



Supporting Students with Medical Conditions Policy

Approved May 2017

All school policies are reviewed by Governors annually

All staff will be expected to show a commitment to and awareness of students' medical conditions.

Pupils at school with medical conditions, in terms of both physical and mental health, should be properly supported, so they have full access to education, including school trips and physical education. So that they can play a full active role in school life, remain healthy and achieve their academic potential.

The School will follow the Statutory Guidance laid down in the document, "Supporting Pupils at School with Medical Conditions" December 2015.

National Health Service, School Nursing Services and other healthcare professionals including GPs and paediatricians will:

- Notify the school when a child has been identified as having a medical condition which will require support in school.

The Local Authority will:

- Where pupils would not receive a suitable education in a mainstream school because of their health needs, have a duty to make other arrangements when it is clear that a child will be away from school for 15 days or more because of health needs, whether consecutive or cumulative across the school year.

The Headteacher will:

- Ensure that the school's policy is developed and implemented with all stakeholders.
- Ensure all staff are aware of the policy and understand their role in its implementation.
- Ensure all relevant staff (including supply staff, if relevant) are aware of a student's condition.
- Ensure appropriate staff are trained and competent to implement the policy and deliver against Healthcare Plans, including in emergency situations. Training needs will be identified through the development of Health Care plans. Training would be commissioned as the needs are identified. The training will be provided by suitable trainers.
- Ensure that staff are appropriately insured to support students.
- Ensure there are sufficient cover arrangements in case of staff absence or staff turnover to ensure someone is always available.

- Ensure that all educational visits are appropriately risk assessed and that the medical needs of students participating have been identified and provision is in place.
- Have overall responsibility for the development of individual health care plans (IHCP) and Educational Health and Care Plan (EHCP). They should be reviewed annually or earlier if needs change. The role of these plans is to ensure the school is effectively supporting students with medical conditions. These plans should capture the steps which the school should take to help students manage their condition and overcome any potential barriers to getting the most from their education.

School staff will:

- Know what to do and respond accordingly when aware that a student with a medical condition needs help.
- Be responsible for ensuring any cover work and lesson details including signposting for any student who has a special medical condition.
- Ensure Off-site visits are fully risk assessed and staff will have full copies of the relevant Healthcare Plans and any other relevant pastoral or medical information which they will initially access electronically through SIMS. These should be carried at all times, or accessible at all times, by members of staff on the trip/visit. The IHCP and or EHCP 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.
- In an emergency situation, school staff are required under common law duty of care to act like any prudent parent. This may include administering medication.
- All staff have access on SIMS to the Healthcare Plans for students in their care.
- All staff are responsible for the protection of student confidentiality.
- Ensure before sharing any medical information with any other party, such as when a student takes part in work experiences placement, permission is sought from parents.
- Ensure if a student needs to be taken to hospital, a member of staff will always accompany him/her until a parent/ carer arrives. If time permits a copy of the student's Healthcare Plan will be sent to the emergency care setting with the student.
- Not administer medication to students without the written permission of parents. Except when approved by the Headteacher.
- Ensure all medicines must be stored correctly and safely.
- Follow the Statutory Guidance laid down in the document "Supporting Pupils at School with Medical Conditions" December 2015.

Parents must:

- Notify the school and provide sufficient and up to date information about their child's medical needs.
- Engage in the development and review of their child's Healthcare Plan where one is in place.
- Carry out actions agreed in a Healthcare Plan, such as provide medicines and ensure they, or another nominated adult, are contactable at all times.

- Contact the school if any personal and/or medical details change e.g. phone numbers and medications etc.
- All emergency and non-emergency medication brought in to school must be clearly labelled, in its original containers, with the student's name, the name and dose of the medication and the frequency of dose, expiry date and the prescriber's instructions. This includes all medication that students carry themselves.
- It is the parents' responsibility to ensure new and in date medication comes into school as necessary and that out of date medications are disposed of.
- Where clinically possible, ensure medicines are prescribed in dose frequencies which enable them to be taken outside of school hours.

Students with relevant medical conditions must:

- Be fully involved, if appropriate, in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their Healthcare Plan.
- Must carry and administer their own medication, when it has been determined that they are able to take responsibility for doing so as determined by the school's first aid team and SENDCo. All students must carry their emergency medication with them at all times. This is also the expectation for any off-site or residential visits.
- Develop independence in managing their own medical needs where appropriate.

Unacceptable practice

With reference to a Child's IHCP it is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering the medication when and where necessary.
- Assume 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 for reasons associated with the medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in the individual health care plan.
- If the child becomes ill, send them to the first aid room unaccompanied with someone unsuitable.
- Penalise children for their attendance record. If the absences are related to the 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, to 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.
- 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.

Complaints

- The school hopes that a discussion with the SENDCo will resolve most issues of concern relating to support for students with medical conditions. Where, however, such concerns are not resolved the Headteacher (or a member of staff with delegated authority) would be available to discuss the matter with parents or carers. If for whatever reason, this does not resolve the issue, they may make a formal complaint through the school's complaints procedure. Making a formal complaint to the Department of Education should only occur if it comes within the scope of section 496/497 of the education act 1996 and after other attempts a resolution have been exhausted.