

# The Priory School



## Policy on Supporting Students with Medical Conditions

Monitoring	Frame of engagement	Date
Member of Staff Responsible	ALB	13 October 2015
Governor Accountability	SW Committee	
Consultation Parameters		
Date of latest version		New Policy
Date for next review (and cycle)		Autumn 2016
Uploaded to Website		30.10.15

## Introduction

This policy and procedure has been adapted from the following:-

Equality Act 2010

SEN Code of Practice

Supporting Students at school with Medical Conditions-DfE April 2014

and is based on the requirement that students at school with medical conditions should be properly supported. This is so that they have full access to education, including school trips and physical education.

### **The Priory School (TPS) Governing Body Responsibility is to ensure that:**

1. School leaders liaise with health and social care professionals, students and parents to enable the needs of students with medical conditions to be met. The needs of each individual student must be considered and how their medical condition impacts on their school life.
2. Staff are properly trained to provide the support that students need.
3. The arrangements meet their statutory responsibilities and policies, plans, procedures and systems are properly and effectively implemented. This aligns with their wider safeguarding duties.
4. Any procedure is implemented according to the policy and that there is a named person who has overall responsibility for policy implementation.
5. The school's policy covers the role of individual healthcare plans, and who is responsible for their development, in supporting students at school with medical conditions.
6. Written records are kept of all medicines administered to students.
7. Students are able to access all opportunities, within what is deemed reasonable provision
8. The school's policy sets out what should happen in an emergency situation.
9. Appropriate level of insurance is in place and appropriately reflects the level of risk.

Where students would not receive a suitable education in TPS because of their health needs, the local authority has a duty to make other arrangements. Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it is clear that a student will be away from school for 15 days or more because of health needs.

### **Definition of the term Medical Condition used in this document/context**

A medical condition that is long term with acute episodes, requires ongoing support, and involves the need for medication and/or care whilst at school. The condition will need monitoring and could require immediate intervention in emergency circumstances.

Some students with medical conditions may be disabled. Where this is the case governing bodies **must** comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For students with SEN, this guidance should be read in conjunction with the SEN code of practice.

## Statement of intent

All students attending TPS with a medical condition (meeting the above definition) must have an Individual Healthcare Plan (IHCP); where relevant, this will sit alongside the EHCP.

The school, healthcare professionals and parents/carers should agree, based on evidence, when a Healthcare Plan would be inappropriate or disproportionate. Where there is a discrepancy an appropriate healthcare professional should be asked to arbitrate.

Parents should provide the school with sufficient and up-to-date information about their student's medical needs.

Healthcare Plans must:

- Be clear and concise.
- Be reviewed annually or when there is a change in the condition of the student.
- Be easily accessible whilst preserving confidentiality (on the T drive with limited access).
- Outline the educational provision (if necessary by the LA) if the student is unable to attend school.
- Be written using the school's agreed format (see appendix A).
- Contain details of the medical condition, its triggers, signs, symptoms and treatments.
- Include relevant SEN information.
- Provide details of 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.
- Outline specific support for the student's educational, social and emotional needs – for example, how absences will be managed, changes to the school day and details of a personalised curriculum, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions or any other relevant provision
- Outline the level of support needed, (some students will be able to take responsibility for their own health needs), including in emergencies. If a student is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.
- State 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.

TPS will:

- Ensure that students with medical conditions are identified as they transfer to the school and through the ongoing annual data check process.
- Arrange 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.
- Have separate arrangements in place for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, eg risk assessments.
- Always have a minimum of two members of staff available trained in first aid response with knowledge of the students with medical conditions and access to their IHCPs.
- Commit to annual training for all relevant staff on specific conditions and/or specific events for student with specific conditions,. This training will take place at the start of each academic year. This will including making all staff working directly with students aware of the students in the school with medical conditions.

- Designate individuals to be entrusted with information about a student's condition, where confidentiality issues are raised by the parent/student.
- Where the condition is deemed necessary, have an identified individual trained to meet the needs of a student and if necessary, use a statement of SEN linked to a medical condition.
- Be clear about what to do in an emergency, including whom to contact, and contingency arrangements. Some students may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.
- Provide sufficient training for staff to meet the needs of students at the school with medical conditions.
- Supervise students with medical conditions if they become ill
- Ensure prescription medicines and health care procedures will only be given by staff following appropriate training from medical professionals.

## **Good Practice**

Staff should:

- Make inhalers and medication easily accessible to students and administer their medication when and where necessary.
- Not force students to take medicines or have necessary procedures against their will, unless in life-threatening circumstances.
- Take the views of the student and their parents into account; act on medical evidence and opinion but challenge it when appropriate.
- Aim to follow the procedure agreed in the individual healthcare plan and contact parents when alternative options may need to be considered.
- Encourage students with medical conditions to remain in school for normal school activities, including lunch, unless this is specified in their individual healthcare plans.
- Encourage students to drink, eat and take toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Support parents in meeting the medical needs of their student in school by accepting responsibility for the student's medical needs at school and encourage students with medical conditions to participate, in all aspects of school life, including school trips.

## Procedures for developing Individual Healthcare Plans at The Priory School

The Priory School will be made aware that a student has a medical condition, by the student, parent/carer, student's previous school or a healthcare professional, or judging from their own experience (this could be ongoing or a newly diagnosed condition).

### Year 6 transition

During the summer term of Year 6 the Assistant Principal (SW) and HLTA with responsibility for medical conditions will hold meetings with the parents/carers of all year 6 students (with a medical condition transferring to The Priory); relevant healthcare professionals will be invited to the meetings or will be asked to provide written information. The meetings will take place as part of the transition process. IHCPs will be written and signed during these meeting using the agreed format, where the school feel it necessary to have one.

The Administrative staff member responsible for transition will arrange the meetings, take responsibility for the safe storage and maintenance of the IHCPs.

Hard copies of all IHCPs will be stored securely in Reception and the Medical Room for staff to refer to. IHCPs will be stored on the staff T: drive with limited access for relevant staff.

The Health & Safety Officer at The Priory School will have the overview of all IHCPs and implement risk assessments when required.

### **For mid-year transfers or newly diagnosed students, or where students are engaging in a high-risk activity (in the context of the medical condition)**

The Assistant Principal (SW) will arrange a meeting with parents/carers of students with medical conditions, healthcare professionals and the student if appropriate to write and sign an IHCP (or extension thereof) using the agreed proforma.

The Project Manager with responsibility for transition should arrange the meeting.

The HLTA with responsibility for medical conditions, the Head of Year, and Health and Safety Officer must take responsibility for ensuring that the actions identified on the IHCPs are fully implemented; including sharing the information with relevant staff and addressing training needs.

The Health & Safety Officer keeps records of all training linked to medical conditions.

IHCPs will be reviewed annually at a meeting between the Assistant Principal, Head of House, HLTS (MedCon), H and S Officer, Admin staff member responsible for transition.

Where parents or a healthcare professional feel a change is necessary (due to any changes to the student's medical condition), they will request and be given a meeting. Staff presence will be decided by the AP (SW), to include the HLTA (Medcon). Changes and review dates will be recorded.