

NEWLANDS GIRLS' SCHOOL

POLICY DOCUMENT



Medical Needs Statement

LAST UPDATED	(by) School and Community	(date) Nov 2011
LAST REVIEWED	(by)	(date)

POLICY TYPE	Statutory / Voluntary
REVIEW FREQUENCY	Annually

RESPONSIBLE	
Management Team	
Governing Committee	

At Newlands we create confident and responsible young women equipped with the skills they need for the twenty first century. We empower all students to realise their potential as part of a community committed to lifelong learning.

Access to Education for Pupils with Medical Needs.

This document sets out the aims, scope and practice of Newlands Girls' School to meet the medical needs of pupils in school and to ensure access to education for girls who are temporarily unable to attend school on a full time basis because of a diagnosed medical condition.

Aims

The aims of the policy are:

1. To ensure that pupils' medical needs, temporary or long term, are met.
2. To ensure that staff have access to information relevant to pupils' needs.
3. To make provision for appropriate training for staff.
4. To ensure that all pupils should continue to have access to as much education as their medical condition allows.
5. To reintegrate pupils back into full time education at the earliest opportunity following a period of medical absence.
6. To maintain links with school for pupils who have a prolonged absence so that they do not become isolated.

Information about Pupils' Medical Needs

Parents/carers are asked to complete a medical information form (Appendix A) included in the admissions pack. If this form identifies a condition requiring occasional medication, a Request for the School to Give Medication form (Appendix B) is sent to parents/guardians.

When parents/carers inform us of a medical condition which develops during a pupil's school career, the information is entered into the pupil's record on the school database and the parent/guardian's note goes into the pupil's file. A Request for the School to Give Medication form (Appendix B) is sent to parents/guardians in appropriate cases.

At the start of each school year a list of pupils' medical needs is circulated to all staff. If a medical condition develops during the year, or if a pupil is to be away from school for any length of time and needs work set, the form tutor or Head of Year informs all teaching and support staff.

A 'Medic Alert' notice is posted in the staff room giving details and photographs of pupils susceptible to severe allergic reaction which may require swift treatment. The notice gives details of the allergy and its appropriate treatment.

Staff training time is devoted to meeting medical needs such as administering first response first aid and use of epipens in response to staff concerns or current pupil needs. Staff who wish to be supported in attending external training in first aid.

Parental Responsibility

Parents/carers are responsible for making sure their daughter is well enough to attend school. They are responsible for notifying the school of the reason for and likely length of absence via

the attendance line on the first day of absence if their daughter is ill. Pupils must bring a written note from parents/guardians confirming the reason for absence on their return to school.

Parents/carers must inform the school of any medical condition affecting their daughter and of any special care or treatment that is required.

If a pupil is absent from school with a notifiable disease, parents must inform the school and not let her return to school before the recommended period of time has elapsed.

If a pupil is diagnosed as HIV positive parents/carers should, in the interests of the individual and the school community, inform the school. This information will, in accordance with LA policy, be regarded as confidential to those who need to know and will not affect the individual's equality of opportunity.

Medical Room Procedures

If a pupil feels ill or has an accident requiring medical attention during a lesson, she should be sent to the front office with a note in her planner by the teacher. She may be escorted by another pupil should the teacher consider this necessary.

The member of staff on duty will note the pupil's name and form, the teacher who has sent her, her symptoms and any treatment administered. The pupil will be allowed to rest in the medical room for 15 minutes and then encouraged to go back to her lesson. If she is still not well after a further 15 minutes, the pupil's first priority contact is telephoned. The pupil's return to lessons or collection is recorded. Old medical log books are stored in a locked cupboard in the medical room for record purposes.

Accidents

School first-aiders are not qualified nurses. They have been trained to administer basic first aid.

In the case of an accident when more than first aid is required, the pupil's first priority contact is telephoned. If the situation is serious and the first priority contact cannot be contacted, an ambulance is called. An accident form is completed by the relevant teacher and signed by the Head teacher. The form is put in the accident file kept by the School Manager.

Medicines in School

Pupils are only allowed to bring prescribed or over-the-counter medicines into school if the following procedures are followed.

