



AYLESBURY
GRAMMAR SCHOOL
Founded 1598

SUPPORTING STUDENTS WITH MEDICAL NEEDS

This policy is reviewed and updated annually.

This version was approved at the Governors' L&T Committee in May 2024 pending final approval at the FGB in September 2024.

The next update will be due by May 2025

Signed: 
Mr R Williams - Chairman of Governors



SUPPORTING STUDENTS WITH MEDICAL NEEDS

1. Aim

- 1.1 The aim of this policy is to ensure that all members of the Aylesbury Grammar School community with medical needs or conditions receive the appropriate care and support, are treated with the upmost respect and confidentiality, and without discrimination.

2. Support for Students

- 2.1 Aylesbury Grammar School understands that some students may need help and support with the management of their medical needs and/or conditions.
- 2.2 Whilst the primary responsibility for the health and wellbeing of a student remains with their parents/carers, the Student Welfare Officer and other first aid trained members of staff will assist to the best of their abilities.

The responsibilities of each person involved in the care of a student are detailed below:

3. Student Welfare Officer (SWO) responsibilities:

- 3.1 Attend to any minor illness or injury and liaise with parents where necessary.
- 3.2 To keep records of any intervention with staff or students in the appropriate record keeping facility.
- 3.3 On receiving any information on a medical needs/conditions, as completed in their admission Medical Form when first starting at AGS, or when an update is received later in their time here, the SWO will liaise with parents/carers if necessary.
- 3.4 If a more detailed Individual Healthcare Plan (IHCP) is needed for a student, the SWO will complete this together with parents and any relevant healthcare professionals and liaise with the parents/carers regarding care in school.
- 3.5 Ensure quick and easy access to medication stored in the Medical Room or Main Office if required.
- 3.6 Liaise with other departments in the School to provide the best care possible for each individual student with medical needs/conditions, and make any reasonable adjustments where necessary.

4. All staff inc. SWO responsibilities:

- 4.1 Take appropriate steps to support any of the students with medical needs/conditions.
- 4.2 Where possible and necessary, make reasonable adjustments to include students with medical needs in lessons. This includes allowing students with limited mobility, whether temporary or permanent, extra time to get to and from lessons. Students with limited mobility should have their classroom locations adjusted to suit their needs where possible, so that they are able to fully

participate in lessons. Students with the inability to write, will be provided with other means to take notes and complete work in the lesson. Students may need to have time away from sports whilst recovering, and PE/Games staff will be informed.

- 4.3 Administer first aid if they have agreed to undertake this role; including giving immediate help to casualties with common injuries or illnesses, and those arising from specific hazards at school.
- 4.4 Administer medication provided by the School if they have agreed to undertake this role, or give a student their personal medication, for the student to take themselves.
- 4.5 Where necessary, ensure that an ambulance or other professional medical help is called.
- 4.6 Undertake training to achieve the necessary competency for supporting students with medical needs/conditions, if they have agreed to undertake this role.
- 4.7 Familiarise themselves with procedures detailing how to respond, when they become aware that a student with a medical need/condition needs help.
- 4.8 Teachers and support staff will be given this policy as part of their new starter induction, and are to familiarise themselves with it on a yearly basis.

5. Parent/Carer responsibilities:

- 5.1 Making the school aware of any new or on-going medical concerns or diagnosis, or any changes to their child's medical circumstances. Parents must complete the Health/Medical section of the admission form, prior to their child's arrival at Aylesbury Grammar School. If a student has additional medical needs, parents must complete a Healthcare Plan, making the school aware of any new or on-going medical concerns or diagnosis, or any changes to their child's medical circumstances.

<https://docs.google.com/forms/d/e/1FAIpQLSdEYRIsy7WZFXv43zs0p8BF2pUjG0lhSj1eNqyha8zvRAR41A/viewform>

Parents must also send in any Healthcare Plans provided by specialist healthcare providers and must update these annually.
- 5.2 Keeping the school up to date regarding any on-going treatment and/or additional support required, new triggers or symptoms of a medical condition, and informing SWO when additional support is no longer required.
- 5.3 Contacting the school prior to return after any illness or injury that has resulted in the need for extra support during school time. In certain circumstances, Aylesbury Grammar School may ask that parents/carers obtain an official letter to say that their child is fit to return to school. After an illness or injury that will require adjustments to their school day, the School needs to ensure it can provide a safe environment for the student to return to. An example of a time when a letter is needed, would be if a student has injured themselves and is coming back to school with the injury. A medical professional caring for the student needs to state that a school environment is safe for the student to return to, with their injury.
- 5.4 Ensuring that all medication provided is in date, clearly and fully labelled, in the original packaging as dispensed by a pharmacist, and contains full instructions for administration, dosage and storage. Understand that staff do not have to administer medication that is not provided as stated.
- 5.5 Ensure that any medication required daily, prescription or otherwise, is administered outside of school hours unless absolutely unavoidable; this includes medicines such as antihistamines and antibiotics, etc.

