

Policy Document

Supporting Students with Medical Conditions Policy

This policy should be read in conjunction with the Disability, Equality and Accessibility Policy and the SEND Policy. It replaces the Administering Medicines Policy.

The policy is written in line with the requirements of: - Children's and Families Act 2014 - section 100 of the Children's and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting students at their school with medical conditions.

We recognise that many of the medical conditions that require support at school will affect the quality of life and may be life-threatening. The focus will be on the needs of each individual student and how their medical condition impacts on their school life.

Definitions of Medical Conditions

Students' medical needs may be broadly summarised as being of two types:-

Short-term affecting their participation at school because they are on a course of medication

Long-term potentially limiting access to education and requiring on-going support, medicines or care while at school to help them to manage their condition and keep them well, including monitoring and intervention in emergency circumstances. It is important that parents feel confident that the school will provide effective support for their student's medical condition and that students feel safe.

Aims

- To ensure students at school with medical conditions, in terms of both physical and mental, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential
- To ensure the needs of students with medical conditions are effectively supported in consultation with health and social care professionals, parents and students themselves
- To give parents and students confidence on the school's ability to provide effective support and care

Procedure

The Faculty Leader of Administration, Eileen Miller is responsible for ensuring that whenever the school is notified that a student has a medical condition:

- Sufficient staff are suitably trained
- All relevant staff are made aware of a student's condition
- Cover arrangements in case of staff absence are always available
- Risk assessments for visits and activities outside the normal timetable are carried out
- Individual Healthcare plans are monitored annually
- Transitional arrangements between schools are carried out
- The process to be followed upon reintegration is clear
- If a student's needs change the above measures are adjusted accordingly.

When a student joins Boldon School at the start of a new academic year these arrangements should be in place for the start of the term wherever possible. If a student starts mid-term or a new diagnosis is given these arrangements should be in place as soon as possible, ideally within two weeks.

Training of staff

The Faculty Leader of Administration is responsible for organising this training as required for staff members.

The Faculty Leader of Administration will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their role.

Teachers and support staff will receive regular and ongoing training as part of their development.

Teachers who undertake responsibilities under this policy will receive training externally e.g.

- First Aid at Work
- Paediatric First Aid
- Defibrillator Training
- Epi Pen Training

No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering

No staff member may administer drugs by injection unless they have received training in this responsibility

All staff understand and are trained in the school's general emergency procedures.

- All staff, including temporary or supply staff should be aware of the content of this policy, know what action to take in an emergency and receive updates at least yearly. School nurses will provide annual training for common conditions e.g. asthma, allergies, epilepsy and diabetes.

Individual Healthcare Plan (IHCP)

All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at this school have an individual healthcare plan (IHCP) which details the support that the student needs. If the parents, healthcare professional and school agree that a

healthcare plan is inappropriate or disproportionate, a record of the student's medical condition and any implications for the child will be kept in the school's medical record and the student's individual record.

It will include the following information:

- 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 eg 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 (some students will be able to take responsibility for their own health needs) including in emergencies
- Who will provide this support, their training needs, expectation of their role and cover arrangements
- Who in the school needs to be aware of the student's condition and the support required
- Arrangements for written permission from parents/carers and the Head Teacher for medication to be administered by a member of staff, or self-administered by the student during school hours (students who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision)
- 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 eg, risk assessment;
- Plans will be easily accessible to all who need them to refer to them while preserving confidentiality
- What to do in an emergency, including whom to contact, and contingency arrangements. some students may have an emergency healthcare plan prepared after a period of hospitalisation and this should be used to support the student in reintegration effectively

At Boldon School all staff are made aware of students with medical conditions for which they may need support.

IHCP's are held in the Main Office with any medication required. The plans are accessible and medication storage drawers clearly marked.

Liability and Indemnity

Teachers who undertake responsibilities within this policy are covered by the school's insurance.

Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Finance Officer.

The insurance is provided by:

JLT Specialty Ltd on behalf of South Tyneside Council.

Roles and Responsibilities

Supporting a student with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the student.

The Governing Body

- Must make arrangements to support students with medical conditions and ensure this policy is developed and implemented
- Must ensure sufficient staff receive suitable training and are competent to support students with medical conditions
- Must ensure the appropriate level of insurance is in place and reflects the level of risk
- Should ensure the written records are kept of all medicines administered to students

The Head Teacher

Should ensure:

- all staff are aware of this policy and understand their role in its implementation
- all staff who need to know are informed of a student's condition
- should assess training needs and ensure sufficient numbers of staff are trained to implement the policy and deliver IHCP's, including in emergency situations, and they are appropriately insured
- is responsible for the development of IHCP's
- Should contact the school nursing service in the case of any student with a medical condition who has not been brought to the attention of the school nurse.

