



Medical Needs and Intimate Care Policy

Introduction

This policy replaces any previous policy and follows the DCSF regulations and those issued by the London Borough of Harrow. All members of staff are affected by and expected to adhere to this policy.

In line with the college's Equal Opportunities and Special Educational Needs policies, we aim to give all students equal opportunities to take part in all aspects of college life, as far as is appropriate, practicable and compatible with giving regard to health and safety and the efficient education of other students.

This policy takes account of the Government's aim for children to have the support they need under Every Child Matters:

- to be healthy
- to stay safe
- to enjoy and achieve
- to make a positive contribution
- to achieve economic well-being.

The policy will follow the five principles of the Children's Plan:

- to support parents and families
- to allow children to reach their full potential
- to enable children to enjoy their childhood whilst preparing for adult life
- to provide services in response to children and family needs
- to use preventative measures to help students avoid the possibility of failure.

This policy is founded in the College's commitment to the development and maintenance of good behaviour and a positive and inclusive ethos for all members of the College community.

First edition: February 2011

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Foreword

Rooks Heath College is a mixed 11 to 18 multicultural comprehensive in the London Borough of Harrow. This policy is formulated by the Deputy Headteacher, in consultation with staff, and is monitored by other members of the college's Leadership and Management Group. The policy is subject to annual review by the college's Leadership and Management Group and is subject to approval by the Governors of the college.

Statement of intent

Rooks Heath College takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's medical and/or intimate care needs is one aspect of safeguarding.

The Governors, Headteacher and staff of Rooks Heath College are committed to ensuring that students with medical or intimate care needs receive care, support, and respect in College from staff who have been fully trained. Students should be treated with sensitivity and dignity, and should not be denied access to a broad curriculum simply because they are on medication or need medical support or intimate care, nor should they be denied access to school trips etc. Every effort will be made to work with parents and students to ensure that students with medical or intimate care needs experience the best possible care whilst at the College.

The Policy has been written with the focus on student care. However it should be noted that staff with medical or intimate care needs will be treated with the same respect and dignity as students. Arrangements will be made with the Headteacher, Deputy Head, or Director of Business as appropriate.

Guidelines for students with long-term medical needs

Students with medical conditions entering the College from primary schools will usually be identified through discussions with the Year 6 teachers on transition visits. Parents/carers are also requested to approach the College with information needed to ensure accurate and appropriate care for the student. Parents are also asked to complete a data form on entry identifying any medical needs. This information is stored on SIMS, the College's student information system, and kept in a secure file in the Welfare room. If a medical need arises following entry, parents / carers are asked to contact the College immediately. Parents may be asked to meet with the SENCo / HOY to agree a Care Plan if deemed appropriate. These arrangements will be communicated by the SENCo / HOY to Welfare staff as appropriate.

Not all students with medical needs will require an individual care plan. A short written agreement with parents may be all that is necessary.

Where required, each plan will contain different levels of detail according to individual needs. The plan should clarify the help that can be provided. It should include details of symptoms, daily care requirements, detailed emergency procedures and family/medical contact details.

The parents should confirm all the medical information, in writing, and in cases of complex or serious conditions this should be verified by the GP and/or consultant, also in writing. The care plan should be developed in consultation with the parents, the GP and school nurse and others as appropriate. For example it may be necessary to involve the catering provider in determining suitable meal arrangements for a food allergy sufferer. For the most severe conditions it is important to establish this, in consultation with the parents and the School Health Service. In some situations it may be necessary to involve specialist nursing support or the community nursing team. In some circumstances it may also be appropriate to involve the student.

All care plans are reviewed on an annual basis. This takes place during Annual Reviews for statemented learners and at least once a year during the Summer Term for others with a care plan. Interim reviews can be undertaken at any time when deemed necessary at the instigation of the parents/carers and/or health professionals such as the school nurse, community nurse, dietician, physiotherapist, etc.

Medic alert necklaces or bracelets may be worn to alert others of a specific medical condition in case of an emergency. As these items can be a source of potential injury in games or practical activities, staff should consider whether, in certain circumstances, it would be appropriate to remove them temporarily and have them kept safe by the person in charge of the activity. In such cases, staff need to be alert to the significance of these bracelets/necklaces and be clear to whom they belong when removing and taking charge of them.