- 5.6 Ensure they keep a note of expiry dates and replace any medication due to expire. Any expired medication will be disposed of unless parents/carers contact SWO prior to expiry, to state that they wish to collect it, and ensure the medication is collected.
- 5.7 Ensure that their child only attends school on mobility aid (for example – crutches) provided by a medical professional who has recommended them for a specific injury that the student has sustained. The parent/carer must inform the SWO when their child no longer requires the mobility aid. Students will not be allowed to go around the school site with mobility aids that have not been prescribed to them by an appropriate medical professional, due to the risk of further injury, damage, or exacerbating the existing injury.
- 5.8 Understand that staff will not apply or re-apply an immobilising bandage, such as ‘finger strapping’, if this has not been prescribed by a doctor or other appropriate healthcare professional.
- 5.9 Discussing medications with their child and the appropriate member of staff, prior to requesting that a staff member administers any medication. Ensuring a “Medication at School” form is completed prior to sending in any medication:
<https://docs.google.com/forms/d/e/1FAIpQLSdjoW1UH5SHmsOMCrtvlckvU3AoMPX1LCK0pl39ZxZNEJw/viewform>
- 5.10 Where necessary, completing an Individual Health Care Plan (IHCP) for their child, in collaboration with the necessary healthcare professionals, and providing the SWO with any additional information required, if asked.

6. Student responsibilities:

- 6.1 If competent, students are encouraged to self-manage their medical conditions where possible.
- 6.2 Students should carry and be responsible for their own medication devices, for example, an inhaler, an adrenaline auto-injector, diabetic testing kit, etc. These should be kept with the student during school and to any sports fixtures and trips during and outside of school hours.
- 6.3 Students should **NEVER** carry around medication such as pain-relieving tablets or liquid, or any other medication that is not required for emergency use; this must be stored in the Main Office

7. Provision and documentation of first aid during the school day

- 7.1 A School EpiPen, School salbutamol inhalers and an Automated External Defibrillator (AED) are all available for use in case of emergency.
- 7.2 The emergency medicines and AEDs remain in the school at all times and are not used for educational visits. It is the responsibility of the student and their parents/carers to ensure the correct medication is taken on an educational visit. If a student does not have the correct medication to cover the duration of the educational visit, then the student may not be permitted to attend the visit.
- 7.3 A basic first aid kit is taken on each educational visit.
- 7.4 The AED can be operated by anyone, as it gives precise instructions.
- 7.5 All presenting complaints and treatments given, are documented on the ‘Accident and Medical Report’ for the academic year. Any incidents resulting in injury requiring a visit to hospital will be recorded on the online database.

- 7.6 Other members of staff trained in first aid are listed on the shared drive, and should be called upon if needed.
- 7.7 A visit pack with a list of all students going, their parents' contact details, date of birth and medical needs/conditions, will be taken on educational visits by the trip leader.
- 7.8 When going on a visit, if a student has a medical condition, the SWO will inform the trip leader. Parents may wish to discuss their child's medical needs/care with the trip leader, leaving enough time for the trip leader to make the necessary arrangements for the journey or with the destination.

8. Managing medicines in school

- 8.1 Any medication brought into school **MUST** be stored with the Student Welfare Officer either in the Main office or in the Medical Room, and not carried around the school site or left in a student's locker or bag.
- 8.2 All medication stored with the Student Welfare Officer, with the exception of emergency or refrigerated medication, will be stored in a locked cupboard.
- 8.3 All medication brought into school must be in date, clearly and fully labelled, in the full complete original packaging as sold or dispensed by a pharmacist, and contain full instructions for administration, dosage and storage. Staff do not have to administer medication that is not provided as stated.
- 8.4 All medication brought in to school, must be purchased or prescribed legally in the UK. Medication labels must be printed in clear and concise English; any medication not adhering to this, will be taken by staff and stored in the Main Office, to be collected at the end of the school day. Homoeopathic medication will not be administered or allowed in school at any time.
- 8.5 Staff do not have to administer medication via any specific route; this includes via an injection, topically, or otherwise, if they are not comfortable in doing so, or have not received the appropriate training.

