



Supporting Pupils with Medical Needs Policy

Status

Current Policy

Published

December 2024

Review Cycle

Annually

Next Review

December 2025

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Vision and Values

Our school vision is to provide an *outstanding, nurturing, learning environment*, where all our pupils can achieve their full potential and progress to lead happy and fulfilling lives.

Our mission is to provide each and every pupil with the best possible education, delivered in an environment that is supportive, caring and safe.

“Getting it right for every pupil”

At Stone Bay we focus on *Evolving Excellence* in all that we do, working towards making our school the best it can be for pupils, staff and families. We are creating lasting *Trust* with all our stakeholders, *Empowering* each other to learn and grow. By adhering to policies and clear processes we ensure *Fairness* and transparency in our decision making and actions, whilst ensuring we are *Collaborating* with others and always looking for ways to help each other to deliver excellence for our pupils.

Rights Respecting Schools

The Unicef UK Rights Respecting School Award (RRSA) is based on principles of equality, dignity, respect, non-discrimination and participation. The RRSA seeks to put the UN Convention on the Rights of the Child at the heart of a school’s ethos and culture to improve well-being and develop every child’s talents and abilities to their full potential. A Rights Respecting School is a community where children’s rights are learned, taught, practiced, respected, protected and promoted.

Stone Bay has been awarded the Silver Award by UNICEF. This is awarded to UK schools that show good progress towards embedding children’s rights in the school’s policy, practice and ethos, as outlined in the RRSA Strands and Outcomes

Staff wellbeing

The Leadership Team and the Governing Board of Stone Bay School are committed to promoting positive mental, physical and emotional wellbeing and to providing suitable support for all staff. Taking action to prevent ill health and promote good health makes good educational and business sense, as sickness absence carries high costs both in monetary terms and in terms of the impact upon performance, teaching and learning, morale and productivity, which may disrupt or compromise pupil progress.

All members of staff are entitled to be treated fairly and professionally at all times. The Governing Board of Stone Bay School takes very seriously its duty of care as an employer to all members of staff and a number of policies and procedures have been made in relation to this duty.

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Definitions of Medical Conditions.

Students' medical needs may be broadly summarised as being of two types: -

- **Short-term** affecting their participation at school because they are on a course of medication.
- **Long-term** potentially limiting access to education and requiring on-going support, medicines or care while at school to help them to manage their condition and keep them well, including monitoring and intervention in emergency circumstances.

It is important that parents feel confident that the school will provide effective support for their child's medical condition and that student's feel safe.

Some children with medical conditions may be considered disabled. Where this is the case governing bodies **must** comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement or Education, Health and Care Plan (EHCP). Where this is the case this policy should be read in conjunction with the 0-25 SEND Code of Practice and the school's SEN policy / SEN Information Report and the individual healthcare plan will become part of the EHCP.

This policy is written in line with the requirements of:

- Children and Families Act 2014 - section 100;
- Supporting pupils at school with medical conditions: statutory guidance for governing bodies of maintained schools and proprietors of academies in England, DFE Sept 2014;
- 0-25 SEND Code of Practice, DFE 2014;
- Mental Health and behaviour in schools: departmental advice for school staff, DFE June 2014;
- Equalities Act 2010;
- Schools Admissions Code, DFE 1 Feb 2010.

1 The Statutory Duty of the Governing Body

The governing body remains legally responsible and accountable for fulfilling their statutory duty for supporting pupils at school with medical conditions. The governing body of Stone Bay School complete this by:

