of staff or parents.
- Generally, pupils will be given their medicine in the main first aid room. For off-site activities, the medicine will be carried by staff in a suitable container and clearly labelled. The Record of Prescribed Medicines Administered will also be taken off-site and completed as usual.

4. Administration of Emergency Medication

- The school will seek to ensure that pupils with medical conditions have **easy access to their emergency medication.**
- The school will ensure that all pupils understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their emergency medication safely.

5. Administration of Prescribed Medicines

The following guidelines are based on Drug Manufacturers instructions, medically prescribed directions and Ofsted National Minimum Standards recommendations.

- A medicine is any substance intended to have a medical or therapeutic effect.
- Parents must inform the school when any prescribed medicine is being sent into school by completing an Administration of Prescribed Medicines Treatment Form (Appendix 2).
- Medicines will not be given to pupils unless they have been prescribed for the pupil by a medical practitioner.

6. Administration of Non-Prescribed Medicines

It is School policy not to accept responsibility to administer non-prescribed medicines such as Nurofen, Ibuprofen and general cold/flu headache tablets and therefore these type of medicines should not be brought into the School unless prescribed by the child's doctor.

The exception to this rule in line with Surrey County Council guidance 'Young people's health and the administration of medicines' school will keep a supply of non-prescribed Paracetamol which can only be administered as pain relief for children who have written consent from the parent. This written consent also requires instructions about when the child should take it. The administration protocol must include a check when they had their last dose. Paracetamol should not be administered if taken within the last 4 hours and staff must ensure the manufactures instructions are followed.

This may be necessary to relieve:

For example:

- Headache - NOT ASSOCIATED WITH HEAD INJURY
- Toothache
- Dysmenorrhoea
- Sudden rise in temperature

A member of staff should supervise the child taking the medication and notify parents in writing on the day the paracetamol was taken/administered. Administration must be recorded on the appropriate form. Parental consent should be renewed at least annually.

7. Storage of Prescribed Medicines

- Pupils are not permitted to carry other medicines on their person other than asthma inhalers.
- The First Aid and Medication Cabinet must remain locked at all times and the key returned to the cabinet in the school office. Pupils are not allowed access to the First Aid Cabinet.
- All medicines should be kept in clearly labelled boxes, as supplied by the pharmacy, inside the locked Medicine Cabinet until administered.
- Tablets can be split in advance if the prescribed dosage requires. The split tablets will be kept in a clearly labelled container.
- Medicines cannot be accepted unless they are prescribed for the pupil, clearly labelled, in date and age appropriate. Any medicine that does not comply with these conditions will be returned to parents using the form in Appendix 1.
- Any change in the amount of medicine prescribed must be supported by a letter from the prescribing professional.
- Where a pupils' medicine is particularly complex, a risk assessment may be undertaken and a clear and agreed plan of action will be developed.
- If a pupil is given the wrong medicine or the wrong dosage of their medicine, professional medical advice will be sought immediately and the headteacher must immediately investigate the causes of the mistake.
- If necessary, the school will supervise and support any pupil that takes insulin for diabetes. Parents should provide the school with a written plan for diabetes in conjunction with their GP.

8. Employees' Medicines

- Staff may need to bring their own medicine into school but have a duty of care to ensure that their medicines are not accessible to pupils.

9. Record Keeping

Individual Healthcare Plans (see Appendix 4)

The school uses an Individual Healthcare Plan for pupils with complex health needs to record important details about the individual pupils' medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Healthcare Plan (see Appendix 4) if required.

Examples of complex health needs which may generate an Individual Healthcare Plan are:

- Diabetes

- Gastrostomy feeds
- Tracheostomy
- Anaphylaxis
- Central line or other long term venous access
- Severe asthma that has required a hospital admission within the last 12 months
- Epilepsy with rescue medication

An Individual Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents / carers of pupils with a complex health need. This is sent at the start of the school year; at enrolment; when a diagnosis is first communicated to the school; transition discussions; new diagnosis.

It is the parent's responsibility to work with the school to complete the Individual Healthcare Plan and return the completed form to the school. If the school does not receive an Individual Healthcare Plan, all school staff should follow standard first aid measures in an emergency. The school will contact the parent / carer if health information has not been returned. If an Individual Healthcare Plan has not been completed, the school will contact the parents.

School Individual Healthcare Plan Register (Appendix 5)

Individual Healthcare Plans are used to create a centralised register of pupils with complex health needs. An identified member of school staff has responsibility for the register. The school has ensured that there is a clear and accessible system for identifying pupils with healthcare plans / medical needs. A robust procedure is in place to ensure that the child's record, contact details and any changes to the administration of medicines, condition, treatment or incidents of ill health in the school is updated on the schools' record system.

The responsible member of school staff follows up with the parents / carers and health professional if further detail on a pupil's Individual Healthcare Plan is required or if permission or administration of medication is unclear or incomplete.

