

Supporting Students with Medical Conditions Policy

The school aims to ensure that all students with medical conditions, both physical and those relating to mental health, are properly supported so that they can play a full and active role in school life, remain healthy and achieve their academic potential. Arrangements will be put in place by the school that will promote learning, confidence and independence, including self-care.

A medical condition is defined as a disease, illness or injury (including both physical and mental health) for which a student is receiving advice from or under the supervision of a health professional. Any medication taken for a medical condition is likely to be prescribed by a doctor and taken for a prolonged period of time.

Many students will, at some time, have a medical condition that may affect their day-to-day experience of school. In addition to this, some students are likely to have significant and/or long-term medical conditions during their time at school.

We are mindful that all medical conditions need to be properly supported and managed in order to ensure full and fair access to education. We recognise that students with medical conditions should have full access to school life, including school trips and physical education.

We aim to work alongside families and young people to ensure that appropriate arrangements are in place. Where necessary, we also consult with health and social care professionals to ensure that the needs of children with medical conditions are effectively met.

This policy is intended to fully reflect the guidance and spirit of the 2015 Statutory DFE Guidance *Supporting Pupils at School with Medical Conditions*. With this in mind, students with medical needs are entitled to:

- Access a broad and balanced curriculum and a good quality of education
- Be included in as wide a range of activities as possible
- Stay safe
- Have their medical needs supported in school
- Have their needs known by those responsible for them
- Be signposted or referred for further medical support and advice where necessary; this may include the NHS School Nursing service

1. Principles

The School will act in accordance with the Equalities Act and the Students and Families' Act, which places a duty on schools to make arrangements for students with medical conditions.

The School is committed to ensuring that all staff responsible for the care of students will undertake their duties in a professional manner at all times.

All members of staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

The School recognises that there is a need to treat all students, whatever their age, gender, disability, religion or ethnicity, with dignity and respect.

Students with medical conditions have the same right of admission to school as other students. No student will be denied admission because arrangements for their medical condition have not been made where it is reasonable to do so.

Parents and guardians have prime responsibility for their child's health and are responsible for providing school with information about any medical conditions and associated support needs. If a child's care needs or condition should change at any time, parents are responsible for ensuring that school is aware of these changes.

2. Roles and Responsibilities

Supporting a student with a medical condition is not the sole responsibility of one person. The School's responsibility to provide effective support will depend upon working cooperatively with healthcare professionals (and where appropriate Social Care professionals), local authorities, parents/carers and students.

- Parents/Carers are responsible for ensuring that their child is well enough to attend school

- Parents/Carers must provide the School with sufficient information about their child's medical condition and support and care required. They must keep the School informed of any updates
- Members of staff will work in close partnership with parents/carers and medical professionals to share information and provide continuity of care
- Individual Health Care Plans (IHCP's) will be developed and monitored in collaboration with parents/carers and medical professionals and reviewed at least annually or earlier, if evidence is presented that the student's needs have changed
- Students with medical conditions will often be the most appropriate person to provide information about how their condition affects them. They should contribute as much as possible to the development of and comply with their IHCP
- Where students refuse to take their medication under supervision as requested by their parent or doctor, the member of staff will not force them to do so by any means; parents/carers will be informed immediately and will take responsibility for their child's medical needs at this point
- The School will if in any doubt about a student's condition, contact the emergency services, with or without a Parent/Carer's consent

3. Emergencies

- Where a student has an IHCP, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant members of staff are aware of emergency symptoms and procedures
- Other students in the School should know what to do in general terms, such as informing an appropriate adult immediately if they think help is needed
- If a student needs to be taken to hospital, a member of staff should stay with the student until the parent/carer arrives, or accompany a student taken to hospital by ambulance
- We will assist any student in a life-threatening situation. If a student who has a Medical Care Plan should find themselves in an emergency situation, then we will aim to ensure that emergency services are provided with a copy of Individual Health Care Plan

