



Supporting Students with Medical Conditions Policy

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Review Date

June 2017

Introduction

From 1 September 2014 governing bodies have a duty to make arrangements to support pupils at school with medical conditions. At Old Buckenham High School we believe that all students with medical conditions should be well supported so that they can be fully involved in school life, enjoy the same opportunities as every other student in the school and have full access to all aspects of their education and the school curriculum.

In 'Supporting Pupils at School with Medical Conditions' Old Buckenham High School will ensure that:

- Students with medical conditions should be properly supported so that they have full access to education, including school trips and physical education
- The school governing body checks and monitors that arrangements are in place to support students at school with medical conditions
- That school leaders will consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported

The Role of the Governing Body

The governing body will ensure that arrangements are in place to support students with medical conditions. In doing so they will ensure that such children can access and enjoy the same opportunities at school as any other child.

Schools, local authorities, health professionals and other support services will work together to ensure that children with medical conditions receive a full education. In some cases this will require flexibility and involve, for example, programmes of study that rely on part time attendance at school in combination with alternative provision arranged by the local authority. Consideration will be given to how children will be reintegrated back into school after periods of absence.

The governing body will take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others. The Governing body will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.

The governing body will ensure that their arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. These arrangements will show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. The Governors will ensure that staff are properly trained to provide the support that students need.

Supporting Students with Medical Conditions

All students at Old Buckenham High School with medical conditions are entitled to a full education and have the same rights of admission to the school as other children. No child with a medical condition will be denied admission or prevented from taking up a place at the school because arrangements for their medical condition have not been made.

However, in line with their safeguarding duties, the governing body will ensure that a student's health is not put at unnecessary risk from, for example infectious diseases. They therefore do not have to accept a child in school at times where it would be detrimental to the health of that student or other students.

The governing body will ensure that the arrangements are put in place and are sufficient to meet their statutory responsibilities and will ensure that all school policies, plans, procedures and systems are properly and effectively implemented. This aligns with the governing body's wider safeguarding duties.

Roles and responsibilities

The Governing Body will ensure that:

- there are clear roles and responsibilities allocated within the school to support students with medical conditions
- collaborative working arrangements with key agencies/ providers are in place to ensure that the needs of all pupils with medical conditions are met effectively
- the school makes appropriate arrangements to support all students with medical conditions
- a pupil with medical conditions is supported to enable the fullest participation possible in all aspects of school life
- staff have received suitable training and are competent before they take on responsibility to support children with medical conditions
- members of school staff who provide support to pupils with medical conditions can access information and other teaching support materials as needed.
- procedures to be followed whenever a school is notified that a pupil has a medical condition
- the monitoring arrangements are in place for individual healthcare plans; and that a designated person (Nikki Tarrant) is responsible for their development/ monitoring
- procedures are followed for managing medicines, including arrangements for dealing with emergencies
- procedures are made to fully support students with medical needs on school visits and other school activities outside of the normal timetable
- suitable cover arrangements are in place in case of staff absence or staff turnover
- all supply teachers are suitably briefed of any students with medical needs
- arrangements are in place for children who are competent to manage their own health needs and medicines
- they are clear on what practice is not acceptable
- how complaints may be made and will be handled concerning the support provided to pupils with medical conditions
- the school's insurance arrangements which cover staff provide appropriate support to pupils with medical conditions.

The Headteacher will ensure that:

- the school policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and that they understand their role in its implementation
- all staff that need to know are aware of the child's condition
- there are sufficient number of trained staff available to implement the policy and deliver all the individual healthcare plans, including contingency and emergency situations

The Headteacher has overall responsibility for the development of individual healthcare plans. They will make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way.

The school staff will ensure that staff are aware that:

- Any member of staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach.
- school staff will receive sufficient and suitable training and achieve the necessary level of competency before they are asked to take on responsibility to support children with medical conditions.
- they should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

The school nurse will:

- be responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, e.g. on training.
- liaise with lead clinicians locally on appropriate support for the child and associated staff training needs.
- Provide links with the community nursing teams who can provide the school with valuable advice and support in relation to supporting students with a medical condition.