Ongoing Communication and Review of Individual Healthcare Plans

Parents at the school are regularly reminded to update their child's Individual

Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change. Each Individual Healthcare Plan will have a review date.

Parents have a designated route / person to direct any additional information, letters or health guidance to in order that the necessary records are altered quickly and the necessary information disseminated.

Storage and Access to Individual Healthcare Plans

Parents and pupils (where appropriate) are provided with a copy of the pupil's current agreed Individual Healthcare Plan. Individual Healthcare Plans are kept in a secure central location at school.

Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of pupils' Individual Healthcare Plans. These copies are updated at the same time as the central copy. The school must ensure that where multiple copies are in use, there is a robust process for ensuring that they are updated, and hold the same information.

When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of the Individual Healthcare Plans and needs of the pupils in their care.

The school ensures that all staff protect pupils' confidentiality. The school informs parents / carers that the Individual Healthcare Plan would be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This is included on the Individual Healthcare Plan.

The information in the Individual Healthcare Plan will remain confidential unless needed in an emergency.

Use of Individual Healthcare Plans

Individual Healthcare Plans are used to:

Inform the appropriate staff about the individual needs of a pupil with a complex health need in their care.

- Identify important individual triggers for pupils with complex health needs at school that bring on symptoms and can cause emergencies. The school uses this information to help reduce the impact of triggers.
- Ensure the school's emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in an emergency.

10. Consent to Administer Prescribed Medicines

If a pupil requires regular prescribed medication at school, parents are asked to provide consent on their child's medication plan giving the pupil or staff permission to administer medication on a regular / daily basis, if required. This form is completed by parents for pupils taking short courses of medication.

All parents of pupils with a complex health need who may require medication in an emergency are asked to provide consent on the Individual Healthcare Plan for staff to administer medication.

11. Record of Awareness Raising Updates and Training

The school holds updates on common medical conditions once a year. A record of the content and attendance of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive updates. The school Nursing Service will provide updates if the school request this.

All school staff who volunteer or who are contracted to administer emergency medication are provided with training, if needed. The school keeps a register of staff that have had the relevant training; it is the school's responsibility to arrange this.

The school risk assesses the number of first aiders it needs and ensures that the first aiders are suitably trained to carry out their responsibilities.

12. Roles and Responsibilities

The school works in partnership with all interested and relevant parties including the Management Committee, school staff, and community healthcare professionals and any relevant emergency practitioners to ensure the policy is planned, implemented and maintained successfully.

The Management Committee have a responsibility to:

- Ensure the health and safety of their staff and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips.
- Ensure the schools health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions and reviewed annually.
- Make sure this policy is effectively implemented, monitored and evaluated and regularly updated.
- Ensure that the school has robust systems for dealing with medical emergencies and critical incidents, at any time when pupils are on site or on out of school activities.

The Headteacher has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Ensure the policy is put into action, with good communication of the policy to all staff, parents / carers and Management Committee.
- Ensure every aspect of the policy is maintained.
- Ensure that if the oversight of the policy is delegated to another senior member of staff, the reporting process forms part of their regular supervision / reporting meetings.
- Monitor and review the policy at regular intervals, with input from Management Committee, parents / carers, staff and external stakeholders.
- Report back to the Management Committee about implementation of the health and safety and medical conditions policy.
- Ensure through consultation with the Management Committee that the policy is adopted and put into action.

All NESSSS's staff have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Call an ambulance in an emergency.
- Understand this policy.
- Know which pupils in their care have a complex health need and be familiar with the content of the pupil's Individual Healthcare Plan.
- Know the schools registered first aiders and where assistance can be sought in the event of a medical emergency.
- Know the members of First Aid, if there is a need to seek assistance in the event of an emergency.
- Maintain effective communication with parents / carers including informing them if their child has been unwell at school.
- Ensure pupils who need medication have it when they go on a school visit or out of the classroom.
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.
- Understand the common medical conditions and the impact these can have on pupils.
- Ensure that all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure that pupils have the appropriate medication or food during any exercise and are allowed to take it when needed.
- Follow universal hygiene procedures if handling body fluids.
- Ensure that pupils who present as unwell should be questioned about the nature of their illness, if anything in their medical history has contributed to their current feeling of being unwell, if

they have felt unwell at any other point in the day, if they have an Individual Healthcare Plan and if they have any medication. The member of staff must remember that while they can involve the pupil in discussions regarding their condition, they are in loco parentis and as such must be assured or seek further advice from a registered first aider if they are in doubt as to the child's health, rather than take the child's word that they feel better.