4. School Trips, Visits and Activities

- The School will make every effort to ensure that students with medical needs have the opportunity to participate in school trips, as long as the safety of the student concerned and that of other students is not compromised by their inclusion and where it is reasonable to do so
- Members of staff will complete a risk assessment and take additional measures as reasonable to accommodate the inclusion of the student, consulting with parents/carers and medical professionals as required
- Parents are responsible for making sure they include detailed, accurate and up-to-date medical information on any forms relating to school trips

5. Managing Medicines in School

- Medicines will only be administered at School when it would be detrimental to a student's health or their school attendance not to do so
- No student under 16 will be given medicine without parental consent. In some cases young people will be able to take responsibility for managing their own medicines and procedures and this will be outlined in their care plan
- The School will only accept prescribed medicines that are in date, labelled for the student, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will be available to the School inside an insulin pen, rather than in its original container
- Parents of students who require medication are responsible for:
 - providing school with any medication as outlined above
 - ensuring that it is in-date
 - checking regularly that school has sufficient stocks of the child's medication and that these are in date, and addressing this if not
 - disposing of it when it's out of date
 - Parents will be required to give written consent for us to administer medication, and it will not be administered unless consent is provided
- Medication is then kept in a locked cabinet in the school medical room and can be dispensed by the school first aider
- On occasion, students carry their own medication (such as in the case of inhalers). This decision is based on wishes of parents, age, maturity and ability of individual child
- Non-prescribed drugs such as paracetamol and ibuprofen will not be given to students without parental consent

- Students will sometimes ask for painkillers. Staff should not give non-prescribed medicines to students. Parents of students who regularly require painkillers, for example, for migraine or dysmenorrhoea, should request that an Individual Health Care Plan is written up to support the administering of medication for the child's use and to supply appropriate painkillers
- If medication needs to be administered in school, the medication will be placed in a tub on a table in the medical room. The student then takes the medication and this is logged in a record book by the School First Aider who then signs the record. This is to prevent the student from taking repeat doses
- No student should ever use another student's medication
- Only the School First Aider can give medication
- If one of our students should refuse medication, then we will inform the student's parents or carers, and if it is thought medically necessary we will contact emergency services
- One exception of this staffing arrangement is school trips, where the First Aider will not be in attendance. On trips and activities, prescribed medication can be given only by named and willing staff who have had training. There is no legal duty requiring school staff to administer medication; this is a voluntary role. It is, however, the school's responsibility to make sure that those who do so have support from parents, access to information and training. They must know possible side effects and what to do if they occur. Any member of staff who is attending a trip and considering becoming an identified person for the administration of medication should discuss this issue with their professional organisation. Staff organising trips are responsible for writing individual risk assessments for students with medical care needs, and for ensuring that they have printed copies of students' Individual Health Care Plan ready to take with them
- School must make sure that insurance arrangements provide full cover for staff acting within the scope of their employment although it is the employer, not the employee who is likely to be held responsible. It is the employer's responsibility to ensure that correct procedures are followed
- Written records are kept of all medicines administered to students

6. Responsibilities

- The Governors and Headteacher retain the main responsibility for ensuring the school's systems comply with the law and keep both students and staff safe
- The Assistant Head (Inclusion) is responsible for:
 - (a) the design and monitoring of those systems
 - (b) the agreed procedures and
 - (c) support and help for the First Aider
- There is a designated teacher with clearly described responsibility for procedures (see below) at an operational level, supported by appropriately trained administrative officers
- Teachers have a responsibility for ensuring that they are aware of students' medical needs, follow advice given and procedures for trips
- Our Attendance Team and First Aid Team need to be aware of which students have medical conditions, what they are and what the implications are
- Health Professionals are responsible for sharing information and skills with staff as needed
- The School First Aider is responsible for writing *Individual Health Care Plans* which will be saved on SIMS
- The School First Aider is responsible for administering medical support and medications
- Parents are responsible for ensuring that relevant, detailed and up-to-date information about children's medical conditions is shared with school
- Parents are responsible for providing school with their child's medications, in line with the guidelines above