School Staff

- Any staff member may be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so
- Should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting students with medical conditions. Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. A First Aid Certificate does not constitute appropriate training in supporting students with medical conditions.
- Any staff member should know what to do and respond accordingly when they become aware that a student with a medical condition needs help
- All staff should know where to access details of the school nurse, student's emergency contact details, IHCP's and individual medication.

School Nurses

- Are responsible for notifying the school when a student has been identified as having a medical condition that will require support in school
- May support staff on implementing a student's IHCP's, providing advice and liaison
- May provide training on the administration of medication and the care and support of individual students.

Other Healthcare Professionals

- Should notify the school nurse when a student has been identified as having a medical condition that will require support in school
- May provide advice on developing IHCP's
- Specialist local teams may be able to provide support for particular conditions (e.g. asthma, diabetes)

Students

- Should wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHCP
- After discussion with parents, students who are competent should be encouraged to take responsibility for managing their own medicines and procedures
- Wherever possible, students should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. Students who can take medicines themselves will require an appropriate level of supervision
- Other students should be encouraged to be sensitive to the needs of those with medical conditions.

Parents

- Must provide school with sufficient and up-to-date information about their child's medical needs
- Are the key partners and should be involved in the development and review of their child's IHCP
- Should carry out any action they have agreed to as part of the IHCP implementation
- Should provide the school with the medication needed in school and should liaise with the school to check that medication is in date and out of date medication is collected from school.

If a student refuses to take medicine or carry out a necessary procedure, staff must not force them to do so. Parents must be informed so that alternative options can be considered.

Managing Medicines on School Premises

Medicines should only be administered at school when it would be detrimental to a student's health or school attendance not to do so;

- No student under 16 should be given prescription or non-prescription medicines without their parents written consent
- Students must not self-medicate non-prescription drugs. With parental written consent the School's first aider will administer non-prescription drugs sent in by parents except aspirin or containing aspirin unless it is prescribed by a doctor.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours;
- We will only accept prescribed medicines, with written permission from parent/carer that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.

- All medicines will be stored safely in the Main Office. Students should know where their medicines are at all times and be able to access them immediately. The exception to this is an EpiPen which must be in date and will be kept in the student's own named box with expiry date clearly marked.
- During school trips the teacher in charge is responsible for ensuring risk assessments are carried out beforehand, parental permission is gained and all medicines are taken on the trip and are immediately available to the student for the duration of the visit. There should be adequate adult supervision for the administration of medicines and the staff member should have adequate training.
- School will keep a record of all medicines administered to individual students, stating what, how and how much was administered, when and by whom. Any side effects of medication will be noted and reported to parents.
- A student who had been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another student for use is an offence. Monitoring arrangements may be necessary. Parents are expected to contact the school and complete the appropriate form if this is the case.
- When no longer required, medicines should be returned to the parent/carer to arrange safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

Schools can now hold asthma inhalers for emergency use. They must be used in accordance with Department of Health Guidance on the use of emergency salbutamol inhalers in schools (September 2014).

Emergency Procedures

Individual Healthcare Plans give details of what should happen in an emergency situation. Staff training ensures that staff are aware of emergency symptoms and procedures.

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

Day Trips, Residential Visits, and Sporting Activities

We will actively support students with medical conditions to participate in day trips, residential visits and sporting activities by being flexible and making reasonable adjustments unless there is evidence from a clinician such as a GP that this is not possible.

We will always conduct a risk assessment so that planning arrangements take account of any steps needed to ensure that students with medical conditions can be included safely. This will involve consultation with parents\carers.

Other Issues for Consideration

Where a student uses home-to-school transport arranged by the LA and they also have a medical condition which is life-threatening, we will share the student's individual healthcare plan with the local authority.

Boldon School has invested in a defibrillator it is located inside the entrance to the swimming pool. Mrs L Baty is trained to use it.

Unacceptable Practice

Although staff at Boldon School should use their discretion and judge each case on its merit with reference to the student's IHCP, 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 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, e.g. hospital appointments
- Prevent students from drinking, eating or taking toilet 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 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 creating unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the student.

Complaints

Should parents/carers be dissatisfied with the support provided they should discuss their concerns directly with the school. If this does not resolve the issue they may make a formal complaint via the school's complaint procedure.

This policy has been approved by the governors of Boldon School at a Full Governors meeting.

Date of approval: 14 November 2016