

Shoeburyness High School

A member of Southend East Community Academy Trust



SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS

November 2018

Status : Statutory

Next revision due : November 2020

**Reviewed and monitored
by** : Designated Teacher – Assistant
Headteacher – Pastoral

Agreed by : Local Governing Body

**Signed by Chair of Local
Governing Body** :

1. RATIONALE & PURPOSE

Most students will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term.

Other students have medical conditions that, if not properly managed, could limit their access to education. Such students are regarded as having medical needs.

Section 100 of The Children and Families Act 2014 from September 2014, places a duty on schools to make arrangements for children with medical conditions. Students with medical conditions have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. Teachers and other school staff in charge of students have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

Section 6 of The Equality Act 2010 sets out that schools are expected to make reasonable adjustments to help meet the needs of students with chronic and long-term health conditions.

2. POLICY STATEMENT

Shoeburyness High School aims to ensure that students with medical needs receive proper care and support at school and to enable students, parents and staff to feel confident that the pupil is able to integrate as far as possible into "normal school life". Students will be encouraged and supported to attend after school clubs and sporting activities.

This policy is implemented and revised by the Designated Teacher for supporting pupils at school with medical conditions. In some cases the Special Educational Needs Co-ordinator (SENCO) is responsible for statemented students who may have a medical issue. Their role it is to facilitate communication with all parties.

This policy advises staff, parents, pupil and health professionals about the support offered to pupils with medical conditions.

3. GUIDING PRINCIPLES

Shoeburyness High School believes that students with medical needs should be enabled to have full attendance and receive necessary proper care and support.

The School aims to:

- ensure access to full education if possible;
- assist parents in providing medical care for their children;
- educate staff and students in respect of medical needs;
- enable students to self-medicate, where appropriate;
- arrange training for volunteer staff to support individual pupils;
- liaise as necessary with students/parents/staff/school nurse in support of the individual pupil;
- allow students to carry their own medicines and relevant devices or where this is not possible enable them to access their medicines for self-medication quickly and easily;
- monitor and keep appropriate records;

Where a medical condition requires ongoing medication, an Individual Health Care Plan (IHCP) (*see Appendix V*) may be agreed between the parent and the school with input from the GP/School Nurse as appropriate. The main purpose of an IHCP is to identify the level of support needed at school. This is a written agreement with parents and clarifies for staff, parents and the pupil the help the school can provide and receive. All parties should agree, based on evidence, when an IHCP would be inappropriate or disproportionate. If consensus cannot be reached, the Headteacher is best placed to take a final view. (*See Appendix 4 – Model process for developing individual healthcare plans.*)

4. CONSULTATION GROUP

- Head teacher
- Designated Teachers for Child Protection
- SENCO
- Members of staff trained in first aid
- School staff
- School governors

5. LINKS TO OTHER POLICIES & DOCUMENTS

- Admissions
- Attendance
- Child Protection
- Educational Visits
- Equal Opportunities

- Health & Safety
- Special Educational Needs
- Staff handbook
- The Student's Special Educational Needs Statement
- The Student's Education, Health and Care Plan

6. MONITORING & EVALUATION ARRANGEMENTS

In monitoring and evaluating this policy, the governing body will seek feedback on the effectiveness and acceptability of this policy with a wide-range of key stakeholders within the school and health settings.

This policy will be reviewed annually/bi-annually by the Governing Body in line with the policy review timetable.

7. ROLES & RESPONSIBILITIES

A The Governing Body will:

- make arrangements to support pupils with medical conditions in school;**
- ensure that pupils with medical conditions are supported to enable the fullest participation in all aspects of school life;
- ensure that sufficient staff have received suitable training and are competent before they take on responsibility support children with medical conditions; and**
- ensure that members of school staff who provide support to pupils with medical conditions are able to access information and other teaching materials as needed.

B The Headteacher:

- will ensure the development and implementation of this policy in consultation with the relevant stakeholders;
- will ensure all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation;
- will ensure that all staff who need to know are aware of the child's condition;
- will ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations (this may involve recruiting a member of staff for this purpose);

- e) has overall responsibility for the development of individual healthcare plans and will ensure these are reviewed annually or earlier if the student's needs have changed;
- f) will ensure that school staff are appropriately insured and are aware that they are insured to support pupils in this way;
- g) will contact the school nurse 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.
- h) will arrange for whole school awareness training so that all staff are aware of the school's policy for supporting pupils with medical conditions and their role in implementing that policy. (*September Training day, staff handbook, staff induction*)

C The Special Educational Needs Co-ordinator (SENCO)

- a) The SENCO and the Designated Teacher will liaise with the parents/school nurse for advice about a pupil's special medical needs and will seek support from the relevant practitioners where necessary and in the interests of the pupil.
- b) The SENCO and the Designated Teacher will ensure that Individual Health Care Plans are reviewed annually or earlier if student's needs have changed.

D School Staff:

- a) any member of the school 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.
- b) will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and they will consider each request separately.
- c) should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.
- d) must bring to the attention of the Designated Teacher and the (SENCO) any concern or matter relating to supporting pupils with medical needs.
- e) A first aid certificate does not constitute appropriate training in supporting children with medical conditions.