Teaching staff have an additional responsibility to also:

- Ensure pupils who have been unwell have the opportunity to catch up on missed school work.
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it, in liaison with the SENCO.
- Liaise with parents / carers, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition.
- Use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions

School Nurse or Healthcare Professional has a responsibility to:

- Help provide regular updates for school staff in managing the most common medical conditions at school at its request.
- Provide information about where the school can access other specialist training.
- Update the Individual Healthcare Plans in liaison with appropriate school staff and parents / carers.

First Aiders have an additional responsibility to:

- Give immediate, appropriate help to casualties with injuries or illnesses.
- When necessary ensure that an ambulance is called.
- Ensure they are trained in their role as First Aider.

Special Educational Needs Co-ordinator has the additional responsibility to:

- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or coursework.

Pupils have a responsibility to:

- Treat other pupils with and without a medical condition equally.
- Tell their parents / carers, teacher or nearest staff member when they are not feeling well.
- Let a member of staff know if another pupil is feeling unwell.
- Treat all medication with respect.
- Know how to gain access to their medication in an emergency.
- Ensure a member of staff is called in an emergency situation.

Parents / Carers have a responsibility to:

- Tell the school if their child has a medical condition or complex health need.
- Ensure the school has a complete and up-to-date Individual Healthcare Plan if their child has a complex health need.
- Inform the school about the prescribed medication their child requires during school hours.
- Inform the school / provider of any prescribed medication their child requires while taking part in visits, outings or field trips and other out-of-school activities.
- Tell the school about any changes to their child's prescribed medication, what they take, when, and how much.

- Inform the school of any changes to their child's condition.
- Ensure their child's prescribed medication and medical devices are labelled with their child's full name.
- Ensure that the school has full emergency contact details for them.
- Provide the school with appropriate spare prescribed medication labelled with their child's name
- Ensure that their child's prescribed medication is within expiry dates.
- Keep their child at home if they are not well enough to attend school.
- Ensure their child catches up on any school work they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.
- If the child has complex health needs, ensure their child has a written Individual Healthcare Plan for school and if necessary an asthma management plan from their doctor or specialist healthcare professional to help their child manage their condition.
- Have completed / signed all relevant documentation including form the Individual Healthcare Plan if appropriate.

Appendix 1 - NESSSS Medical Information



NESSSS

NORTH EAST SURREY
SHORT STAY SCHOOL

Please could you complete the following medical information form so as to ensure our records on your child are accurate and up to date and return to the school as soon as possible.

Pupil Name	
Date of Birth	

GP / Doctors surgery – contact details	
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Diagnosed Medical issues eg. ADHD. Hearing loss	
Specialist Paediatrician / Doctor / Nurse	

Prescribed medication given at home. Dosage and whether it is daily/times or occasional	
Prescribed medication given at school	
Specialist equipment eg. Inhalers, glasses, cutlery	
Allergies	
Any other information that is relevant to the care of your child	

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If your child requires the administration of prescribed medicines during school time, please complete the box below. You will need to request a copy of the Support for Pupils with Medical Conditions Policy (PS008) Appendix 2.

Please tick the appropriate box

My child will be responsible for the self-administration of medicines as directed below	
I agree to members of staff administering medicines/providing treatment to my child as directed below or in the case of emergency, as staff may consider necessary	
I recognise that school staff are not medically trained	

Thank you for completing this form.

Yours sincerely,

Lead First Aider

.....

Form completed by: Parent/Carer (print name)

Signed:

Date:

Appendix 2 - Parental agreement for school/setting to administer medicine



NESSSS
NORTH EAST SURREY
SHORT STAY SCHOOL

Please return this form only if your child requires medication to be administered while in school.

The school will not give your child medicine unless it is prescribed by a doctor and you complete and sign this form. The school has a policy that the staff can administer medicine.

Pupil Name:	
Date Medicine provided by Parent/Carer:	
Date of Prescription:	
Name and Strength of Medicine:	
Expiry Date:	
Quantity Received:	
Dose and Frequency of Medicine:	
Staff Signature:	
Parent Signature:	
Quantity Returned:	
Staff Signature:	
Parent Signature:	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy.

I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

I agree with the school policy that if a pupil does not have the medication as prescribed by the Doctor, they will not be able to attend school

Parent’s signature

Print name:

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

Date:

APPENDIX 3 - RECORD OF PRESCRIBED MEDICINES ADMINISTERED

Pupil Name

Date	Medicine Name	Dosage Administered	Time Administered	1 st Staff Signature	2 nd Staff Signature	Any Reactions / Comments?

INDIVIDUAL HEALTHCARE PLAN



NESSSS

NORTH EAST SURREY SHORT STAY SCHOOL

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(mobile)

Clinic / Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing
support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits / trips etc.

Other information

Describe what constitutes an emergency, and the action to take if this occurs.

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

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Plan developed with

--

Staff training needed / undertaken – who, what, when

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APPENDIX 5 - INDIVIDUAL HEALTH CAREPLAN REGISTER

Name of School / Setting

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[illegible]