- Ensuring that arrangements are in place to support students with medical conditions. In doing so we will ensure that such children can access and enjoy the same opportunities at school as any other child;
- Considering that many medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others and therefore the focus is on the needs of each individual child and how their medical condition impacts on their school life;
- Ensuring that the arrangements give parents and students confidence in the school's ability to provide effective support for medical conditions, should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. We will ensure that staff are properly trained to provide the support that students need;
- Ensuring that no child with a medical condition is denied admission, or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with safeguarding duties, we will ensure that students' health is not put at 3 unnecessary risk from, for example, infectious diseases, and reserve the right to refuse admittance to a child at times where it would be detrimental to the health of that child or others to do so;
- Ensuring that the arrangements put in place are sufficient to meet our statutory duties and ensure that policies, plans, procedures and systems are properly and effectively implemented;
- Developing a policy for supporting students with medical conditions that is reviewed regularly and accessible to parents and school staff;
- Ensuring that this policy includes details on how the policy will be implemented effectively, including a named person who has overall responsibility for policy implementation;
- Ensuring that this policy sets out the procedures to be followed whenever the school is notified that a student has a medical condition;
- Ensuring that this policy covers the role of individual healthcare plans, and who is responsible for their development, in supporting students at school with medical conditions;

- Ensuring that this school policy clearly identifies the roles and responsibilities of all those involved in arrangements for supporting students at school with medical conditions and how they will be supported, how their training needs will be assessed and how and by whom training will be commissioned and provided;
- Ensuring that this school policy covers arrangements for children who are competent to manage their own health needs and medicines;
- Ensuring that this policy is clear about the procedures to be followed for managing medicines including the completion of written records;
- Ensuring that this policy sets out what should happen in an emergency situation;
- Ensuring that the arrangements are clear and unambiguous about the need to support actively students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so;
- Considering whether to:
 - Develop transport healthcare plans in conjunction with the LA for students with life-threatening conditions who use home- to- school transport
 - Purchase and train staff in the use of defibrillators
 - Once regulations are changed consider holding asthma inhalers for emergency use;
- Ensuring that this policy is explicit about what practice is not acceptable;
- Ensuring that the appropriate level of insurance is in place and appropriate to the level of risk.

2 Policy Implementation

The statutory duty for making arrangements for supporting students at school with medical conditions rests with the governing Body. The governing body have conferred the following functions of the implementation of this policy to the staff below, however, the governing body remains legally responsible and accountable for fulfilling our statutory duty.

The overall responsibility for the implementation of this policy is given to the Headteacher. The Headteacher will also be responsible for ensuring that sufficient staff are suitably trained and will ensure cover arrangements in cases of staff absences or staff turnover to ensure that someone is always available and on-site with an appropriate level of training.

The Head of Care and relevant Assistant Headteachers will be responsible for briefing supply teachers, preparing risk assessments for school visits and other school activities outside of the normal timetable and for the monitoring of individual healthcare plans. Head of Care, residential team Leaders and Assistant Headteachers will be responsible in conjunction with parents/carers, for drawing up, implementing and keeping under review the individual healthcare plan for each student and making sure relevant staff are aware of these plans

All members of staff are expected to show a commitment and awareness of children's medical conditions and the expectations of this policy. All new members of staff will be inducted into the arrangements and guidelines in this policy upon taking up their post.

3 Procedure to be followed when notification is received that a pupil has a medical condition

This covers notification prior to admission, procedures to cover transitional arrangements between schools or alternative providers, and the process to be followed upon reintegration after a period of absence or when pupils' needs change. For pupils being admitted to Stone Bay School for the first time with good notification given, the arrangements will be in place for the start of the relevant school term. In other cases, such as a new diagnosis or a pupil moving to Stone Bay School mid-term, we will make every effort to ensure that arrangements are put in place within 48 hours where appropriate.

In making the arrangements, we will take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. We also acknowledge that some may be more obvious than others. We will, therefore, ensure that the focus is on the needs of each individual pupil and how their medical condition impacts on their school life. We aim to ensure that parents/carers and pupils can have confidence in our ability to provide effective support for medical conditions in school, so the arrangements will show an understanding of how medical conditions impact on the pupil's ability to learn, as well as increase their confidence and promote self-care.