Medicines

The College should not store large volumes of medicines. Staff should only store and supervise the administering of medicine that has been prescribed for an individual student. Medicines should be stored strictly in accordance with product instructions and in the original container in which dispensed unless only 1 tablet is required daily for a short time, which should be clearly labelled with name, dosage, frequency and any other instructions.

Any medication brought into the College should be handed to the Welfare staff immediately, with a signed authorisation form from the parent/carer indicating how much and when the student needs to take the medication. If this involves any special form of administration, the parents must contact the College first so that arrangements can be made by the parents/health authority or College for this to occur.

If a medicine is approaching its expiry date, or is close to running out, Welfare staff are responsible for contacting parents to remind them. If replacement medicine is not received after the third reminder, a letter from the HOY will be sent home. Medicines are locked away in a cupboard or fridge in the Medical Room – keys are held by the Welfare staff, with a copy being held in AF16 for emergencies. The exceptions to this are:

- Medicines for asthma, anaphylaxis, diabetes and epilepsy. These medicines may be needed in emergency situations when immediate access would be essential. In some cases children would carry their own medication, e.g. inhalers for asthma, in line with their care plan or parent / college agreement.

Roles and responsibilities

The SENCo and HOYs are responsible for:

- Ensuring that any Care Plans or parental agreements are arranged and then communicated with Welfare staff and other staff as necessary.

The delegated responsibility for day to day administration of medicines (and usually intimate care products) falls to the Welfare staff. Their responsibilities are outlined as follows:

- Supervision of the student self administration of medicines and intimate care products as agreed with parents/families, and the maintenance of necessary records.
- Ensuring that all relevant documentation is kept accurate and up-to-date, and entered on the SIMS system and other information systems as soon as is possible, at the very least on a weekly basis, but ideally on a daily basis
- Ensuring all medicines stored in the College are in-date; informing parents if expiration is imminent and ensuring all out-of-date medicine is replaced and disposed of safely, in line with guidance given.
- Assist the EVC and OSA Leader to ensure that staff are prepared to deal with any necessary medical need or issue on an offsite activity.
- Coordinate with the Assistant Head (Training) and Director of Business the necessary training of staff in all related matters and the maintenance of training records.

Illness / accident in the college

If a student is taken ill in a lesson and it is felt necessary for medical treatment the following may occur

- Student is sent to the Welfare room with a signed Link Book (accompanied by another student if this is deemed necessary)
- Welfare staff may be sent for if the student is unfit to move
- First aid is administered when necessary. Parents/carers may be contacted depending upon the nature of the problem. If it is thought that some follow up may be needed, a letter will be sent home with the child.
- In more serious cases where hospital attention is deemed necessary, the College will attempt to contact with parents/carers who will be expected to take their child to hospital unless this is an emergency.
- In an emergency, an ambulance will be called and the parent/carer contacted by the College (as per the Communications Policy). A member of staff may accompany the student to hospital.
- If parents cannot be contacted, the College will act in loco parentis and give permission for any emergency treatment. In this case, a member of staff will always accompany the student.
- Completion of Accident / Incident forms, with the casualty where possible, to be forwarded to the Director of Business.

Please note the College is not allowed to administer drugs of any kind unless the medication has been sent in with the child and signed permission given by the parent or carer.

Food management – intolerances and allergies

Even in its most severe form, allergies and severe allergic reactions (anaphylaxis) are very definitely manageable. All students with a diagnosed severe food allergy must have an individual care plan. Food/meal arrangements must be covered when the plan is drawn up. The care plan must be drawn up at a meeting involving the SENCo / HOY and the parents and meal arrangements should be discussed at the same time. All allergy and meal arrangement information will be communicated to Welfare staff and catering provider by the SENCo / HOY.

We recommend that students with severe food allergies bring a home packed lunch. Where parents wish their children to be provided with school meals, a meeting takes place between the SENCo / HOY and the parents. The College is responsible for arranging this meeting. At the meeting, the parents are made fully aware of the catering provider's food allergies/allergens policies and procedures. They can use this information to make an informed choice about whether or not they wish their child to receive meals. If the decision is made to provide meals, then the care plan must clearly set out what the arrangements are, agreed by parents/carers.

A critical element of managing the risk from food allergens is ensuring that appropriate "emergency arrangements" are in place. This is absolutely essential. These should be in place regardless of whether meals are provided by the College.

