

Meadows School

London Road, Southborough, TN4 0RJ
enquiries@meadowsschool.org.uk

Service Health Plan

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1. Introduction:

This document outlines the approach which **Meadows School** must use for Invasive clinical procedures; Medication; Personal and Intimate care and Therapeutic massage as included in the Barnardo's [Health Policy](#). A key purpose of this document is to highlight the policies that need to be applied and to provide guidance on how staff, carers and volunteers deliver and support the safe health care of children and young people.

It is important that all staff read and fully understand this document and the policies that are related to it. This is essential when it comes to making decision about what health and personal and intimate care interventions are permissible; have been consented to and can be delivered safely by a Barnardo's worker.

Those with parental responsibility; young people with capacity to understand and approved carers for accommodated children must be given a copy of this Service Plan, have it gone through with them and this recorded on the relevant service user record/s.

2. Legislation & Statutory Requirements:

The school adheres to Barnardo's Health Policy and has its own in-service Policy and Procedure to support students with medical conditions.

3. Person with Responsibility:	<p>All students have a parent/carer with parental responsibility. 3 x emergency contact per student in kept in school MIS in-line with KCSiE.</p> <p>All staff should be aware that they do not have the scope to make independent decisions about a student's health care. The role of any staff member is only to support health care plans put in place by a doctor or other authorised person.</p>
4. Assessing the needs of service users:	<p>All students have an EHCP plan prior to arriving at the school. Students are allocated a Link Worker who compiles an IHP (as part of an ICSP) with parent/carers and other relevant professionals. Once a plan is in place it is shared with all relevant staff. Reviewed annually or earlier if the school is informed of a change of need.</p> <p>N.B – Where possible students are given medication before and after school. Where not possible Link Workers support students inline with the policy.</p>

5. Actions Employed by Meadows School:

Consent

- Consent forms for prescribed and over the counter medication are signed during the admission meeting by the parent/carer – record of consent is kept in the school MIS
- Supporting students with medical conditions policy and procedure in place

Training

- Training is identified on the training matrix and record of training is kept in school MIS along with alerts for training due for renewal

Medicines

- Selected trained staff are responsible for safely storing, recording and monitoring the use of both prescribed and over the counter medication.
- Records are kept of the safe storage, administration and transfer of medicines
- Where possible students are given medication before and after school. Where not possible Link Workers support students online with the policy.
- Each link worker office has a lockable storage facility for medication
- The Principal/ADCS has overall responsibility for medication onsite – this is delegated to the Assistant Principal – Safeguarding/Behaviour/Attendance
- Medical advice will be sought if the service becomes aware of an overdose
- Wrongly administered medication is reported immediately to the Assistant Principal and medical advice will be sought – this is considered a safeguarding issue and reported on accordingly
- If a student suffers an adverse reaction to a medication the emergency protocol is enacted immediately

Delivery of health intervention

- Regular training is in place for relevant staff so as to avoid staff being put in vulnerable positions
- All medication whether prescribed or over the counter is monitored and recorded using a sign in and out sheet with 2 members of staff signing off
- Any over the counter medication is checked with parent/carer prior to administration and recorded accordingly.
- Students are supported and encouraged to take responsibility for their own medication.
- Students are known to all staff. No new staff are required to give medication until they are sufficiently trained in both administering medication and students ISCP.

Other matters

- Students with allergies are reported to the whole school along with the specifics of their allergies and their ICSP

6. Interventions that may be used:	Meadows School only offers support with medication not including the interventions not to be used as detailed in section 7. No other interventions such as personal care or therapeutic massage are currently required in house.
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7. Interventions which may not be used:	<p>A clinical procedure: No clinical procedures are offered at Meadows School</p> <p>Medication: Use of medication for social control or punishment. Administering medicines to under-16 year olds without the written consent of the person/agency with parental responsibility unless in exceptional circumstances it has been prescribed without the knowledge of the person with parental responsibility. Administering medicines to over 16 year olds without their consent or the consent of their responsible adult if they do not have capacity to consent. Administering medicines covertly. (If covert administration is thought to be justified it should only be within existing legal and best practice framework to protect the person and the carer. It cannot be agreed by Barnardo's workers/volunteers) Administering medication not prescribed for the individual. Administering over the counter medication not provided or not agreed by the person/agency with parental responsibility. Giving medication that is prescribed for a different person. Administering medication not in its original packaging except for insulin - see above 5. Administering medication which the agreement is the service user self-administers. (Any exceptions to this should be pre-agreed to cover emergencies).</p> <p>Personal care: No Personal care is offered at Meadows School</p> <p>Intimate care: No Intimate care is offered at Meadows School</p> <p>Therapeutic Massage: Therapeutic massage is not offered at Meadows School</p>
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8. Emergencies:	Selected staff are trained in Emergency First Aid. The emergency protocol is outlined in the supporting students with medical conditions policy and procedure
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9. Training Plan:	<p>Training needs are identified on the school training matrix. Staff are trained by a combination of in-house training (by qualifies staff), health professionals arranged by the school and Barnardo's E-learning services.</p> <p>A record is kept of all training attendees and the outcome in the school MIS. Alerts are in place when training is due for renewal. IHP (as part of the ICSP) are reviewed annually or sooner if changes occur – these are shared with relevant staff and signed off by the Assistant Principal.</p>
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10. Implications for other protocols:	<p>Staff are made aware of changes to IHPs and risk assessments are updated accordingly.</p>
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11. Approval and Monitoring:	<p>This document is signed off through an electronic approval flow by</p> <ul style="list-style-type: none"> • Assistant Principal – Safeguarding/Behaviour/Attendance • Principal/ADCS • Chair of Governors
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12. Additional Information	
Copies of this policy may be obtained from:	<ul style="list-style-type: none"> • Share Point • www.meadowsschool.org.uk
This policy links with the following policies & Documents	<p>Barnardo's Health Policy. Supporting students with Medical Conditions Keeping Children Safe in Education</p>
Relevant statutory guidance, circulars, legislation & other sources of information are:	<p>Controlled drugs Misuse of Drugs Regulations 2001 Section 100 Children's Act 2014 Department for Education (DFE)'s statutory guidance on supporting students with medical conditions at school</p>
The lead member of staff is:	<p>Assistant Principal – Safeguarding/Behaviour/Attendance</p>