



SIR WILLIAM BORLASE'S  
GRAMMAR SCHOOL

# Medical Needs Policy

Senior Leader Review Lead : DSL, Karen Harper  
Healthcare and Wellbeing Lead,  
Janet Goodman

Last Reviewed: October 2022

Review date: June 2023 - or as needed

For review by: PDW / LGB

## **Introduction**

This policy should be read in conjunction with other relevant policies:

Medicine Policy

Safeguarding and Child Protection Policy

Trips Policy

Equalities Policy

Health and Safety policy

## **Aims**

Sir William Borlase's Grammar School recognises and understands that some members of the school community may need help and support with the management of their medical needs and / or conditions. Whilst the primary responsibility for the health and wellbeing of a student remains with parents/carers, the school has a duty of care to the student, and aims to do all that is reasonable and practical to support the student through discussion with the student, parents/carers and any medical professionals.

The school also recognises that it has a duty of care in reference to first aid when school's employees and students are on the school premises or off premises on school trips. This policy aims to set-out a clear understanding for parents/carers and staff how the school will support people who are part of the Borlase school community.

Students at school with medical conditions and/or individual healthcare plans should be properly supported so that they have full access to education including physical education and school trips. Governing bodies must ensure arrangements are clear and unambiguous about the need to support students with medical conditions and enough flexibility is in place for all students to participate according to their own abilities with any reasonable adjustments.

## **Department for Education Guidance**

From September 2014, Section 100 of the Children and Families Act 2014, placed a duty on governing bodies of schools and academies to make arrangements for supporting students with medical conditions, in consultation with health and social care professionals, students and their parents/carers. This involves the development of Individual Health Care Plans for students with medical needs and / or conditions



in accordance with the statutory [guidance](#) 'Supporting Pupils at School with Medical Conditions' (updated December 2015).

## Key principles

Students' Rights & Responsibilities:

- to be valued
- to respect yourself and be respected
- to feel safe and respect the safety of others
- to use common sense
- to support others

## First Aid

To ensure that First Aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

To provide First Aid treatment when required for all users of the school (with particular reference to pupils and staff) and seek professional medical help where necessary.

To treat a casualty, relatives and others involved with care, compassion and courtesy.

**To appoint the appropriate number of suitably trained people as First Aiders to meet the needs of the school.**

- To provide sufficient and appropriate resources and facilities. To inform staff and parents of the school's First Aid arrangements.
- To provide awareness of Health and Safety issues within School and on school trips (which have a First Aider as part of the staffing arrangements), to prevent, where possible, potential dangers or accidents. Staff will always liaise with the Healthcare and Wellbeing Lead in advance.

**Practical Arrangements at the Point of Need: Sir William Borlase's Grammar School will:**

- provide the appropriate number of first-aid boxes according to the risk assessment of the site, which are marked with a white cross on a green background;
- provide the names of those qualified in First Aid and ensure their training is regularly updated;



- have at least one qualified person on the school site when pupils are present;
- show how accidents are to be recorded and parent(s) and/or carer(s) informed;
- follow hygiene procedures for dealing with the spillage of body fluids;
- provide guidance on when to call an ambulance;
- Refer to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995), under which schools are required to report;
- ensure first aid supplies are also kept near hand washing facilities;
- check medication such as school's supply of inhalers and EpiPens regularly to ensure they have not passed the expiry date or are due to expire;
- Have in place routines for the checking and replenishment of First Aid supplies/kits as necessary;
- Healthcare and Wellbeing Lead and first aiders have access to a list of all medical files.

#### **School Healthcare and Wellbeing Lead/First Aiders' responsibilities are:**

To call 111 or 999 and summon an ambulance when necessary.

Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible.

Help fellow First Aiders at an incident and provide support during the aftermath where required.

To insist that any casualty who has sustained a severe head injury is seen by professionals at the hospital.

To inform the Medical Room or School Office when pupils are too unwell to stay in class. The Medical Room or School Office will inform parents/carers, when required, of illness or accident.

#### **The school Healthcare and Wellbeing Lead/First Aiders' procedure for dealing with sick or injured pupils:**

- Ascertain by inspection and discussion with pupil or staff member the nature of the injury or illness.
- Comfort or advice as necessary. This may be sufficient and pupils can return to class or break. Inform staff members of the nature of any concerns if appropriate.
- The school Healthcare and Wellbeing Lead/First Aider will treat the injury or illness if required.
- The Healthcare and Wellbeing Lead/First Aider will record action taken in the Accident Report Book as necessary.
- If the pupil is then well enough he/she will return to class.