- f) A healthcare professional, including the school nurse will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

E Pupils

- a) The student 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.
- b) Students who are competent are encouraged to take responsibility for managing their own medicines and procedures. This will be reflected within the individual healthcare plans.
- c) Wherever possible, students will be allowed to carry their own medicines and relevant devices. Where this is not possible they will be allowed to access their medicines for self-medication quickly and easily. An appropriate level of supervision will be given if required.
- d) If a student refuses to take medicine or carry out a necessary procedure, 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.

F Parents

- a) The prime responsibility for a student's health lies with the parent who is responsible for the student's medication and should supply the school with information.
- b) It is the parent's responsibility to keep a child at home when acutely unwell.
- c) It is the parent's responsibility to inform the school of any ongoing medical condition or if a medical condition develops.
- d) Parents will be encouraged to co-operate in training students to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative.
- e) Where parents have asked the school to administer the medication for their child they must ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for school use. The prescription and dosage regime should be typed or printed clearly on the outside. The name of the pharmacist should be visible. Any medications not presented properly

will not be accepted by school staff. The only exception to this is insulin which will be available inside an insulin pen or pump rather than in its original container.

- f) Pupils should not bring in their own medicine. This should be brought into school by the parent.

8. COMPLAINTS

Should parents or students be dissatisfied with the support provided they should discuss their concerns directly with the Designated Teacher or the SENCO. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedures.

APPENDIX I - PROCEDURES

Managing medicines on school premises

- a) Medicines will only be administered when it would be detrimental to a student's health or school attendance not to do so.
- b) The school will not administer prescription and non-prescription medicines without parents' consent, except in exceptional circumstances following advice from medical personnel.
- c) The school 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. The exception to this is insulin which must still be in date, but available inside an insulin pen or a pump, rather than its original container.
- d) Medicines will be stored in the main school office.
- e) Students will be informed of where their medicines are at all times and will be able to access them immediately. They know which named member of the school office staff holds the key to the storage facility.
- f) Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be readily available to students and not locked away.

Record keeping

- a) A written record is kept of all medicines administered to students
- b) Parents will be informed if their child has been unwell at school
- c) A copy of IHCP's agreed between the parent and the school will be kept in reception, the PE Office and on the pupil's file. Copies will be available to staff, with the consent of the parents. Every

attempt will be made to ensure other staff, such as supply staff, LSA's and support staff are also made aware.

Emergency Procedures

- a) A list of first aiders is displayed throughout the school and those name staff should be contacted immediately in the case of an accident or emergency.
- b) First aid will be administered and in non-emergency situations parents will be contacted so they can take their child to A & E for further check-ups where appropriate.
- c) In urgent cases a 999 call will be made first and parents contacted immediately afterwards. A student taken to hospital by ambulance must be accompanied by a member of staff who will remain until the student's parent or guardian arrives.
- d) A list of pupils with specific allergies will be kept in the front office to enable relevant information to be checked quickly and where necessary relay to ambulance staff, A & E etc.
- e) In the event of a fire, the elevator in the Singleton Centre cannot be used. Students with access difficulties (i.e. wheelchair users) will be accompanied by their member of staff to the concrete stairwell in the Singleton Centre. This stairwell has been fire protected (one hour) and a member of the site team will check this area and inform relevant staff that assistance is needed.

School Trips & Sporting Activities

- a) Students with medical needs will be encouraged to participate in school trips and sporting activities, where safety permits.
- b) Arrangements for taking any necessary medication will need to be taken into consideration.
- c) Staff supervising school trips and sporting activities must always be aware of medical needs and relevant emergency procedures.
- d) A copy of a student's IHCP (if any) must accompany school trips.
- e) A copy of students' IHCP's will be kept in the PE office.
- f) A risk assessment must be completed and this will consider what reasonable adjustments might be needed to enable pupils with medical conditions to participate fully and safely in sporting activities and school trips.

APPENDIX II - Medical conditions pupils might have include:

