
SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS

Medical and Allergen Administrator

The Medical Lead for Balcarras School is:
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Aims

Balcarras School aims to follow the statutory guidance in supporting pupils with medical conditions as detailed in the Department for Education statutory guidance document entitled

“Supporting pupils at school with medical conditions” – Department for Education.

This policy has been written in conjunction with this document. Medical procedures across the school are overseen by the Medical Administrator.

Health Care Plans

1. When the School receives information of a pupil with a medical condition, an individual health care plan is emailed to the parents for completion. This information is then relayed to heads of house and tutors by e-mail and is recorded centrally on the School's staff intranet, the student will then have an M appear on the register so staff are able to easily access the information if required.
2. Parents are asked to specify on the pre-admission form, sent in the summer before the pupil joins Balcarras, if the pupil has a medical condition. A form will then be emailed to parents to give further information, which will then be stored on the intranet.

Medication

3. When there is a request for medication to be held in the school office, a health care plan is completed and signed by the parent, the form will then be stored with the medication in a locked cabinet in the main office.
4. Where a parent allows a pupil to carry their own medication, it is implicit that they are accepting full responsibility and are allowing the child to take this medication, and this will be confirmed on the health care plan.
5. The School only accepts prescribed medication which is in-date and supplied in its original container as dispensed by the pharmacist with the dispensing label intact, including instructions for administration, dosage and storage.

6. It is the parents' responsibility to ensure that the medication held by the School remains in date. Parents should arrange the replacement and collection of expired medication.
7. All prescribed medication is stored in drawers in the School Office and is accessed by School office staff. Emergency spare supplies of auto-injector pens and inhalers are kept in clearly labelled and accessible (unlocked) drawers in the School Office along with auto-injector pens being stored around the school.
8. Where medication is held for students, a copy of the signed **HCP (Health Care Plan)** must be in the drawer with the medication, in addition to being saved on the pupil's digital student file.
9. Where there is a request for **pain relief** (i.e. for an occasional headache, toothache etc), one Paracetamol tablet is given to a child (two for Sixth Form students) in the school office, provided written parental permission has been given in advance on the pupil's pre-admission form (this is then recorded on the pupil's digital file on the staff intranet).
10. When **Paracetamol** is given, School office staff check when the previous dose was taken and then record the dosage in the Medical Book. School office staff email parents to advise that Paracetamol has been given.
11. Where there is a request for **antihistamine** (i.e. for hay fever, itchy bite etc), one antihistamine tablet is given to a child in the school office, provided written parental permission has been given in advance on the pupil's pre-admission form (this is then recorded on the pupil's digital file on the staff intranet).
12. When prescribed medication is given a record of date, time and dosage is completed on a medication chart and signed by School office staff. Medication charts are held until the child reaches the age of 25.
13. Health care plans are taken on trips by teaching staff. (See Educational Trips policy) however it is up to the pupil to take their own medication with them.
14. For SEND pupils, it is essential that medical needs are still fully communicated by a Health Care Plan to be completed by parents. (Medical notes on any SEND documentation can be useful, such as on and EHCP, but this does NOT remove the need for a Health Care Plan to be completed.)

Training

15. The School currently has six First Aiders who have undergone "First Aid at Work" training. Four members of staff have undertaken outdoor first aid training. Other staff have undertaken Schools First Aid and Emergency First Aid. All staff have taken Anaphylaxis awareness training.

16. Training relating to the administration of medication will be arranged for the relevant members of staff when there is a child in school with special medical needs.

Pandemic

17. During a pandemic, parents of students with pre-existing medical conditions should determine whether attendance at school is appropriate.
18. Students who develop any recognised symptoms of a dangerous infection at school should go straight home, arrange a test for the infection and self-isolate.

Actions

19. The school will ensure that all Health Care Plans are updated and made available to all staff.
20. All trips will follow the trips and visits protocols to ensure all medical needs are understood and all the correct medicines are taken on the trip by the pupil themselves.
21. In the event of a medical emergency, including an allergic reaction:
- First aid help will begin immediately.
 - If it is required for an AAI (Adrenaline-Auto Injector) to be administered, this will be actioned as per training.
 - If AAI is administered, an emergency 999 call will be made, and an ambulance called.
 - A member of staff will attempt to contact parents as soon as possible.
 - If parents have not arrived by the time the ambulance arrives, a member of staff will accompany the child to hospital.