Supporting Students with Medical Needs Policy

ABOUT THIS DOCUMENT:

Purpose: This policy outlines how Daventry Hill School supports students with health care needs and manages medication in school.

The aim is to ensure that the processes and approaches are consistent, so as to ensure the health and safety of all, and that ensure students with medical needs are able to access all learning opportunities.

Complied by: HT, DHT & OpsMan	**Date:** Oct 26
Committee: LGB	**Date agreed by Governor:**
Review Cycle: Every 2 Years	**Review Date:** Oct 28

Vision and Values of the School



Our vision and values are at the heart of everything we do and are used to inform our taught curriculum, decisions and priorities.

There is an expectation that our values are the foundation on which we base our interactions with our students, families, staff, visitors, professionals and wider community.

Contents

1. Aims 3
2. Legislation and statutory responsibilities 4
3. Roles and responsibilities 4
3.1 The governing board 4
3.2 The headteacher 4
3.3 Medical and Welfare Assistant 5
3.4 Staff 5
3.5 Parents/Carers 6
3.6 Students 6
3.7 School nurses and other healthcare professionals 6
4. Equal opportunities 7
5. Being notified that a child has a medical condition 7
6. Individual healthcare plans 9
7. Managing medicines 10
7.1 Controlled drugs 11

7.2 Administration of medication **11**
7.3 Students managing their own needs **11**
7.4 Unacceptable practice **11**
8. Emergency procedures 12
9. Training 12
10. Record keeping 13
11. Liability and indemnity 13
12. Complaints 14
13. Monitoring arrangements 14
14. Links to other policies 14

1. Aims

At Daventry Hill School we are a fully inclusive setting and our purpose is to help create happy, successful adults. This policy supports all staff in ensuring our students can access all learning activities in our school irrespective of their medical needs. We understand that medical conditions requiring support at school can affect quality of life and may be life threatening.

This policy aims to ensure that:

- Students, staff and parents understand how our school will support students with medical conditions.
- Students with medical conditions are properly supported to allow them to access the same education as other students, including school trips and sporting activities.
- Set out the roles and responsibilities for everyone in the school community in regard to pupils with medical conditions
- Set out the procedure for creating, reviewing and managing individual healthcare plans (IHPs)
- Set out how we will manage medicines in school
- Reassure parents/carers that the school will help their child feel safe, supported and included

The governing board will implement this policy by:

- Ensuring close liaison with other agencies (particularly the NHS) and parents as necessary.
- Making sure sufficient staff are suitably trained
- Making staff aware of a student's condition and its effects, where appropriate
- Ensuring procedures are in place to ensure safe and effective administration of medical procedures, including medication
- Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant students

- Developing and monitoring individual healthcare plans (IHPs)
- The named person with responsibility for implementing this policy is the Headteacher

2. Legislation and statutory responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting students at their school with medical conditions.
It is also based on the Department for Education's statutory guidance: Supporting students at school with medical conditions and the and the Early Years Foundation Stage statutory framework from the Department for Education (DfE).

This policy also complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 The governing board

The governing board has ultimate responsibility to make arrangements to support students with medical conditions. The governing board will:

- ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.
- Review this policy in a timely manner, in line with the relevant legislation and requirements
- Make sure that the policy sets out the procedures to be followed whenever the school is notified that a pupil has a medical condition
- Monitor practice, and staff training, in regards to pupils with medical conditions, in line with this policy

The governing board delegates the day-to-day implementation of this policy to Vicki Bond, headteacher.

3.2 The headteacher

The headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Identify a senior leader to oversee the implementation of this policy (Deputy Headteacher)
- Make sure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development and monitoring of individual healthcare plans (IHPs)

- Manage cover arrangements in the case of staff absence or turnover, to make sure a suitable staff member is always available, and supply staff are briefed appropriately about pupils' medical needs
- Approve risk assessments for school visits and school activities outside the normal school timetable that involve provision for pupils with medical conditions
- Contact the school nursing service in the case of any pupil 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
- Make sure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- Implement systems for obtaining information about a child's needs for medicines and keeping this information up to date
- Make sure that school staff are appropriately insured and aware that they are insured to support students in this way

3.3 Healthcare Coordinator

The healthcare coordinator will:

- Provide first aid, emergency care and treatment for sick and injured students or staff during the school day.
- Provide care and support for students with chronic conditions, e.g. Diabetes, asthma, epilepsy, allergies and immune compromised conditions, and record and maintain individual care plans and emergency medical care for pupils with chronic conditions.
- Manage, store and administer medications according to NCC and school policies.
- Liaise with all educational and health agencies i.e. Social services, Physiotherapy, O.T and Dentist, and support students, staff and parents on a 1:1 basis if appropriate and required.
- Maintain safe disposal of clinical waste, medicines and body fluids as defined by the Controlled Waste Regulations Act.
- Maintain a safe and hygienic work environment in the medical and hygiene suite, including any equipment and mobility aids used for student care.
- Check and maintain equipment for use in school i.e. power wheelchair/hoists: - for condition, ensuring batteries are charged and report any defect to the HWTM and/or the appropriate agency or carer.
- Support staff with clinical information and/or tutor individual staff with the support of the Children and Young Peoples Nurse (School Nurse) who will assess competencies.