Other healthcare professionals will:

- notify the school nurse when a child has been identified as having a medical condition that will require support at school
- provide advice on developing healthcare plans to the school.
- provide support in the schools for students with particular conditions (e.g. asthma, diabetes).

Parents will:

- provide the school with sufficient and up-to-date information about their child's medical needs.
- be involved in the development and review of their child's individual healthcare plan
- carry out any actions they have agreed to as part of the healthcare implementation

Students will:

- be fully involved in discussions about their medical support needs
- contribute as much as possible to the development of, and comply with, their individual healthcare plan.

The Local Authority will:

- commission school nursing services for Old Buckenham High School
- promote cooperation between relevant partners - governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and NHS England
- facilitate support, advice and guidance, including suitable training for school staff, to ensure that the support specified within individual healthcare plans can be delivered effectively.

Clinical commissioning groups (CCGs) will:

- commission other healthcare professionals such as specialist nurses
- ensure that commissioning is responsive to children's needs, and that health services are able to co-operate with schools supporting children with medical conditions.
- cooperate with the Local Authority
- be responsive to local authorities and schools and seek to strengthen links between health services and schools

Procedures to be followed when notification is received that a pupil has a medical condition

The school will:

- Contact the child's previous school, to establish whether an Individual Health Plan (IHP) is in place
- Contact the school nursing service for advice on updating/creating the IHP
- Liaise with parents/carers to ensure all aspects of the IHP are able to be carried out within the school setting, making any realistic and reasonable adjustments and adaptations.

Individual healthcare plans

Individual healthcare plans will often be essential, especially where medical conditions are long-term and complex. However, not all children will require one. The school, healthcare professionals and parents will aim to agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the Headteacher will take a final view. (See flow chart below for identifying and agreeing the support a child needs and developing an individual healthcare plan).

The format of individual healthcare plans will vary and will enable the school to choose what is most effective for the specific needs of each student. The individual healthcare plan should be easily accessible to all who need to refer to it, while preserving confidentiality (see template A for an example of a format for an individual healthcare plan).

Individual healthcare plans (and their review) will be initiated and drawn up, in consultation with the parent, Mrs N Tarrant and Mrs Angela Warnes in conjunction with any healthcare professional involved in providing care to the child and the school nursing service. Students should also be involved, whenever appropriate. Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the school.

The governing body will ensure that all plans are reviewed at least annually or earlier if the child's needs change. The plan will always be developed with the child's best interests in mind and the school will assess and manage the risks to the child's education, health and social well-being and minimise disruption. When a child has a special educational need identified in a statement or Education, Health and Care (EHC) plan, the individual healthcare plan should be linked to or become part of that statement or EHC plan.

When deciding what information should be recorded on individual healthcare plans, the governing body should consider:

- the medical condition, its triggers, signs, symptoms and treatments
- the student's resulting needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons
- specific support for the pupil's educational, social and emotional needs – e.g. how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- the level of support needed, including in emergencies. If a child is self-managing their medication this should be clearly stated with appropriate arrangements for monitoring.
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable
- who in the school needs to be aware of the child's condition and the support required
- arrangements for written permission from parents/ Headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- separate arrangements or procedures required for school trips or other school activities outside of the normal timetable
- where confidentiality issues are raised by the parent/child, the designated individuals who are permitted access to information about the child's condition
- what to do in an emergency (whom to contact and contingency arrangements). Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan

Staff training and support

The relevant healthcare professional will normally lead, identify and agree with the school, the type and level of training required, and how this can be obtained. This will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

Training will be sufficient to ensure that staff are competent and are confident in their ability to support students with medical conditions and to fulfil the requirements as set out in individual healthcare plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff will not give prescription medicines or undertake health care procedures without the appropriate training. A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.

Healthcare professionals, including the school nurse will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication

The family of a child will be key in providing relevant information to school staff about how their child's needs can be met, and parents should be regularly asked for their views. They will be asked to provide specific advice, but should not be the sole trainer.

The child's role in managing their own medical needs

Following discussion with parents, children who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be reflected within individual healthcare plans.

Wherever possible, children will be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. Children who can take their medicines themselves or manage procedures will be provided with an appropriate level of supervision. If it is not appropriate for a child to self-manage, then relevant school staff will help them to administer medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, the school staff will not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents will be informed so that alternative options can be considered.