We will ensure that staff are properly trained and supervised, working with our SSNT, to support pupils' medical conditions and will be clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them in doing so. We will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible. We will make sure that no pupil with a medical condition is denied admission or prevented from attending the school because arrangements for supporting their medical condition have not been made. However, in line with our safeguarding duties, we will ensure that all pupils' health is not put at unnecessary risk from, for example infectious disease.

We will therefore not accept a pupil in school at times where it would be detrimental to the health of that pupil or others. Stone Bay School does not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on available evidence. This would normally involve some form of medical evidence and consultation with parents/carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place.

These discussions will be led by Stone Bay Health Lead and Head of School, and following these discussions a Health Care Plan will be written in conjunction with the parent/carers by Stone Bay Health Lead, and be put in place. It is the role of Stone Bay Health Lead to audit and sign off Health Care Plans before they are put in place after consultation with all the appropriate people.

4 Individual Health Care Plans.

Individual healthcare plans will help to ensure that Stone Bay School effectively support pupils with medical conditions. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex. All pupils will have a Health Care Plan as this is how we capture parental consent for administration of non-prescribed medication. The school, healthcare professional and parent/carer should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached the Headteacher, is best placed to take a final view. A flow chart for identifying and agreeing the support a child needs and developing an individual healthcare plan is provided at appendix 1.

Individual healthcare plans will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will capture the key information and actions that are required to support the child effectively. The level of detail within the plan will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support.

Individual healthcare plans (and their review) should be drawn up in partnership between the school, parents/carers and a relevant healthcare professional e.g. school, specialist or children's community nurse, who can best advise on the particular needs of the child. Students should also be involved whenever appropriate. The aim should be to capture the steps which Stone Bay School should take to help manage their condition and overcome any potential barriers to getting the most from their education. Partners will be involved but responsibility for ensuring it is finalised and implemented rests with the school. The health care plan will be printed and signed by parents, when updated the new version must be printed and parents must sign.

Stone Bay School will ensure that individual healthcare plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They will be developed and reviewed with the child's best interests in mind and ensure that Stone Bay School assesses and manages risks to the child's education, health and social wellbeing, and minimises disruption. Where a child is returning to school following a period of hospital education, we will work with the local authority and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively

5 Roles and Responsibilities

Various members of staff throughout Stone Bay have identifiable roles that sit within their title and remit contained within this plan. Other Healthcare Professionals, including GPs, Paediatricians and SSNT should notify the Community Nursing Team when a pupil has been identified as having a medical condition that will require support at school. SSNT may be able to provide support, and training to staff, for pupils with particular conditions (for example, asthma, diabetes, and epilepsy) Pupils with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions, and can, for example, alert staff to the deteriorating condition or emergency need of pupils with medical conditions.

Parents/carers should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their pupil has a medical condition. Parents/carers are key partners and should be involved in the development and review of their child's Health Care Plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

It is the responsibility of the parents/carers to ensure that they do not send their children to school if they have vomiting or diarrhoea and to wait 48 hours since the last vomiting or diarrhoea episode before returning children back into school. This is to reduce the spread of viruses that may cause some of our more vulnerable pupils to become more seriously ill. Local authorities are commissioners of school nurses for maintained schools and academies in Kent. Under Section 10 of the Children Act 2004, they have a duty to promote co-operation between relevant partners such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and NHS England, with a view to improving the well-being of pupils with regard to their physical and mental health, and their education, training and recreation.

KCC is currently consulting on the re-organisation of its Health Needs provision which will strengthen its ability to provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within individual healthcare plans can be delivered effectively. KCC will work with us to support pupils with medical conditions to attend full time. Where pupils would not receive a suitable education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements. Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it is clear that a pupil will be away from school for 15 days or more because of health needs (whether consecutive or cumulative across the year). Providers of Health Services should co-operate with schools that are supporting pupils with medical conditions.