3.4 Staff

Supporting students with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to students with medical conditions. This includes the administration of medicines.

Within support staff roles and responsibilities, the requirement to support students with medical conditions is clear and as such staff will receive sufficient and suitable training and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

Staff leading a trip off-site must be aware of the students' medical needs in their group and as such training will be provided for any member of staff in this position.

3.5 Parents/Carers

Parents/carers 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 IHP
- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment
- Provide evidence of appropriate prescription and written permission for medicines to be administered by staff
- Bring medication into school in person and if required collect any medication in person

3.6 Students

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students should be supported to be as involved in discussions about their medical support needs as they are able to be and to contribute to the development of their IHPs.

They are also expected to comply with their IHPs.

3.7 School nurses and other healthcare professionals

Our school nursing service will notify the school when a student has been identified as having a medical condition that will require support in school. This will be before the student starts school, wherever possible.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school nurses and notify them of any students identified as having a medical condition, as well as any substantive changes in the effects of that condition.

School nurses have a responsibility to ensure any staff trained to support students with medical needs are competent in their roles.

The school nurse will liaise with school when writing an Individual Healthcare Plan and will sign off each plan, along with parent and school.

4. Equal opportunities

The school will adhere to the legal responsibilities under the Equality Act 2010 and will not unlawfully discriminate against any pupils. Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

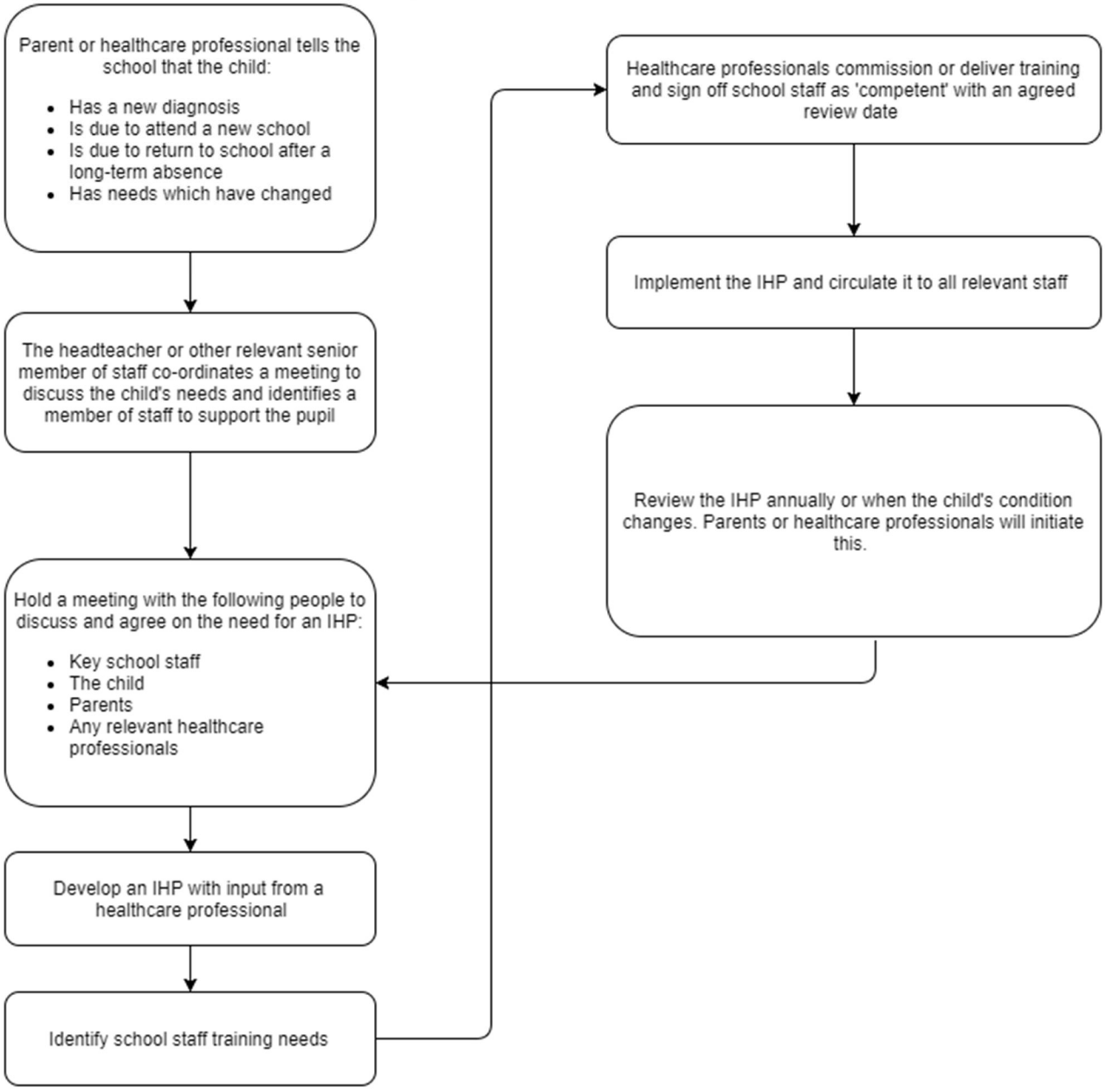
Our school is clear about the need to actively support students with medical conditions to participate in school trips and visits, or in sporting activities and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. In doing so, students, their parents and any relevant healthcare professionals will be consulted.