Managing medicines on school premises

Old Buckenham High School already has procedures in place for managing medicines. All staff should follow the following guidance:

- medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so
- no child under 16 should be given prescription or non-prescription medicines without their parent's written consent - except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. Schools should set out the circumstances in which non-prescription medicines may be administered.
- a child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed.
- the school should only accept prescribed medicines that are in-date, labelled, provided in the original container and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.
- all medicines should be stored safely. Children should know where their medicines are at all times and be able to access them immediately. They should know who holds the key to the storage area. Medicines and devices - asthma inhalers, blood glucose testing meters and adrenaline pens - should be always readily available to children and not locked away.
- a child prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence.

Monitoring arrangements may be necessary. Schools should otherwise keep controlled drugs prescribed for a pupil securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held in school.

- school staff may administer a controlled drug to the child for whom it has been prescribed. Schools should keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted
- when no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

Record keeping

The schools will ensure that written records are kept of all medicines administered to children. The records will offer the school protection to staff and children and provide evidence that agreed procedures have been followed. Parents will be informed if their child has been unwell. (templates for supporting pupils with medical conditions are available in the link at the end of this policy).

Emergency procedures

Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school will know what to do in general terms, such as informing a teacher immediately if they think help is needed. If a child needs to be taken to hospital, staff will stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

12. Day trips, residential visits and sporting activities

The school governing body will ensure that there are clear arrangements in place to support all students with medical conditions so that they can participate fully in school trips and visits, or in sporting activities.

All teachers will be fully aware of how a child's medical condition will impact on their participation, but there will be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. The school will make arrangements for the inclusion of pupils in such activities making adjustments as required; unless evidence from a clinician such as a GP states that this is not possible.

The school will consider what reasonable adjustments they might need to make to enable children with medical needs to participate fully and safely on visits. As best practice the school will always carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that student with a medical conditions is included. Any restrictions on a child's ability to participate in PE due to a medical condition will be recorded in their individual health care plan.

Work placements and off-site education

The school is responsible for ensuring that work placements are suitable for students with a particular medical condition. The school will also be responsible for students with medical needs who are educated off-site through another learning/training provider.

Parents and students will be required to give their permission before relevant medical information is shared on a confidential basis with employers or learning/training providers..

Home to school transport

For students who have life threatening conditions, specific health care plans will be carried on vehicles. Individual transport health care plans will need input from parents and the responsible medical practitioner for the pupil concerned. The care plans will specify the steps to be taken to support the normal care of the pupil as well as the appropriate responses to emergency situations. Wherever possible, the driver and/or passenger assistant will meet the pupil and parents before transport starts to discuss any transport needs.

The School will make every effort to provide the relevant information they hold regarding a student's transport needs to the Travel and Transport team so that risks to a student are minimised during home to school transport, particularly if any needs change.

For these students, all drivers and passenger assistants should have basic first aid training. Additionally trained passenger assistants may be required to support some pupils with complex medical needs. These can be healthcare professionals or passenger assistants trained by them. In general it is not the function of a passenger assistant on transport to provide health care or to administer any medication unless it is essential to the safety of the pupil during transport and they have been specifically trained to do so.

Students who are at risk of severe allergic reactions.

These risks will be minimised by not allowing anyone to eat on vehicles and ensuring details of any allergy are made apparent to Travel and Transport services before transport begins. Passenger assistants should also be trained in the use of an adrenaline pen for emergencies, but only where appropriate

Emergency asthma inhalers and guidance on other common pupil health needs

Old Buckenham High School keeps emergency inhalers and spacers on site. There is a clear agreed protocol for their use based on Government best practice guidance.

Unacceptable practice

Although school staff will judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- assume that every child with the same condition requires the same treatment
- ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged)
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
- if the child becomes ill, send them to the school office or medical room unaccompanied, or with someone unsuitable
- penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments

- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues.
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

Liability and indemnity

The Governing body should ensure that the school has an appropriate level of insurance in place and that this appropriately reflects the level of risk.

Useful Links:

<http://www.schools.norfolk.gov.uk/view/NCC159409>

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>