They can provide valuable support, information, advice and guidance to schools, and their staff, to support pupils with medical conditions at school. Clinical Commissioning Groups (CCGs) commission other healthcare professionals such as specialist nurses. They have a reciprocal duty to co-operate under Section 10 of the Children Act 2004 (as described above for local authorities). The local Health and Well-being Board provides a forum for the local authority and CCGs to consider with other partners, including locally elected representatives, how to strengthen links between education, health and care settings.

The Ofsted inspection framework places a clear emphasis on meeting the needs of disabled pupils and pupils with SEN, and considering the quality of teaching and the progress made by these pupils. Inspectors are already briefed to consider the needs of pupils with chronic or long-term medical conditions alongside these groups and to report on how well their needs are being met. Schools are expected to have a policy dealing with medical needs and to be able to demonstrate that it is being implemented effectively.

Stone Bay School will ensure staff are appropriately trained and have the resources they need to safely complete their role in administering medication. The Specialist School Nurse Team will be the lead in organising and sponsoring any training with a medical connotation, and assist in ensuring Stone Bay School follows all relevant legal guidance. The School Governors in conjunction with Stone Bay Health Lead will ensure that policy is updated when and as required

6 Staff Training and Support

All staff who are happy to provide support to students for medical conditions will be trained by professionals qualified to do so. The training need will be identified during the development or review of the individual healthcare plan. We may choose to arrange training ourselves and will ensure that it remains up-to-date.

Training should be sufficient to ensure that staff are competent and have confidence in their ability to support students with medical conditions, and to fulfill the requirements set out in the individual healthcare plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures. Staff who have completed training with the school nursing team will be able to witness medication being administered. Staff who have completed the training and then received competency assessments which will be signed off by the nursing team will be able to administer medication to the students.

Staff must not give prescription or non-prescribed medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans). A first aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including a school nurse, can provide confirmation of proficiency of staff in a medical procedure, or in providing medication.

All staff will receive induction training and regular whole school awareness training so that all staff are aware of the school's policy for supporting students with medical conditions and their role in implementing the policy. The Headteacher will seek advice from relevant healthcare professionals about training needs, including preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

The family of a child will often be key in providing relevant information to school staff about how their child's needs can be met, and parents will be asked for their views. They should provide specific advice, but should not be the sole trainer.

7 The Pupil's role in managing their own medical needs

If, after discussion with the parent/carer, it is agreed that the child is competent to manage his/her own medication and procedures, s/he will be encouraged to do so. This will be reflected in the individual healthcare plan.

Wherever possible children will be allowed to carry their own medicines and relevant devices or should be able to access their medication for self-medication quickly and easily; these will be stored in the cupboard in room to ensure that the safeguarding of other children is not compromised. Stone Bay School does also recognise that children who take their medicines themselves and/or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, then relevant staff will help to administer medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents will be informed so that alternative options can be considered.

8 Managing Medications on School Premises and Record Keeping

At Stone Bay School the following procedures are to be followed:

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so;

- No child under 16 should be given prescription or non-prescription medicines without their parents written consent (see template B) - except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality;
- We seek authorisation from parents to administer a range of Non-prescribed medication. These medications are listed in our Health Care Plan Appendix 2.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours;
- Stone Bay School will only accept prescribed medicines, with written permission from parent/carer that are in-date, labeled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must be in-date, but will generally be available inside an insulin pen or a pump, rather than its original container;
- All medicines will be stored safely in the medication cabinets in their residential flat or in the medication cabinet in the Main Office, Woodpecker class, Seagull Class and Kestrel class. Children with capacity should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the Medication Cabinet
- Medicines and devices such as asthma inhalers and adrenaline pens should be always readily available state where and not locked away. Asthma inhalers should be marked with the child's name.
- During school trips the member of staff who is trained to administer medication will carry all medical devices and medicines required (unless they are not medication trained).
- A child who had been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary. Otherwise we will keep all controlled drugs that have been prescribed for a student securely stored in a non-portable container and only named staff will have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held in the school; These records will be kept in the controlled drugs record book, these can be located in the residential flats or in the classroom medication cabinets where Controlled drugs are stored..
- Staff administering medicines should do so in accordance with the prescriber's instructions. Stone Bay School will keep a record (MAR chart) of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted. Written records are kept of all medicines administered to children. These records offer protection to staff and children

and provide evidence that agreed procedures have been followed. Any pupil who has regular medication at school will have their MAR chart on our electronic system called Iris Adapt.