Prescribed medication:

- 8.6 Should only be brought into the school when essential
- 8.7 If a student needs to take a course of medication, the times are to be arranged around the school day, e.g. morning, straight after school and before bed for a '3 times a day' dose. If this is absolutely unavoidable, parents/carers must complete a 'Parental agreement for school to administer medicine' form, found on the school's website. This form is to be brought in to the Student Welfare Officer first thing in the morning of the day of the first dose to be taken at school, and is to accompany the medication
- 8.8 Must be stored with the Student Welfare Officer
- 8.9 It is the student's responsibility to arrange a suitable time to take his medication and ensure that he is there at the arranged time. The student will not be called in if they have forgotten themselves
- 8.10 The date and time of taking the medication will be documented for the reference of the Student Welfare Officer, but it is the responsibility of the student to inform their parents/carers of this.

8.11 Use of emergency Salbutamol inhaler (ESI) in school:

- The ESI will only be administered under the following circumstances: consent has been given by parents/carers, and the student has either been diagnosed with asthma and prescribed an inhaler or has been prescribed an inhaler as reliever medication
- Parents/carers will be asked via Bromcom MCAS for consent for use of the ESI. This consent is only applicable if the student has either been diagnosed with asthma and prescribed an inhaler, or has been prescribed an inhaler as reliever medication
- An ESI will be purchased from a reputable supplier. It will be stored in the main office
- The ESI will be checked for defects, its expiry date and remaining medicine, by the Student Welfare Officer on a monthly basis, or more often if required due to regular use
- Once empty of Salbutamol, the ESI will be taken to a pharmacy to be appropriately disposed of
- Disposable spacers, and a reusable, washable spacer will be available for use with the ESI
- If a disposable spacer is used for a student, that spacer will be named and kept for the day, for use if the named student needs to use the inhaler again
- If a student needs to use the ESI, parents/carers will be called to discuss the student's condition. If a student requires the use of the inhaler more than once in a day, their parents/carers will be asked to collect them
- The ESI will be administered in accordance with the student's individual health care plan

Non-prescribed medication:

- 8.12 Aylesbury Grammar School will ONLY provide tablet Paracetamol for pain relief and will administer the dose according to NICE guidelines. Paracetamol will only be given after 12pm, to allow the correct spacing between doses; this is due to the possibility of a student forgetting a dose of medication before school, mis-reading the time, or assuming a medication not labelled as "Paracetamol", such as Lemsip, does not contain paracetamol.
- 8.13 Antihistamines are given for the urgent treatment of allergic reactions only, and are not provided on a daily basis for hay fever.
- 8.14 As part of the admissions procedure, and each year, all parents/carers will be given the opportunity to consent or decline consent, to indicate which medicines, if any, they give permission for their child to receive.
- 8.15 Aylesbury Grammar School stores the information provided by parents on medication consent, for use as consent to medication required during the school day or on educational visits.
- 8.16 Medications consented to in the medical form of the admissions pack will only be given if absolutely necessary, and every attempt to treat an ailment or injury without medication will be made.

9. Emergency procedure:

- 9.1 An emergency 999 ambulance will be called when a qualified first aider has assessed the situation and deemed it necessary, unless it is deemed essential where there is an immediate and significant danger to health, then an ambulance will be called immediately without further assessment.
- 9.2 Every effort should be made for the 999 call to be made while within reach of the casualty. The caller should be prepared to answer questions about the casualty, and provide a location for the casualty. The caller should then inform the main office, to let the appropriate staff know to guide them to the casualty's location.

9.3 Parents/carers should be contacted as soon as possible, and where they are unable to attend to their child to accompany them to the hospital, a member of staff should go with the student until the parent/carer is able to reach the student. Parents/carers must make every effort to attend to their child as soon as possible.