When a pupil is on a course of medication for which a dose needs to be given during the school day, she will be given a form (Appendix B) for her parent/carer to complete and sign to authorise staff to administer the medicine. The form details the medication, dosage and duration of treatment. She must take her medicine to the front office on her arrival in the morning. It will be stored in the fridge if necessary. The pupil must go to the front office for her dose as required. The member of staff on duty notes on the form the date and time the dose was given and initials it.

No pupil should carry tablets such as paracetamol or Nurofen in her bag and in no circumstances may medicines be given to any pupil other than the one for whom they have been prescribed.

When pupils have an ongoing medical condition which may require occasional emergency treatment, a supply of the appropriate medication will be kept in a locked cupboard in the office.

Pupils who suffer from asthma usually carry and manage their own medication for this condition. In the case of a prolonged attack, parents/carers are contacted to take her to the doctor. Failing this, an ambulance will be called.

Medical Needs on School Visits

Whenever a group of pupils leaves the premises to go on a school visit, the supervising staff (one member of which should ideally be a first-aider) will take a standard first-aid kit with them for use in an emergency. The nominated first-aider for any visit will be issued with guidelines for the administration of first-aid and medication and should read through the medical forms before the trip.

Parents/carers must complete an Off-Site Activity and Medical Consent form OA4 (Appendix C). For any visit out of the immediate Maidenhead area, copies of form OA4 must be carried by staff supervising the visit. For visits to foreign countries, originals of form OA4 must be carried.

Medical Inspections and Immunisations

Individual pupils may be referred for a routine medical in response to concerns expressed by staff, where the girl is the subject of a Multi-professional assessment (MPA), if parents request it or if a case conference has been called to assess placement on the protection register. School Health may also contact the school to inform us that they wish to conduct a medical for a pupil. Parents/carers are informed if a medical examination is to take place and may attend if they wish to.

School Health undertakes routine immunisation for particular year groups. Parents/carers give consent by means of a standard School Health form. Form teachers and pupils are informed of the time each form is to go to the hall. All necessary paperwork is given to the nurses when they arrive and queries are dealt with.

After each pupil has been immunised, she sees the nurse who records the immunisation details. She then waits quietly in a designated area for 10 minutes before returning to her lesson. Any pupil who has a reaction to the immunisation will be detained longer by the nurses until she has recovered fully or sent home if they consider it necessary.

The nurses clear up and discuss problems or further referrals with support staff before they leave.

School Nurse

The school has a designated school nurse. A one lunchtime per fortnight drop-in session is provided for pupils who wish to discuss health issues. The school nurse is available for the school to consult about health-related matters and provides other services such as assemblies as arranged.

Temporary Disability

Special arrangements are made to allow pupils with a temporary disability, e.g. a broken leg, to continue to access education as normally as possible.

Prolonged Absence for Medical Reasons

The named person in school with responsibility for dealing with pupils who are unable to attend school because of their medical needs is DH Pastoral.

DH Pastoral will notify the Specialist Inclusion Service (SIS) or the nominated EWO, if a pupil is or is likely to be away from school, due to medical needs, for more than 15 working days.

Children with medical needs will remain on the school register. Attendance registers will be marked so that they show if a pupil is or ought to be receiving education otherwise than at school.

If a child is offered long term tuition for medical reasons, a Personal Education Plan (PEP) will be sent to school by SIS. The completed PEP will be returned to SIS to provide information on the child's levels of functioning.

Any information about a child's special educational needs and a statement if appropriate will be given to SIS with the PEP.

DH Pastoral will liaise with SIS staff and school staff and will provide termly work plans for all areas that the child is studying. Appropriate teaching material and equipment will be available to loan to SIS to ensure that the pupils is not disadvantaged.

The school will convene regular review and planning meetings about the child, involving the child, if appropriate, their parents and all professionals dealing with the child. These meetings will review progress, plan for the child's reintegration into school and will give clear responsibilities for all of those involved.

Pupils will be given access to public examinations as appropriate and DH Pastoral will liaise with SIS over this.

The school will pay examination fees, assess examination coursework and organise careers interviews and introduction to the Connexions Service when appropriate.