- When no longer required, medicines should be returned to the parent/carer to arrange safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.
- The Health Lead will monitor medication on a weekly basis to ensure pupils have been administered the correct medication, remaining quantities are correct and the correct procedures are followed.

9 Emergency Procedures

The Headteacher will ensure that arrangements are in place for dealing with emergencies for all school activities wherever they take place, including school trips, as part of the general risk management process.

Where a child has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other students in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance. Schools need to ensure they understand the local emergency services cover arrangements and that the correct information is provided for navigation systems.

Staff should ensure that a copy of the pupils' Health Care Plan, Seizure record, Medication and MAR forms are taken to Hospital or given to Paramedic as needed. If a member of school staff is identified as an emergency contact for a pupil during a situation that may require an emergency response, they will be informed alongside the main contact.

10 Day Trips, Residential Visits, and Sporting Activities

We will actively support students with medical conditions to participate in day trips and sporting activities by being flexible and making reasonable adjustments unless there is evidence from a clinician that this is not possible. Activity risk assessment forms need to be completed before activities take place and a record of medication required for students will be made on the activity form.

We will always conduct a risk assessment so that planning arrangements take account of any steps needed to ensure that students with medical conditions can be included safely. This may involve consultation with parents\carers and relevant healthcare professions and will be informed by Health and Safety Executive (HSE) guidance on school trips.

11 Confidentiality

Staff respect pupils' rights for privacy and confidentiality, they are aware of the need to maintain confidentiality regarding students' medical needs and medication. Information is only shared when it is felt it is in the best interest of the pupils.

12 Head Lice

In the event of head lice being found parents are informed. With parents' consent pupils will be treated once using the "Wet Combing Method". This involves wetting the pupil's hair and applying conditioner, then combing it through with a fine-tooth comb. It is then the parents/carers responsibility to continue with any other treatment. Staff liaise with the School Nursing Team regarding current NHS advice on prevention and treatment of head lice.

13 Pupil Individual Staff Training

Where pupils have additional and/or more complex needs staff may require additional training which will be identified while completing the pupils' Health Care Plan. The Health Lead is the first point of contact for medical training; they will liaise with and arrange appropriate training in consultation with SSNT or it could be with the manufacturer of the medication.

14 First Aid

Please refer to the First Aid Policy. Each classroom and other key areas of the school have a First Aid Kit, the contents of which are regularly checked by a member of staff within the area the first aid box is kept. The Health Lead / Housekeeping Supervisor have responsibility for maintaining them. Items needed are purchased as necessary by Health Lead.

15 Communicable Diseases

Communicable diseases e.g. meningitis, food poisoning, are dealt with and when necessary reported following advice gained from the Consultant in Communicable Disease Control (CCDC) at the local health authority.

16 Unacceptable Practice

Although staff at Stone Bay School should use their discretion and judge each case on its merit with reference to the pupil's Health Care Plan, it is not generally acceptable practice to:

- Prevent staff from easily accessing pupils inhalers and medication;
- Assume that every pupil with the same condition requires the same treatment;
- Ignore the views of the pupil or their parents\carers; or ignore medical evidence or opinion (although this may be challenged);
- Send pupils with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- Prevent pupils from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively;
- Require parents\carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- Prevent pupils from participating, or creating unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child.

