

# The Priory School



## Supporting Students with Medical Needs Policy

| Monitoring                          | Frame of engagement   | Date                          |
|-------------------------------------|---|-------------------------------|
| Member of Staff Responsible         | CKN   |                               |
| Governor Accountability             | Full Governing Body   |                               |
| Consultation Parameters             | Link governors for Safeguarding, SEND and pupil related matters, Matron | October 2019                  |
| Information                         | Staff   |                               |
|                                     |   |                               |
| Date of latest version              |   | October 2019                  |
| Date for next review<br>(and cycle) |   | October 2020<br>Annual Review |
| Uploaded to Website                 |   |                               |

## Contents

1. Aims
  2. Legislation and statutory responsibilities
  3. Roles and responsibilities
  4. Equal opportunities
  5. Being notified that a child has a medical condition
  6. Individual healthcare plans
  7. Managing medicines
  8. Emergency procedures
  9. Training
  10. Record keeping
  11. Provision for students who are unable to attend school due to health needs
  12. Liability and indemnity
  13. Complaints
  14. Monitoring arrangements
  15. Links to other policies
- 

### 1. Aims

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

### 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.

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

### 3. Roles and responsibilities

#### 3.1 The Local Governing Body

The Trust Board, through the Local Governing Body (LGB) has ultimate responsibility to ensure suitable arrangements are made to support students with medical conditions. The LGB will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

### **3.2 The Principal**

The Principal 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 (IHCPs), including in contingency and emergency situations
- Delegate the line management of the matron role to a member of SLT (Assistant Principal, Student Welfare)
- Make sure that school staff are appropriately insured and aware that they are insured to support students in this way

### **3.3 Matron**

The School Matron will:

- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- Contact the school nursing service or appropriate medical professional, in the case of any student 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
- Take overall responsibility for the development of IHCPs
- Provide day to day 1<sup>st</sup> Aid cover for students and staff
- Arrange medical supplies for trips and visits
- Liaise with staff regarding trips and visits

### **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, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support students with medical conditions 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.

When trips and visits are planned, teachers will liaise with the school matron with regard to any medical/physical conditions to ensure, as far as practicable, inclusion for all.

### **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 IHCP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHCP e.g. provide medicines and equipment and replace when out of date.

### **3.6 Students**

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHCPs. They are also expected to comply with their IHCPs.

### **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 pediatricians, will liaise with the school's nurses and notify them of any students identified as having a medical condition. Information may come from the feeder school.

## **4. Equal opportunities**

The Priory 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 Priory 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 early in the planning of trips and visits so that appropriate arrangements can take into account of any steps needed to ensure that students with medical/physical conditions are included. In doing so, students, their parents/carers 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 in Appendix 1 will be followed to decide whether the student requires an IHCP.

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

## **6. Individual healthcare plans (IHCPs)**

The Principal delegates the overall responsibility for the development of IHCPs for students with medical conditions to the School Matron, under the supervision of the Assistant Principal (Student Welfare).

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
- What medication is to be administered and the process for doing so

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

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

IHCPs, where applicable, will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a student has a SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHCP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The following will be considered when deciding what information to record on IHCPs:

- 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/carers and the Principal 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 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. Staff will check that permission for paracetamol is on Sims, then record the details of the dose and time administered in the appropriate medical book.

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 and labeled with the student's name.

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/carers will be contacted to collect/replenish medication when either out of date or no longer required, however it is the parent/carer's responsibility to check

### 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.

A student who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another student to use. All other controlled drugs are kept in a secure cupboard in the school 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.

**Parents will have the opportunity to opt out of giving permission for their son/daughter to have access to emergency inhalers or auto injectors. This will be by email.**

## **7.2 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 IHCPs.

Students will be allowed to carry their own medicines and relevant devices wherever possible, for example inhalers, auto injectors and blood sugar testing kit. 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 IHCP and inform parents/carers so that an alternative option can be considered, if necessary.

## **7.3 Unacceptable practice**

School staff should use their discretion and judge each case individually with reference to the student's IHCP, 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/carers
- 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 IHCPs
- 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/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/carer 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/carers 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' IHCPs 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/carer 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.

The training will be identified during the development or review of IHCPs. 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 School Matron and Assistant Principal (Student Welfare). 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 IHCPs
- 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 training of staff in any required/relevant medical procedure, or in providing medication to ensure staff proficiency.

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/carers will be informed if their student has been unwell at school.

IHCPs are kept in a readily accessible place (electronic and hard copy), which all staff are aware of.

## **11. Provision for students who are unable to attend school due to health needs**

Where possible, The Priory School will aim to work with students, parents/carers and health care providers to ensure students remain in school to receive their education. However, it must be recognised that some students' health needs (including mental health) will prohibit them from

attending school for extended periods of time. In such instances, The Priory School adheres to the guidance from the DfE, *Ensuring a good education for children who cannot attend school because of health needs*, January 2013

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/269469/health\\_needs\\_guidance\\_-\\_revised\\_may\\_2013\\_final.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/269469/health_needs_guidance_-_revised_may_2013_final.pdf).

This document sets out the responsibility of the Local Authority to provide students who are unable to attend school due to health needs with an appropriate form of education, and the responsibility of schools and parents/carers to liaise appropriately with the Local Authority and relevant health care providers to ensure information is shared proactively and in a timely manner. The Assistant Principal (Student Welfare) is the named contact for parents/carers and the Local Authority in such matters.

Where a student is unable to attend school for a fixed period of time due to an illness such as Chicken Pox or Influenza, the school will liaise with parents/carers to establish whether it is appropriate to send work home. When the student returns to school, staff will liaise with the student to ensure work is caught up.

## **12. Liability and indemnity**

The Trust Board, through the Local Governing Board, will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The school has a comprehensive insurance policy with Zurich Municipal, including public liability insurance. Part E, section 2 of the policy details cover for any employee delivering first aid to any other person.

## **13. Complaints**

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

## **14. Monitoring arrangements**

This policy will be reviewed and approved by the governing board every 3 years.

## **15. Links to other policies**

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy

## Appendix 1: Being notified a child has a medical condition