- If a problem persists or there are doubts as to the seriousness of any injury then, parent(s) and/or carer(s) will be telephoned and asked what they would like to do. If parent(s) wish to collect their child, appropriate arrangements are made.
- If a severe illness or injury is suspected, then the emergency services will be called (or the most appropriate member of staff will take the pupil to hospital if deemed more efficient) and administrative staff will contact the parent(s) and/or carer(s) to inform them. No pupil will travel in an ambulance unaccompanied.
- If any issue arises during treatment or discussion with the pupil that the school Healthcare and Wellbeing Lead/first aider feels should be taken further, she/he will telephone or speak to the parent(s) and/or carer(s).

N.B. The First Aiders will have up to date Emergency First Aid training and some will have a full and current First Aid at Work Certificate. They are not, however, medically qualified and hence cannot give medical advice.

**Guidance on when to call an ambulance:** The following is guidance only and cannot be considered to be comprehensive; however a paramedic should be called if:

- If there are signs of a stroke, poisoning, drug overdose or evidence of a suicide attempt
- If a casualty is trapped, unconscious, has sudden or severe back pain, chest pain or broken bones
- If there is any sign of a heart attack such as severe chest pain or pain in the patient's arm or jaw
- If a casualty has suffered a fall from height
- There is a serious head injury
- There is severe bleeding
- There is a severe or growing allergic reaction (anaphylaxis)
- There is an asthma attack continuing despite using an inhaler
- There is a seizure
- There are signs of stroke
- There is a rash which does not blanch when using the 'tumbler test'
- There is any neck injury (particularly sustained in a sport such as rugby).

It should be re-emphasised that these examples are only illustrative, if in doubt get professional help.

**Guidance on how to call an ambulance:** Follow the steps below. **From all landlines in the School phone 999. From a mobile phone 112/999.**

- They will ask you what service you require. Say 'ambulance'.



- They will ask where you are located. Be as precise as possible: the school postcode (for satnav) is SL7 2BR
- They will ask you how many casualties. If a child, state 'a child' They will ask what is wrong with casualty.
- Tell them what you are sure of: they are likely to ask for further information such as the casualty's name, date of birth, GP surgery etc.
- If the casualty is not near a telephone, you will find it helpful to enlist another member of staff to help you with making the call and relaying details.
- They will give you a reference number; note this down in case you need to call back and update them.
- They will ask if other services are required.
- After you hang up you must wait with the casualty until the ambulance arrives, and send someone to direct the ambulance (or contact Reception to assist with this).

### **Individual Healthcare Plans (IHCP) Information**

Students with complex or long-term medical or health needs are invited to complete an Individual Healthcare Plan (IHCP). The school Healthcare and Wellbeing Lead ensures that all relevant staff, such as the SENDCo and Head of Year, are aware of the IHCP where needed to best support the student.

IHCPs are reviewed on an annual basis, or earlier if the student's needs have changed. The school Healthcare and Wellbeing Lead will send a letter to parents/carers annually asking for IHCPs to be updated with any new information.

The school Healthcare and Wellbeing Lead will ensure that IHCPs are put in place at the earliest opportunity, after parental contact with the school, and following any medical diagnosis by a GP or Consultant.

The school will liaise with parents/carers to ensure the school has complete specialist guidance on medical conditions and will ask for specialist training where necessary in certain circumstances.

The school Healthcare and Wellbeing Lead will maintain an up-to-date Healthcare Register and associated medical documentation for all IHCPs.

The school Healthcare and Wellbeing Lead and any other relevant staff will liaise with parents/carers, health and other professionals, staff and students, to ensure that information is managed sensitively and with the best interests of the student in mind.

Medication will be accessible as required by the IHCP.

If a student refuses to take a medicine or carry out a procedure parents and, where appropriate, medical professionals will be informed.



## **Medical Return to School Meetings**

These are arranged for students who have had specialist external medical intervention requiring them to have personalised support or adaptations to make school life more accessible. The school will consider reasonable adjustments as required so that the student can participate as fully that their current medical situation would allow.

Meetings take place before, or on the first day the student returns to school and involve assessing the student's safety on the school site / ability to move safely around the school site and consider any timetable or wider implications.

These meetings will involve the school Healthcare and Wellbeing Lead and any relevant members of staff.

## **Roles and Responsibilities**

The Local Governing Body will support the School in its effective implementation and monitoring of the Medical Needs policy and regularly reviews the policy and necessary training.

The Headteacher is responsible for the implementation of the policy on a day-to-day basis and has overall responsibility for the development of IHCPs.

### **Staff Roles:**

Support the Headteacher in the implementation of this policy.

Be positive role models and promote positive behaviours by the way they speak to, and treat others.

Know and understand the signs and symptoms of any medical conditions for relevant students.

Engage in any relevant training to support the wellbeing and safety of students.

## **Student Roles**

### **Students:**

Are encouraged to self-manage and self-medicate their medical conditions wherever possible.

