



Supporting students with medical conditions

Last Reviewed: January 2018

Next Review: January 2019



This policy is based upon the Department for Education's statutory guidance for governing bodies of maintained schools and proprietors of academies in England "Supporting pupils with medical conditions" – December 2015.

1. STATEMENT OF INTENT

- All students with medical conditions should be properly supported so that they have full access to education, including school trips and physical education
- Effective and safe practices for the storage and giving of medication will be implemented
- There will be effective and productive communication between school, families and relevant external agencies (including healthcare professionals) to support the physical, social and emotional development and progress of students with medical conditions

2. OBJECTIVES OF THIS POLICY

- All governors, teaching and non-teaching staff, students and parents should have an understanding of their responsibilities in supporting students with medical conditions
- All governors and teaching and non-teaching staff should know what the school policy is on supporting students with medical conditions, and should ensure it is implemented in the context of their role
- All students and parents should know what the school policy is on supporting students with medical conditions and how to access appropriate support if affected by a medical condition
- As a school we are committed to supporting students with a medical condition. Students and parents/carers should be assured that there will be effective support which will be developed and implemented according to individual needs

3. ROLES AND RESPONSIBILITIES

School

The Assistant Headteacher with responsibility for this policy is Stuart Kemp and he will work in conjunction with the Headteacher to ensure this policy is developed and effectively implemented with appropriate partners.

They will ensure that:

- All staff who need to know are aware of a student's medical condition
- Sufficient numbers of trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations
- Individual healthcare plans are developed effectively and appropriately
- School staff are appropriately insured and aware that they are insured to support students
- The school nursing service is contacted in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Appropriate agencies and professionals are engaged to support students with medical conditions

All teaching and non-teaching staff have a responsibility to support students with medical conditions in their care. This can include the administering of medicines, although they are not required to do so. Teachers should take into account the needs of students with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with medical condition needs help. Staff should have an awareness that in some cases the friends and peers of students with medical conditions may be sensitive to their need and may need additional emotional support.

Parents/Carers

Parents/carers should provide the school with sufficient and up-to-date information about their child's medical needs. Parents/carers may be the first to notify the school that their child has a medical condition. If parents/carers wish to discuss concerns regarding a child with a medical condition, whether new or existing, they should contact Student Services in the first instance.

Parents/carers are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment, and ensure that they or another nominated adult are contactable at all times.

Students

Students with medical conditions are often best placed to provide information about how their condition affects them. Where possible and appropriate, they should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

4. INDIVIDUAL HEALTHCARE PLANS

Individual Healthcare Plans play a vital role in ensuring that school effectively supports students with medical conditions. They provide clarity about what needs to be done, when and by whom.

They are often essential, particularly in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed.

Not all students with a medical condition require an Individual Healthcare Plan. The school, parents/carers and healthcare professional should agree, based on evidence, when a Healthcare Plan would be inappropriate or disproportionate. If consensus cannot be reached, the Headteacher is best placed to take a final view.

Individual Healthcare Plans are developed using the template Individual Healthcare Plan in Appendix 1, or existing Healthcare Plans provided by relevant medical professionals. The level of detail in plans varies depending upon the complexity of the student's condition and the degree of support needed. Plans capture the key information and actions required to support the student effectively.

Individual Healthcare Plans (and their review) may be initiated in consultation with the parent/carer, member of school staff or a healthcare professional involved in providing care to the student. Plans are a partnership between school, parents/carers and relevant healthcare professionals who can best advise on the particular needs of the student.

Individual Healthcare Plans are reviewed annually or earlier if evidence is presented that a student's needs have changed. Plans are developed with the student's best interests in mind and ensure that the school assesses and manages risks to the student's education, health and social well-being and minimises disruption.

Individual Healthcare Plans are stored at Student Services alongside relevant medication. All staff are given a summary of information of students with Individual Healthcare Plans and detailed information is shared with staff who work, or may work, closely with a student with a medical condition.

5. STAFF TRAINING AND SUPPORT

Staff may need additional support and training in order to support students with medical conditions. Necessary and relevant Information regarding individual student's medical needs will be shared with staff who work closely with them. If specific additional training is required it can be organised and appropriate healthcare professionals utilised to advise and deliver training as needed.

Student Services staff are first-aid trained and, as such, a member of first-aid trained staff will always be available. All teaching staff receive annual epi-pen training to support students in case of emergency. A number of staff are defibrillator trained and some have first-aid training. Records are kept at Student Services and opportunities for additional training are provided.