5. Being notified that a child has a medical condition

When the school is notified that a student has a medical condition, the process outlined below will be followed to decide whether the student requires an IHP.



The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for students who are new to our school.

EYFS settings: 5.1 Obtaining information about medicines

The EYFS framework states that settings must include how they obtain information about a child's need for medicine, and a system for keeping this information up to date (see section 10 of this policy).

We will:

- For new starters, send a form to all parent/carers of pupils after their place at the school has been confirmed, but before their first school year starts, to confirm any medicine(s) their child needs. Where a pupil has a new diagnosis and/or a pupil has

moved to the school mid-term, we will send a form and put arrangements in place within 2 weeks

- Send a reminder to parents/carers at the start of each year in a newsletter, as well as a form to complete, if their child requires certain medicine(s)

We ask that parents/carers proactively inform us by either phone call to the school 01327 703135 or an email to Tracy McKay at t.mckay@daventryhillschool.org.uk if their child's medical needs change during the school year.

6. Individual healthcare plans

The headteacher has overall responsibility for the development of IHPs for students with medical conditions. This has been delegated to the Deputy Headteacher.
Plans will be reviewed at least annually, or earlier if there is evidence that the student's needs have changed.

Plans will be developed with the student's best interests in mind and will set out:

- What needs to be done
- When
- By whom

in order to ensure that the student is able to access education as effectively as possible.

Not all students with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the student's specific needs. The student will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board and headteacher is responsible, with the school healthcare professionals, for considering the following when deciding what information to record on IHPs:

- 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 student's educational, social and emotional needs. For example, 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 student is self-managing their medication, this will 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 student'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 student's condition and the support required
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the student during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/student, the designated individuals to be entrusted with information about the student's condition
- What to do in an emergency, including who to contact, and contingency arrangements

7. Managing medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the student's health or school attendance not to do so **and**
- Where we have parents' written consent

The person administering the medicine will keep a written record. Parents/carers will always be informed on the same day the medicine has been administered, or as soon as reasonably possible.

The only exception to this is where the medicine has been prescribed to the student without the knowledge of the parents.

Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a student any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled

- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Students will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to students and not locked away.

Parents will be asked to collect any medicines for safe disposal when no longer required.

7.1 Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

At DHS all controlled drugs are kept in a secure cupboard in the medical office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

7.2 Administration of medication

At Daventry Hill School all medication is administered by the school Healthcare coordinator who has specific responsibility within their role, or by a trained member of staff.

They are supported by another member of class staff who has had appropriate training delivered by the school nursing team.

7.3 Students managing their own needs

Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Students will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a student to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

7.4 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the student's IHP, but it is generally not acceptable 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
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- 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, 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, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their student, 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 students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask students to administer, medicine in school toilets

8. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All students' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a student needs to be taken to hospital, staff will stay with the student until the parent arrives, or accompany the student to hospital by ambulance.

9. Training

Staff who are responsible for supporting students with medical needs will receive suitable and sufficient training to do so, together with others as necessary, to provide appropriate cover.

The training will be identified during the development or review of IHPs. Staff who provide support to students with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the headteacher. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the students
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

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

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. Record keeping

The governing board will ensure that written records are kept of all medicine administered to students. Parents will be informed if their student has been unwell at school.

IHPs are kept in a readily accessible place which all staff are aware of.

EYFS settings: 10.1 Recording information about medicines

The EYFS framework states that settings must include how they obtain information about a child's need for medicine (see section 5 of this policy), and a system for keeping this information up to date.

We will:

- Enter each pupil's medicine need in the school's system
- Update our records when parents/carers of pupils inform us of changes to their child's needs
- Keep a record of changes, labelling the most recent record for each child
- Make sure that all staff have access to records so that they are informed about pupils' medical needs
- Securely hold this information digitally in accordance with the UK GDPR
- Inform parents/carers about how they can access their child's information (provided no relevant exemptions apply to their disclosure under the Data Protection Act 2018)

11. Liability and indemnity

The trust board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

As an academy; the school and Creating Tomorrow academies trust, are members of the Department for Education's risk protection arrangement (RPA). Each school displays the Insurance certificate and further information can be provided upon request.

12. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the deputy headteacher in the first instance. If they cannot resolve the matter, they will direct parents to the school's complaints procedure.

13. Monitoring arrangements

This policy will be monitored by the headteacher, health and safety lead.

This policy will be reviewed and approved by the governing board every 2 years.

14. Links to other policies

This policy links to the following policies:

- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy
- Procedure to prevent the spread of infection (if not included in appendix 2)