Should carry their own medication devices, for example, an inhaler, auto-injector pen, diabetic testing kit.

Students who are taking medication that can be administered outside of school hours are asked to do so, for example, hay fever medication, eye drops and twice daily antibiotics. This type of medication will not be held in school.



### **Parental/Carer Role:**

To make the school aware of any new medical concerns or diagnosis, or any changes to their child's medical circumstances.

To keep the school up-to-date regarding any on-going treatment and / or additional support required.

To complete and return to the school Healthcare and Wellbeing Lead, an IHCP for their child if they have any conditions that may require additional support and / or medication to be held in school.

To contact the school to arrange a medical return to school meeting, prior to their child's return to school.

To ensure that all medication provided is in date, clearly labelled, in the original packaging as dispensed by a pharmacist, and contains full instructions for administration, dosage and storage.

To ensure that their child collects their medication or medical equipment when it is due to expire and replaces it promptly.

To aim to ensure that routine medical and dental appointments are scheduled out of school hours, including vaccinations.

To ensure that any physical or mental health conditions are declared on the medical information forms for any residential visits.

To make sure that parent contact details are fully up-to-date and inform SWBGS via [parents@swbgs.com](mailto:parents@swbgs.com) of any changes immediately.

### **Appendix 1**

#### **Useful Resources**

##### **Departmental guidance and advice**

- [Special educational needs and disability code of practice 0 to 25](#)
- [Working together to safeguard children](#) - statutory guidance on inter-agency working
- [Safeguarding children: keeping children safe in education](#) - statutory guidance for schools and colleges





- [Ensuring a good education for children who cannot attend school because of health needs](#) - statutory guidance for local authorities
- [Drug advice for schools](#) - published by DfE/Association of Chief Police Officers, this document provides advice on controlled drugs
- [Home to school transport](#) - statutory guidance for local authorities
- [Equality Act 2010: advice for schools](#) - to help schools understand how the Act affects them
- [School Admissions Code 2012](#) - statutory guidance that schools must follow when carrying out duties relating to school admissions
- [Health and safety](#) - advice for schools covering activities that take place on or off school premises, including school trips
- [Alternative provision](#) - statutory guidance for local authorities and headteachers and governing bodies of all educational settings providing alternative provision
- [First aid](#) - departmental advice on first aid provision in schools
- [Automated external defibrillators \(AEDs\)](#) - how schools can buy, install and maintain an automated external defibrillator
- [School premises](#) - departmental advice to help schools and local authorities understand their obligations in relation to the School Premises Regulations 2012



- [Mental health and behaviour in schools](#) - departmental advice to help schools identify and support those pupils whose behaviour suggests they may have unmet mental health needs
- [Department for Education](#) - contact details

#### **Associated resources and organisations - medical conditions**

- [Diabetes UK](#) - supports and campaigns for those affected by or at risk of diabetes
- [Children's Heart Federation](#) - a children's heart charity dedicated to helping children with congenital or acquired heart disease and their families in Great Britain and Northern Ireland
- [Education and Resources for Improving Childhood Continence \(ERIC\)](#) supports children with bladder and bowel problems and campaigns for better childhood continence care
- [Anaphylaxis Campaign](#) - supports people at risk from severe allergic reactions (anaphylaxis)
- [British Heart Foundation](#) - supporting those suffering from heart conditions
- [Little Hearts Matter](#) - offers support and information to children, and their families, with complex, non-correctable congenital heart conditions
- [CLIC Sargent](#) - a cancer charity for children and young people, and their families, which provides clinical, practical and emotional support to help them cope with cancer



- [Sickle cell and Young Stroke Survivors](#) - supports children and young people who have suffered a stroke or at risk of stroke as a result of sickle cell anaemia
- [Coeliac UK](#) - supports those with coeliac disease for which the only treatment is a gluten-free diet for life. The Coeliac UK website offers guidance and advice to everyone involved with supporting a child with coeliac disease in school, including training and tips for caterers as well as parents/carers.
- [The Association of Young People with ME](#) - supports and informs children and young people with ME (myalgic encephalomyelitis)/CFS (chronic fatigue syndrome), as well as their families, and professionals in health, education and social care
- [The Migraine Trust](#) - a health and medical research charity which supports people living with migraine
- [Migraine Action](#) - an advisory and support charity for children and adults with migraine and their families
- [Stroke Association](#) - supports families and young people affected by stroke in childhood
- [Young Epilepsy](#) - supports young people with epilepsy and associated conditions
- [Asthma UK](#) - supports the health and wellbeing of those affected by asthma
- [Epilepsy Action](#) - seeks to improve the lives of everyone affected by epilepsy



- [East of England Children and Young People Diabetes Network](#) - provide diabetes guidelines for schools, colleges and early years settings