6. MANAGING MEDICINES ON SCHOOL PREMISES

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours
- No student under 16 will be given prescription or non-prescription medicines without the written consent of a parent or carer. If there are exceptional circumstances where a medicine has been prescribed without parental consent, we will encourage the student to involve their parents/carers while respecting their right to confidentiality
- With written consent, non-prescription medicines may be administered at school but must be stored at Student Services. Clear instructions relating to dosage must be included
- We will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. This is with the exception of insulin which must still be in date but may be stored inside an insulin pen or pump
- All medicines are stored safely at Student Services and they can be accessed at all times from 8.20am to 3.15pm
- It is the responsibility of parents/carers to ensure that all medicines stored in Student Services are in-date. Records are kept of all medicine stored and Student Services endeavour to inform parents before medicines expire
- Students are able to carry emergency medicines such as epi-pens, diabetes medical kits and inhalers but a spare should be kept at Student Services
- Records are kept of all prescribed medicines that are administered including what, how and how much was administered, when and by whom. Prescribed medicines will only be administered in accordance with the prescriber's instructions. We will not administer any medication that is out-of-date, even in case of emergency
- When no longer required, medicines will be returned to parents/carers to arrange for safe disposal

7. THE CHILD'S ROLE IN MANAGING THEIR OWN MEDICAL NEEDS

- In liaison with parents/carers, students who are competent will be encouraged to take responsibility for managing their own medicines and procedures and agreed processes will be reflected within Individual Healthcare Plans
- Students will have access to their medicines at Student Services and, if required, there is a private space available for use and appropriate supervision can be available
- If it is not appropriate for a student to self-manage their medicines, then Student Services staff will help to administer medicines and manage procedures for them
- If a student refuses to take medicine or carry out a procedure, staff will not force them to do so. Agreed processes in the Individual Healthcare Plan will be followed and parents/carers informed

8. EMERGENCY PROCEDURES

- For students who have an Individual Healthcare Plan, this defines what constitutes an emergency and explains what to do in that individual case. Relevant staff are aware of emergency symptoms and procedures
- If a student needs to be taken to hospital, staff stay with the student until a parent/carers arrives, or accompany the student taken to hospital by ambulance
- For students who do not have an Individual Healthcare Plan, or an issue arises that is not covered in the Individual Healthcare Plan, a trained first-aider will assess the medical emergency and act accordingly, including calling for an ambulance as necessary

9. DAY TRIPS, RESIDENTIAL AND SPORTING ACTIVITIES

- Students should not be restricted from participating in day trips, residential trips and sporting activities because of their medical condition
- We work in conjunction with parents/carers and students to make what reasonable adjustments we can to enable students with medical needs to participate fully and safely on visits. Appropriate risk assessments will be carried out
- On school trips, any emergency medical equipment stored at Student Services, including inhalers, epi-pens and diabetes medical kits are taken on the trip so that they are accessible at all times for that student. All staff on a trip are aware of the medical needs of students on the trip. A named member of staff will be responsible for individual student's medication and will be fully aware of specific procedures from the Individual Healthcare Plan
- A basic first aid kit is also taken on all trips

10. UNACCEPTABLE PRACTICE

Staff should use their discretion and judge each case on its merits with reference to the student's Individual Healthcare Plan. However, it is not generally acceptable practice to:-

- Prevent students from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assume that every student with the same condition requires the same treatment
- Ignore the views of the student or their parents/carers or ignore medical evidence or opinion (although it may be challenged)
- Send students 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 student becomes ill, send them to Student Services unaccompanied or with someone unsuitable
- Penalise students for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parents/carers to accompany their child.

11. LIABILITY AND INDEMNITY

Staff are insured to carry out their duties to support students with medical conditions, including administering prescribed and emergency medication, under the school insurance policy.

12. COMPLAINTS

In the first instance, any complaints regarding the support provided to students with medical conditions should be directed to the Assistant Headteacher with responsibility for this policy, Stuart Kemp.

It is hoped that the school, parents/carers and students can work together to support students with medical conditions effectively and resolve any issues cooperatively.

If this does not resolve the issue, a formal complaint may be made through Sandringham School's complaint process.



Sandringham School

Healthcare Plan For:

Date:

Name:

Date of Birth:

Tutor Group:

Medical Condition: **Allergies/Asthma/Diabetes etc**

Contact Information

Family Contact 1:

Family Contact 2:

Address:

G.P.

Conditions and Symptoms

Allergies/Asthma/Diabetes etc ?

Support strategies in school

Medication and Direction for Use

What/When/How much/How often ?

Storage of Medicines

Student carry own medicines with them?

What medicines do we need to keep in Student Services?

Who is Responsible in an Emergency?

Amanda Stone

Susan Samuel

Sally Francis

Off Site Activities – The Leader of the Trip/Activity

I understand that I must deliver the medicine personally to Amanda Stone/Susan Samuel at Student Services. I will note when any medication expires and will replace it before this date, so the school has valid medication.

Signature: Name (in block capitals) Date:.....