9.4 **Request an ambulance - dial 999, ask for an ambulance and be ready with the information below. Speak clearly and slowly and be ready to repeat information if asked.**

- Your telephone number – **01296 484545**
- Your name
- Your location as follows: **Aylesbury Grammar School, Walton Road, Aylesbury, HP21 7RP.**
- The exact location of the patient within the school
- The name of the child and a brief description of their symptoms
- The best entrance to use and state that the crew will be met and taken to the patient

10. Policy Governance

10.1 This policy will be reviewed, updated and approved by the Governing Body annually.

APPENDIX 1

EXAMPLE - Risk assessment for individuals returning to school on crutches.

Aylesbury Grammar School requires information from a medical professional (GP, hospital, surgeon, etc) detailing the nature of the injury, and whether an individual is safe to return to school, prior to the individual returning to school.

Prior to the individual returning to school, parents/carers are required to contact their child's Head of Year or the Student Welfare Officer, to discuss the following:

- Movement between lessons
- Leaving lessons early
- Having a "Buddy" to carry their bag, open doors, and seek help if there are concerns when moving to and from lessons or throughout the day
- Medication- whether the individual will require medication throughout the day, and any medication required, is to be brought in
- Arrival at/collection from school arrangements
- Location of lessons

Reasonable adjustments will be made for individuals with injuries, on crutches, to enable them to safely make their way around the school. Not all classes can be moved, such as Art, DT, PE or Science practicals; injured individuals may need to use the Library for some lessons.

Aylesbury Grammar School cannot remove all risks to injured individuals, e.g. (not an exhaustive list) unforeseen knocks when moving around amongst other individuals, and that the site's ground is hard and sometimes wet/slippery.

It is unacceptable for students when returning to school on crutches, to use crutches not obtained from a professional/medical establishment i.e. obtained from friends, family, football coaches, etc. – these students have not been officially assessed either by a GP or at A&E, and are a potential danger to both themselves and other students.

Hazard	Who might be harmed?	Type of harm	Existing controls
Fitness to be at school and the individual's ability to use crutches correctly	Individual with crutches	<p>A fall, leading to further injury, or further damage to existing injury</p> <p>Adverse effect to general health</p>	<ul style="list-style-type: none"> • Clearance is required from medical practitioner, as to the fitness of the individual to be at school • The individuals should be given instruction on the safe use of crutches by a medical professional, prior to returning to school using them • Crutches should be fitted appropriately for each individual, and regularly checked to ensure they are functioning properly • Individuals/parents must inform school if problems arise • If the individual is not competent on crutches, then they should remain at home, and work will be sent to them • Once competent, the individual should not attempt to travel faster than is safe, and report any route issues they may find challenging, so that if possible, measures can be put in place

Movement around the school, e.g. uneven surfaces, raised thresholds, furniture, crowds/busy areas, wet flooring	Individual with crutches	A fall, leading to further injury, or further damage to existing injury	<ul style="list-style-type: none"> • Extra movement time given to individual with injury/crutches, given before or after busy times • Timetabled teachers to be made aware that they have a individual with an injury/crutches • Classroom adjustments made, where possible, to accommodate injured individual not going upstairs • Defects in floor surfaces to be reported to Site Team • Spillages to be reported to Housekeeping • The passenger lift in Science is suitable for use by an individual with crutches, and the individual will be evacuated in an EVAC chair by a trained member of staff if necessary
Break/Lunch times; adverse weather conditions, crowds/busy areas, food spillages	Individual with crutches Individuals passing by crutches not appropriately stored	A fall, leading to further injury, or further damage to existing injury Other individuals tripping over crutches	<ul style="list-style-type: none"> • Individual to stay in designated area, e.g. Headmaster's Quad for the duration of their break/lunch time • Food spillages to be cleared away • Crutches to be stored securely out the way, when in busy areas, but easily accessible for use by the individual prescribed them
Access/egress; trip hazard, door closing on individual, delay evacuating in the event of an emergency	Individual with crutches Individuals passing by, also trying to enter/exit	A fall, leading to further injury, or further damage to existing injury Other individuals tripping over injured individual	<ul style="list-style-type: none"> • Assistance provided (e.g. Buddy system), when travelling through manual doors and carrying school bag • Ensure access/egress is clear of obstruction through good housekeeping • PEEP (Personal Emergency Evacuation Plan) in place • In an emergency evacuation, the individual using crutches should follow after the main flow of people leaving, so they are not knocked
Inaccessible lessons	Individual with crutches	Individual being excluded from normal lessons	<ul style="list-style-type: none"> • Lessons to be adapted where possible, with alternative arrangements put in place • Pupils to be seated in a comfortable manner, according to the advice they have received from their medical professional