17 Liability Insurance

KCC school insurers are Zurich Municipal. The public liability is £50,000,000

18 Complaints

Should parents\carers be unhappy with any aspect of their pupil's care at Stone Bay School, they must discuss their concerns with the school. This will be with the pupil's class teacher in the first instance, with whom any issues should be addressed. If this does not resolve the problem or allay their concern, the problem should be brought to a member of the Senior Leadership Team, who will, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the parent\carer must make a formal complaint using Stone Bay School Complaints Procedure. There is a full complaints procedure in operation at Stone Bay School. Please see Complaints Procedure Policy.

19 Medication Administration Record

The MAR lists a pupils' medicines and doses along with spaces to record when the doses have been given and to specify exactly how much is given when the directions state, for example, 'one or two'. It is also important to keep a record when prescribed medicine has not been given. Different letter 'codes' are used to record reasons for when medicines have not been given.

The MAR must explain what the codes mean. There should be no 'gaps' on the MAR. The information on the MAR will be supplemented by the pupils' Health Care Plan. The Health Care Plan will include personal preferences for taking medication if required. Stone Bay School uses Iris Adapt MAR because this is recorded electronically and it is easy to QA.

At Stone Bay School staff are required to follow very clear guidelines;

- Medication will only be accepted in the correct packaging, clearly stating the name of the pupil, date of medication, dose to be given;
- The MAR is required to be completed for every prescribed medication type
- Only staff that have received their medication training can complete a MAR;
- Medication can only be administered by a suitably trained staff member and the dispensing process must be witnessed by a second staff member (this person does not need to have completed the medication training);
- Both staff members are required to sign off the MAR.

20 Missed Dose/Medication Errors

If there is an obvious emergency, call 999 and request an ambulance;

· If it is not an emergency inform the Health Lead;

· They will seek advice or instruct as required, getting information from the pharmacy department or the National Poisons Unit;

- Parents of the pupil will be informed;
- An incident form must be completed by the person who discovered the error;
- The person to whom the error is reported to will complete information on the school MAR;
- An investigation may take place to prevent a similar error occurring in the future.

21 School Nurse

We have acquired the services of the Special Schools Nursing Team who will be providing us a nurse for one day a week during term time. They will provide training for staff who are supporting pupils. The training will be relating to medical conditions that may require emergency medication to be administered to a pupil.

The nursing team will also train staff in administering medication. Only staff who have then had competencies completed by the nursing team will be able to administer medication to pupils. Those who have not had competencies will only be able to witness the medication being given.

22 Weight Concerns

Where it has been indicated that there are concerns in regards to a pupils' weight - low and/or high, pupils will have an individual record sheet completed by the appropriate staff member overseen by the SSNT/Health Lead and identified in the Health Care Plan.