The College's catering company position is that they have taken positive steps to reduce the likelihood that nuts will be found in any recipes/menus. Nuts are not used as ingredients. However, please note that, due to production methods of suppliers of raw ingredients, it is not possible for them to guarantee the child will not come into contact with allergens. Kitchen staff must be made aware by the Welfare staff, of the children affected by possible allergies that they provide for. The basic relevant information from the care plan, including a photo of the child is shared with the kitchen staff.

The College should be supplied with at least one epipen for each affected pupil. These will be kept in the Welfare room, in a box labelled clearly with the student's name and photograph. The date of the epipens will be checked at regular intervals by the Welfare staff, and contact made with parents as outlined in section 4 of this policy. For administration of epipens, see Appendix for guidance.

Guidelines for students with intimate care needs

Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing. Intimate care also includes supervision of a student involved in intimate self-care.

Intimate care needs should be discussed between the SENCo, HOY, Welfare staff, and the parents/carers on a regular basis and recorded on the student's Care Plan. The needs and wishes of the student and parents will be taken into account wherever possible. Further advice will be taken from the school nurse and other outside agencies as necessary.

Careful consideration should be given to each student's situation to determine the level of care needed, and who is most suited to provide this care. This may be Welfare staff or occasionally other staff. Students will be encouraged to do as much as possible for themselves. Each student's privacy will be respected.

Staff expected to provide intimate care will be fully trained to do so, including child protection and health and safety training in lifting and moving. Staff will be provided with protective equipment as necessary, and appropriate waste facilities.

Staff must be respectful to the student's needs, and should accept that their behaviour must be open to scrutiny. Staff must work in partnership with parents/carers to ensure a continuity of care wherever possible.

College trips, visits and offsite activities

Rooks Heath College believes that all students are entitled to participate fully in activities associated with the College and will attempt at all times to accommodate students with medical or intimate care needs, however, consideration must be given to the level of responsibility that staff can be expected to accept as indicated and agreed on the Care Plan, or in liaison with parents/carers for those without a Care Plan.

For work experience, the Work Experience Coordinator should make sure that any placement is suitable for a student with a particular medical condition or need. The Work Experience Coordinator is responsible for liaising with the Connexions Service over any students who may have medical needs, and where necessary an additional Risk Assessment on the placement undertaken. Students will be encouraged to share relevant medical information with employers. A risk assessment should be completed for all student placements. The College has the primary duty of care to assess the suitability of all off site provision. Equally there is a responsibility on the provider to undertake a risk assessment to identify significant risks and necessary control measures when students are on site.

For journeys abroad and exchange visits it is advisable to have one copy of the parental consent form in the language of the country visited. Where a student requires and has a particular medical care plan, this should also be available in the host language. This is particularly important if students stay with host families during an exchange visit.

Related policies

This Medical Needs and Intimate Care Policy should be read in conjunction with the following:

- Child Protection Policy
- Health and Safety Policy and Procedures
- Special Educational Needs Policy
- Safer Working Practice Agreement

APPENDIX

Policy on Asthma

- The College welcomes students who have asthma and encourages them to participate fully in college activities.
- The College will advise staff on the practical aspects of asthma management and will liaise where appropriate with the School Nurse.
- The College will keep a record of students with asthma as notified by parents on SIMS.
- The College expects that parents will inform staff of up to date details relating to the asthma of their son/daughter, together with clear guidance on the usage of medication, inhalers etc.
- The College expects all students to take responsibility for the bringing and caring for their inhalers, whether preventative or relief inhalers and the latter may be kept centrally where appropriate, but must be labelled clearly with the student's name if this is the case.
- The College will take steps to ensure that curriculum activities e.g. Science experiments, are carried out with the needs of asthmatic students in mind.
- The College expects that all students with asthma bring any inhalers needed to PE lessons and carry them with them during the lessons wherever possible. PE staff will advise students to carry them with them outside for lessons and not to leave them in the locked changing rooms to ensure they can be used promptly if needed during the lesson. It is acknowledged that asthma can have an impact on certain elements of the PE curriculum but also that it should not provide a barrier to learning if dealt with in line with medical guidance.

Asthma attacks - what to do

- If an asthmatic student becomes breathless and wheezy or coughs continually:
 - Keep calm. It's treatable.
 - Let the student sit down in the position they find most comfortable, usually sitting down and leaning forward. Do not make them lie down.
 - Let the student take their usual reliever treatment - normally a blue inhaler. If the student has forgotten their inhaler, and you do not have prior permission to use another inhaler:
 - Call Welfare staff.
 - Welfare staff will arrange for parents to be called.