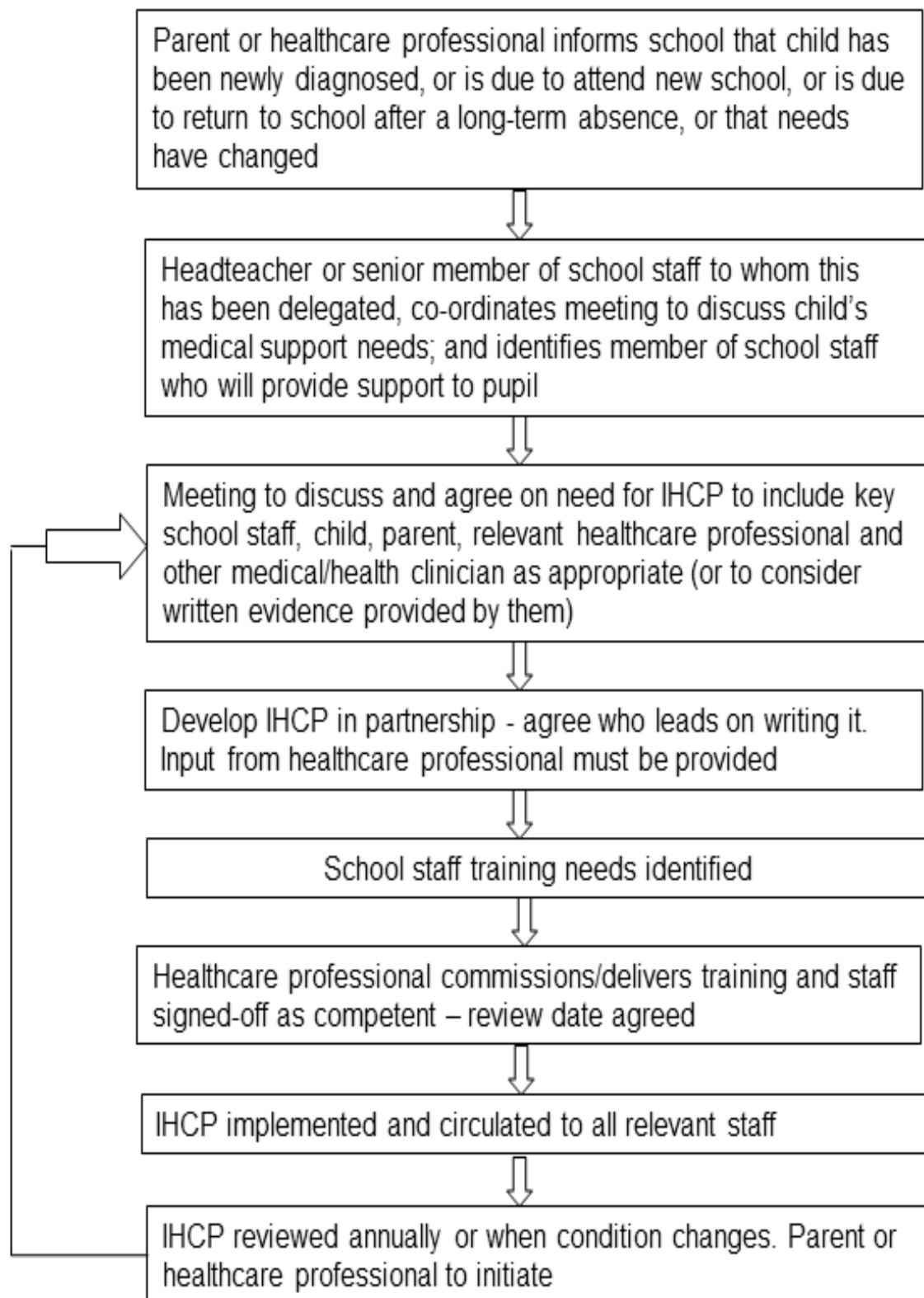
- Musculoskeletal problems
- Cancer
- Asthma
- Epilepsy
- Diabetes
- Crohn's disease
- Heart problems
- Mental health problems (anxieties, depression, school phobia)

APPENDIX III – UNACCEPTABLE PRACTICE

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; or ignore medical evidence or opinion, (although this 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 the school office or medical room unaccompanied or with someone unsuitable;
- Penalise students for their attendance record if their absences are related to their medical condition, eg 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, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's' medical needs; or
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, eg by requiring parents to accompany the student.

APPENDIX IV - Model process for developing individual healthcare plans



APPENDIX V

SHOEBURYNESS HIGH SCHOOL: INDIVIDUAL HEALTH CARE PLAN (IHCP)

STUDENT NAME: _____ **TUTOR GROUP:** _____

DATE OF BIRTH:	
STUDENTS HOME ADDRESS:	
MEDICAL DIAGNOSIS OR CONDITION:	
DATE OF INITIAL PARENT/GUARDIAN CONTACT:	
REVIEW DATE:	

EMERGENCY CONTACT INFORMATION

NAME:		CONTACT NO:	
RELATION TO STUDENT:		2nd CONTACT NO:	

FACILITATING STUDENT IN SCHOOL

Will the condition affect the student's ability to attend lessons?

Yes | No

If Yes: What intervention will be put into place?

- Lift required
- Medical Pass
- Permission to Leave Class Early
- Time-out Card
- Physical activity restriction
- Other (please state below)

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How long will the condition effect the student?

- Ongoing Less than 1 week 1 – 2 weeks
 More than 2 weeks 1 Term N/A

MEDICATION

Will the student have to take any medication?

- Yes | No

If Yes; please list below.

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Where will the student take the medication?

- Self-administrate Main office Pastoral office
 At home N/A

When will the medication be taken?

- AM PM Other:

CONCERNS

Does the parent/guardian or teaching staff have any specific concerns?

- Yes | No

If yes: Please state concerns.

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Does the student have any specific concerns?

Yes | No

If yes: Please state concerns.

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ADDITIONAL INFORMATION

Please share any additional comments.

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CONSENT SIGNATURES

_____ Year Manager Signature	<input type="checkbox"/> Verbal Consent	_____ Date
_____ Parent's/Guardian's Signature		_____ Date
_____ Students Signature		_____ Date