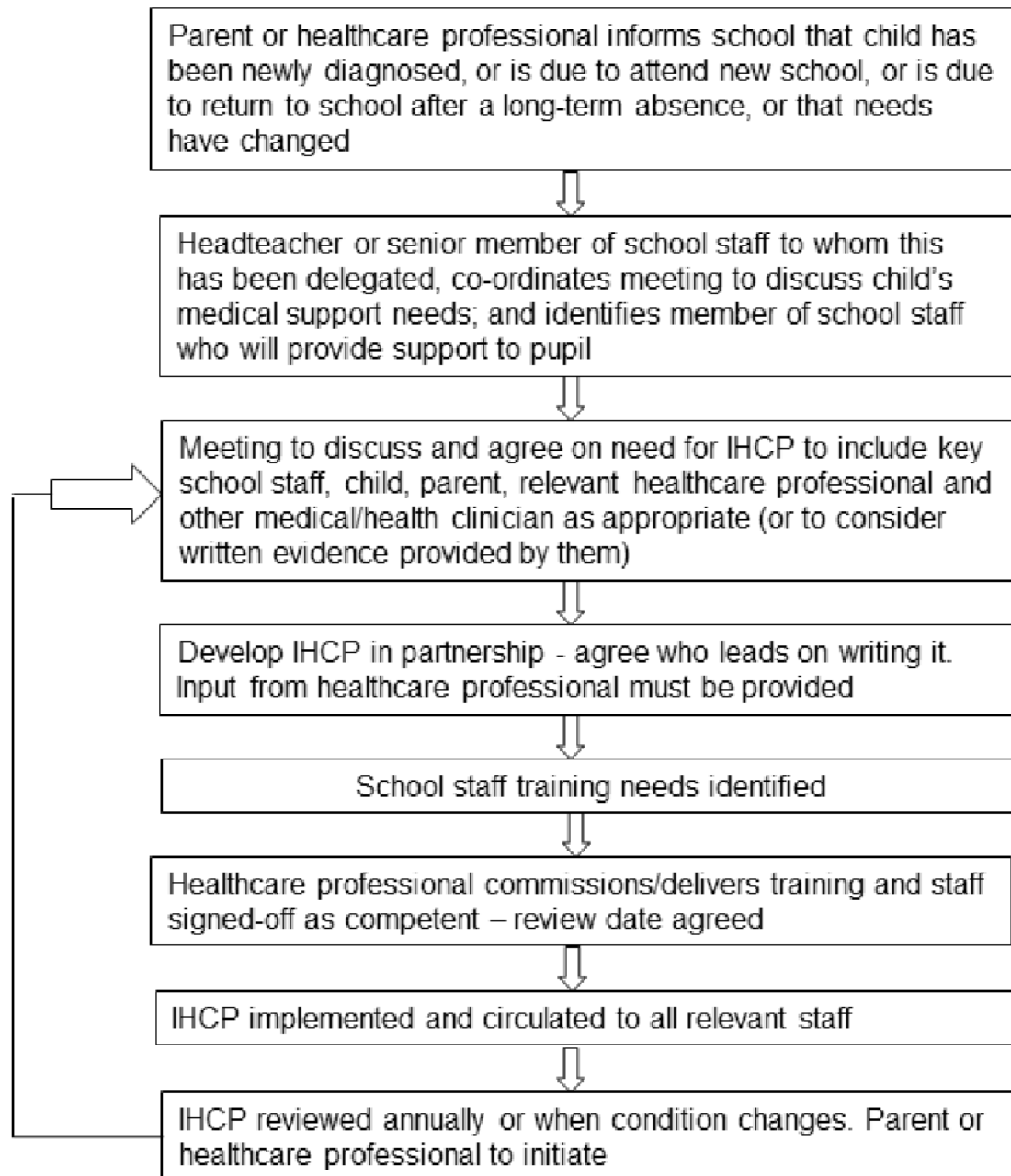
23 Epilepsy

An individual epilepsy electronic recording form is available for pupils who have a history of epilepsy. This form is called seizure record and is on our electronic platform called Iris adapt. These forms can be printed off to take to any specialist appointments. Emergency medication (rescue medication) can only be administered by trained staff. Any pupils who attend our school and have Emergency medication this medication must travel with the pupils. If the pupil travels on home school transport then it is the responsibility of the parents/carers and the transport providers to ensure the Escorts are appropriately trained in administering Emergency medication.

24 Staff Illness/Medication

Staff on medication must store their medication away securely, rescue medication must be kept on the staff member. Staff are required to bring in their own medication.

Appendix 1: Model process for developing individual healthcare plans



Safeguarding, Equality and Equal Opportunities Statement

Stone Bay School will promote equality of opportunity for all students and staff from all social, cultural and economic backgrounds. The school will ensure that no student or staff member is disadvantaged, discriminated against or treated less favourably because of their gender (including gender reassignment), race, disability, religion or belief, sexual orientation or due to pregnancy or maternity.

Stone Bay School aims to;

- Foster good relationships and create effective partnerships with all sections of the community
- Ensure that the school's service delivery, commissioning and employment practices will not discriminate unlawfully, either directly or indirectly
- Provide an environment free from fear and discrimination, where diversity, respect and dignity are valued and celebrated
- All aspects of Safeguarding will be embedded into school life and will remain the responsibility of all members of our school community.