Pupils who are unable to attend school because of medical needs will be kept informed of school social events by newsletter. Contact with peers and staff will be maintained by e mail as appropriate. The school will take into account the views of the pupil by discussions with her and her parents/guardians.

Medical Information

Appendix A

Family Doctor:		
Address:		Post Code:
Telephone:		

Child's Medical Information (Strictly Confidential)

Please indicate below any medical condition which might affect your daughter during the school day and action to be taken by our staff.

If your daughter requires an inhaler or Epi-pen, it is essential that we keep a spare in our medical room for use in emergencies. Please bring this into Reception for us to administer as necessary

and fill in a medical consent form. Can you please also make a note of the expiry date on the medication and replace as necessary. Your daughter will also need to carry her own named inhaler/Epi-pen.

Any other medication will be stored and administered by the office staff.

Medical condition/Allergy	Action/Medication required

Previous School Information

We will contact your daughter’s previous school to request academic records.

1. (nursery)	3.	5.
2.	4.	6.

Please indicate below how your child will normally get to school?

Bicycle <input type="checkbox"/>	Train <input type="checkbox"/>	Walks <input type="checkbox"/>	Car <input type="checkbox"/>	Taxi <input type="checkbox"/>	Public Transport <input type="checkbox"/>
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Meal Arrangements

Free School Meal	Paid School Meal	Sandwiches	Home	Other: <input type="checkbox"/>
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If your child is entitled to a Free School Meals, please bring in the completed ‘Application for Free Meals’ form, your ‘Income Support Book’ and ‘Child Tax Credit Award Notice’ **on the first day your child attends school.**

**NEWLANDS GIRLS' SCHOOL
REQUEST FOR THE SCHOOL TO GIVE MEDICATION**

Dear Headteacher

I request that _____ (daughter's FULL NAME)

Form _____ be given the following medication

_____ (name of medicine(s))

_____ and dosage)

at the following times during the day

- The above medication has been prescribed by the family doctor. It is clearly labelled indicating contents, dosage and child's name in FULL.
- The above medication has been requested by the child's parent/guardian. It is clearly labelled indicating contents, dosage and child's name in FULL.

I understand that the medicine must be delivered personally to the RECEPTION and accept that this is a service which the school is not obliged to undertake.

Signed _____ Parent/Carer

Address _____

Date _____

NOTE

Medication will not be accepted by the school unless this letter is completed and signed by the parents or legal guardian of the child and that the administration of the medicine is agreed by the Head Teacher.

The Governors and Head Teacher reserve the right to withdraw this service.

(3) OA4 OFF-SITE ACTIVITY MEDICAL AND CONSENT FORM
Appendix C

ORGANISATION: Newlands Girls' School

NAME OF PARTICIPANT:

IMPORTANT: This form must be completed by the parent/guardian if the participant is under 18 years of age and by the participant if she is over 18 years of age.

Address of Participant:	Telephone No: (incl. STD)
Post Code:	Date of Birth:

Emergency Contact During School Year:	Telephone No: (incl. STD)
Name:	Alternative Telephone No:
Address:	Relationship to Participant:
Post Code:	

DOCTORS Name:	Telephone No: (incl. STD)	Details of last Tetanus injection date:
Address:		
Post Code:		OR, have you had one in the last 10 years? YES / NO

Please give details of any medical conditions/disabilities, e.g. diabetes, epilepsy or allergies to (e.g.) medication, plasters, etc.

Please give current treatment including medication:

Details of any special dietary requirements:

STATEMENT

I UNDERSTAND THAT I WILL RECEIVE INFORMATION REGARDING PROPOSED VISITS/ACTIVITIES AND BE ASKED TO CONSENT TO THE ABOVE PERSON PARTICIPATING.

I will ensure that my child/I understand(s) the information for her/my safety and for the safety of the group that any rules and instructions given by staff are obeyed. I undertake to inform the Leader of any changes in the fitness of the participant/myself prior to the date of departure.

I accept full financial responsibility if they/I have to return home before the end of the trip because of inappropriate behaviour.

I am in agreement that those in charge may give permission for the participant/me to receive medical treatment in an emergency.

Signed: Parent/Carer

Date:

Signed.....

Chair of School and Community Governor's Committee

Date.....

Review date.....