

Medical policy

This policy applies to the whole school and is published to parents



Reviewed January 2017

Author: Sue Baillie

The Royal Grammar School Newcastle (RGS) is an inclusive community that aims to support and welcome students with medical conditions.

RGS follows the principles laid out in *the DfE guidelines First Aid in Schools (updated Feb 2014)* and *Supporting pupils at school with medical conditions (April 2014)* as well as continuing guidance from the RCN and BMA.

This Medical policy summarises the School's commitment to safeguarding the welfare of all its students and to supporting students with medical conditions through a number of more detailed policies and procedures, the most important of which are detailed below.

The School is committed to promoting the physical and emotional wellbeing of its students and staff. It recognises that it has a responsibility to safeguard all its students and to support them, not just through the administration of first aid, but also for those with physical and mental health conditions, which may be complex, changing and lengthy. This may include short term health care, e.g. the administration of medication or more long term plans to enable a student to access the curriculum and other aspects of school life when their ability to attend school is limited.

The Pastoral Director has lead responsibility for the care of all students and is advised and supported in medical matters by the School Medical Officer, the School Nurses and Counsellors, all of whom use their professional networks to access further advice when required. The effective provision of medical support is monitored regularly and reviewed annually through a safeguarding audit, other feedback such as appraisal and case reviews will also give valuable information which will be summarised and presented to, and discussed by, the Governors each year.

RGS ensures that the whole school environment is inclusive to students with medical conditions. This includes the physical environment as well as social, sporting and educational activities, including extra-curricular activities. It may mean that planning and risk assessments are adapted appropriately in communication with the school health team. The School recognises the importance of all students taking part in physical exercise and ensures physical activity is accessible to all students.

Staff understand and are trained in what to do in an emergency for the most common medical conditions at RGS.

A significant number of teaching and support staff hold current first aid qualifications, games staff receive specific pitch-side first aid training, there are staff qualified in outdoor pursuits first aid and some teaching staff are also qualified in Youth Mental Health First Aid (YMFA). All staff know that their safeguarding responsibilities include the need to take into account the wellbeing of students and to support students with medical issues in the classroom and, as far as practicable, during prolonged absence. There are displays and copies of protocols around the school to help staff and students act appropriately in an emergency. Red emergency phones are also located around school so that anyone can summon help quickly.

In an emergency situation school staff are required by common law duty of care to act like any reasonable prudent parent. This may include administering medication.

In addition, RGS uses health care plans to inform the appropriate staff of students who may need emergency help and has procedures in place so that a copy of the student's health care plan is sent to an emergency setting with the student.

Record keeping and communication

A number of forms may be completed during a student's time at RGS to help the School provide appropriate medical care:

- **Medical questionnaires**

Parents are asked to provide information if their son/daughter has any condition or health issues on the medical questionnaires. In addition, parents are asked to provide copies of letters from medical professionals and may be asked to consent for the School to contact medical professionals to better help the student at school. Where students are *Gillick competent* i.e. have the maturity to be judged intellectually and emotionally mature to give consent, their consent will also be sought.

- **Health care plans**

RGS has a centralised register of students with medical needs. RGS uses health care plans to support students with medical needs at school. Parents, health care professionals and students are asked to fill out the student's health care plan together with the school medical team.

Storage and access to healthcare plans

- Healthcare Plans are kept in the School Nurse's room securely and the medical area of iSAMS.
- Parents, students and specified members of staff (e.g. Heads of Year) hold copies of healthcare plans securely.
- All members of staff who work with the students have access to the healthcare plan of students in their care.

Ongoing review of healthcare plans

Every student at RGS with a healthcare plan has their plan reviewed at least once a year and parents and students are encouraged to talk to the school medical team about their plan should there be need for change at any time.

- **Educational visits**

Parents are asked for up-to-date information on the student's condition on the visit consent form. This provides essential information for the relevant staff on the trip and enables parents to give consent to administer medication if required. Copies of individual healthcare plans are taken on school trips.

- **Sports (team form)**

Parents are asked to complete up-to-date medical information at the start of the school year so that students may attend sports fixtures without separate consent being required each time. It is the responsibility of parents to update the school if medical conditions change.

How the School addresses a wide range of medical issues is set out in a set of policies and protocols, which are listed below.

Other related policies:

- *First aid policy* – details provisions for first aid at school.
- *Supporting emotional wellbeing and good mental health policy* – how the School works to ensure the good mental health of the community and how the School responds to common mental health issues.

- *Drugs policy* – how the school approaches legal and illegal use of drugs in school. How medicines are stored and administered, including how and when parents should inform the school if their child is on medication.
- *Equal opportunities and race equality policy* – how the School endeavours to make sure that reasonable adjustments are made so that no student is disadvantaged due to disability or incapacity.
- *Stress policy* – how the School supports staff in the management of stress.
- *Student medical information policy* – how the School stores and uses student medical information.
- *Staff medical information policy (staff handbook only)* – how the school stores and uses medical information.
- *Special educational needs policy* – how the school supports students with additional educational needs including the name of the teachers with responsibility for learning support.
- *Safeguarding policy* – explains how the School keeps children safe from harm and gives details of the Designated Safeguarding Lead (DSL) as well as external contacts such as social service departments and the Local Authority Designated Officer (LADO) who oversees allegations against adults working with children.
- *Standard operating procedure for handling of prescribed controlled drugs including educational visits and tours*
- *Educational visits policy* – includes information about medical consent forms, how medical conditions are risk-assessed and when insurers need to be informed of existing conditions prior to travel.
- *Health and safety policy* – explains how the School works to provide a physically safe environment for all members of the community and how accidents are reported.
- *Data protection policy* – explains how we safeguard important information about staff and students.

All the above policies can be found on the RGS website.

There are protocols for how the School responds to:

- Anaphylaxis
- Asthma
- Diabetes
- Epilepsy
- Eating disorders

These protocols are available to students and their parents from the Medical team or Head of Year.

Complaints procedure – how to make a formal complaint to the School if you believe your child's medical condition has not been properly handled by the School. This policy is available on the RGS website.

If you need to address an issue not covered by the policies and protocols listed above, please contact the Pastoral Director.