Welfare staff will check the attack is not severe - see below.

- Wait 5 - 10 minutes.
 - If the symptoms disappear, the student can go back to what they were doing.
 - If the symptoms have improved, but not completely disappeared, call the parents and ask the student to take another dose of inhaler while waiting for them.
 - If the normal medication has had no effect, see severe asthma attack below.

What is a severe asthma attack?

Any of these signs mean severe:

- Normal relief medication (usually a blue inhaler) does not work at all.
- The student is breathless enough to have difficulty in talking normally, and may wheeze or cough.
- The pulse rate is 120 per minute or more.
- Rapid breathing of 30 breaths a minute or more.
- The student may experience a tight chest.

How to deal with a severe attack

- Call for an ambulance.

- Get someone to inform the parents.
- If the student has an emergency supply of oral steroids (prednisolone, prednesol) give them the stated dose now.
- Keep trying with the usual reliever inhaler every 5-10 minutes and don't worry about possible overdosing.
- Avoid giving the pupil a "reassuring hug" as s/he will need her arms, shoulders, rib muscles to help them to breath.
- Do not take the student outside for "fresh air" as cold air may increase the asthma attack.

Trigger factors for severe asthma

- Anxiety
- Small furry animals
- Chemicals
- Exercising
- Cold air

Policy on diabetes

- The College welcomes students who have diabetes and encourages them to participate fully in College activities.
- The College will advise staff on the practical aspects of diabetes management and will liaise where appropriate with the school nurse.
- The College will keep a record of students with diabetes and will make central access available for emergency rations and medication.
- Students with diabetes will, if necessary, be allowed access to carbohydrates in lessons in order to prevent hypoglycaemic attacks.
- The College expects that parents will inform staff of details relating to the diabetes of their son/daughter, together with clear guidance on the usage of medication etc. It may be deemed necessary to draw up an agreed Care Plan.
- The College expects all students to take responsibility for the management of their diabetes and will provide appropriate support where necessary.
- It is essential to follow the Health and Safety Policy for the disposal of needles. The College has a sharps box for the purpose.

Policy on epilepsy

- The College welcomes students who have epilepsy and encourages them to participate fully in College activities.
- The College will advise staff on the practical aspects of epilepsy management and will liaise where appropriate with the school nurse. Advice to staff on epilepsy attacks will be published in the Care Plan if one is in place.
- The College will keep a record of students with epilepsy as notified by parents on SIMS.
- The College expects that parents will inform staff of details relating to the epilepsy of their son/daughter, together with clear guidance on the usage of medication etc. It may be deemed necessary for the parents(s) to meet with the SENCo / HOY / Welfare staff and draw up a Care Plan.
- The College expects all students to take responsibility for the management of their epilepsy and will provide appropriate support where necessary.

Policy on administering epipens

The purpose of this policy is to describe to parents, governors, and staff the measures taken by the College to protect those children who may need to receive the administration of an epipen. This policy only describes in outline the causes and symptoms of anaphylaxis. Staff will receive detailed training from the school nurse.

Anaphylaxis can be triggered by foods (nuts, shellfish, dairy products) or non-foods (wasp and bee stings, certain medicines, even exercise). The symptoms of anaphylaxis can be identified by effects on the respiratory system, cardiovascular system, gastrointestinal system, skin, nervous system, genitourinary system. In the event of an attack it is important to administer an epipen as soon as possible and then call 999 for an ambulance.

Staff have been trained by the school nurse about anaphylaxis and the administration of epipens. Welfare staff arrange a September training session each year with the school nurse for new members of staff and anyone who requests refresher training.

At the beginning of each year, the names and photographs of all children at risk will be shown to staff. Photos of these children are also kept in the SEN Office, Reception, the HOY office, and Welfare room. However, it is important to recognise that in a large school like Rooks Heath, it is very difficult for all members of staff to know all children, and that a leading responsibility for monitoring for anaphylaxis falls to those adults that have most frequent contact with individual children.

After receiving advice from the school nurse, it has been agreed that each child should have at least one epipen in school. These will be kept in the Welfare room, in a box labelled clearly with the student's name and photograph. The date of the epipens will be checked at regular intervals by the Welfare staff.