

Supporting students with a medical condition policy

The Sittingbourne School



Approved by: Lynn Lawrence

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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 or waiting for a formal diagnosis of a medical condition are properly supported to allow them to access the same education as other students, including school trips and sporting activities

The Headteacher will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of student's condition, where appropriate
- 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)

2. Named Individuals

The named person with responsibility for implementing this policy:

Name: Mrs L Jewiss

Role: Assistant Headteacher - SENDCO

This person is referred to as the **Policy Lead** throughout this policy.

The named person with responsibility for Health & Safety within the school:

Name: Mrs B Oxby-Parker

Role: Associate Senior Leader: Health & Safety Lead

This person is referred to as the **H&S Lead** throughout this policy.

3. 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.

Definitions of medical conditions:

Some conditions will be considered a disability and therefore The Sittingbourne School will comply with their duties under the Equality Act.

4. Roles and Responsibilities

The statutory duty for making arrangements for supporting students at school with medical conditions rests with the governing body. The governing body has conferred the following functions of the implementation of this policy to the staff below, however, the governing body remains legally responsible and accountable for fulfilling our statutory duty.

The identified parties below have the following roles and responsibilities.

a) The governing board

The LGB will ratify the policy and review the policy annually.

b) The Headteacher, Deputy Headteachers and the Policy Lead

- 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
- Ensure that all relevant staff are made aware of student's conditions where required
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support students in this way
- Contact the school nursing service 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
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

c) 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.

d) Parents

- 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 and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment

e) 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 IHPs. They are also expected to comply with their IHPs.

f) 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 schools nurses and notify them of any students identified as having a medical condition.

5. Equal Opportunities

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.

6. Process for Supporting Medical Conditions

The following process will be followed to support students with medical conditions. Each stage is explained in more detail within the policy.

Step 1: The school is notified that a child has a medical condition.
Step 2: Does the student require an IHP?
Yes: Go to Step 3 **No:** Go to Step 9 **Unknown:** See Policy Lead

Step 3: Meeting to establish needs of IHP involving all relevant parties.
Step 4: Develop IHP in partnership with all parties.
Step 5: School staff training needs identified.
Step 6: School staff training arranged and completed.
Step 7: IHP implemented and communicated to all relevant staff.
Step 8: IHP reviewed at one of these points, go to Step 3:

- Annually
- When the medical condition changes
- When internal monitoring identifies a need for change

Step 9: Support the student through the school's established procedures.

7. 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.

A formal diagnosis will not be required before support can be put in place. Where a student's medical condition is unclear, or where there is a difference of opinion, judgements will be made about what support to provide based on the available evidence.

This would normally involve some form of medical evidence and consultation with parents/carers.

The school recognises that a student's health needs may change over time. Parents/carers are asked to keep the school updated about any changes in their child's medical condition or treatment.

8. Creating Individual Healthcare Plans

The Headteacher has overall responsibility for the development of IHPs for students with medical conditions. This has been delegated to the H&S Lead.

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

- What needs to be done
- When
- By whom

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. Parents and guardians will sign the medical healthcare plan and retain a copy for their reference.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a student has SEND but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Policy Lead, will consider 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 entrusted with information about the student's condition
- What to do in an emergency, including who to contact, and contingency arrangements

9. Reviewing Individual Healthcare Plans

IHPs will be reviewed annually to ensure that they remain accurate, up to date and relevant to the student's medical condition. Plans can be reviewed earlier if there is evidence that the student's needs have changed.

The support a student receives through their IHP will be continually monitored by members of staff responsible for supporting the student and if it is felt that changes are necessary a review will be carried out and changes to the IHP will be made.

If the student or the parent feels that changes are needed to the IHP, they will also be able to contact the school to arrange a review of the IHP.

10. 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

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

The Sittingbourne School is not able to store and administer painkillers (including paracetamol) unless prescribed.

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 and inline with the manufacturer's recommendations. 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.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

a) **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.

b) 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.

c) 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
- Send unwell students to Kelly Hawkins either unaccompanied, or with another student
- 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

11. 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.

12. 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 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/name of role. 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
- Be recorded and reviewed by the Policy Lead

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.

13. Record Keeping

The Headteacher 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.

14. Liability and indemnity

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

15. Complaints

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

16. Monitoring

This policy and information report will be reviewed by the Policy Lead and Headteacher every year. It will also be updated if any changes to the information are made during the year.

It will be approved by the governing board.

17. 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