



Heathfield School

Executive Headteacher: Steve Hollinghurst PGCE MA (SEN)

Oldbury Way, Fareham, Hampshire PO14 3BN

Facsimile: 01329 846548

Telephone: 01329 845150

POLICY OR DOCUMENT

Supporting Pupils with Medical Conditions

Policy By: Governing Body, Jo Rivers (Head of School),
Hazel Soffe (Head of School)

Date: December 2017

Signed:
Chair of Governors:

To be reviewed every 2 years.

Section 100 of The Children and Families Act 2014 places a duty on the governing body to make arrangements for supporting children at their premise with medical conditions. The Department of Education have produced statutory guidance 'Supporting Pupils with Medical Conditions' and we will have regard to this guidance when meeting this requirement.

We will endeavour to ensure that children with medical conditions are properly supported so that they have full access to education, including school trips and physical education. The aim is to ensure that all children with medical conditions, in terms of both their physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

It is our policy to ensure that all medical information will be treated confidentially by the Head teacher and staff. All administration of medicines are arranged and managed in accordance with the Supporting Pupils with Medical Needs document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Where children have a disability, the requirement of the Equality Act 2010 will apply.

Where children have an identified special need, the SEN Code of Practice will also apply.

We recognise that medical conditions may impact social and emotional development as well as having educational implications.

Processes, policies and training are in place to ensure the highest quality learning and support for pupils which will ensure their individual rights and responsibilities.

Key Roles & Responsibilities

Statutory Requirement: The governing body should ensure that the school's policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support children at school with medical conditions.

The Governing Body is responsible for:

- Making arrangements to support pupils with medical conditions in school.
- That a policy for supporting pupils with medical conditions in school is developed and implemented.
- Ensuring that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life and that all staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.
- Ensuring school staff are able to access information and other teaching support materials as needed.

The Head teacher is responsible for:

- Ensuring Heathfield School's policy is developed and effectively implemented with partners, including ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- Ensuring that all staff who need to know, are aware of the child's condition.
- Ensuring that all staff are trained and able to implement the policy.
- The overall responsibility for the development of individual healthcare plans including contingency and emergency situations.
- Making sure that school staff are appropriately insured and are aware that they are
- Insured to support pupils in this way.
- Contacting the specialist school nurse; community nurses; community paediatricians or other health professionals in the case of any child who has a medical condition that may require support at school.
- Procedures are regularly reviewed and monitored.
- Risk assessments are suitable and sufficient.
- First Aiders trained in either/or basic First Aid and Paediatric First Aid.

Teachers and Support Staff at Heathfield School are responsible for:

- Follow the school policy and procedures.
- Providing support to pupils with medical conditions, including the administering of medication as required.
- Medicines on trips, visits and residential trips while the child is in the care of school staff.
- Taking into account the needs of pupils with medical conditions that they teach -
- Although administering medicines is not part of teachers' professional duties the Staff at Heathfield understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law to act like any reasonably prudent parent. This may include administering medication.
- Receiving sufficient and suitable training and achieving the necessary level of Competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

The named Pastoral Coordinator is responsible for:

- Liaise with Headteacher in formulating, monitoring and reviewing procedures.
- Train alongside medical professionals and monitor staff in medical procedures
- Writing child's Health Care Plan alongside Health Care professionals and parents.
- Supporting staff on implementing a child's individual healthcare plan and assessment of each child with medical needs
- Initial interview with parents to establish the level of support needed and to liaise with Health Care professionals and Classroom staff.
- Recording information and inform school staff of clinic appointments in advance.
- Liaising with lead clinicians locally on appropriate support for the child and associated staff training needs.
- Working with the multi-professional team associated with a child's individual needs including community nursing teams.

Parents will be responsible for:

- Informing the school of their child's medical needs and medication.
- Informing the school of any changes to their child's medical condition or medication taken during the school day.
- To re- supply prescribed medicine for their child as requested by school.
- To keep their child at home if they are not well enough to benefit from education provided by the school.

Local Arrangements

Identifying children with health conditions:

Statutory Requirement: The Governing body will ensure that the policy sets out the procedures to be followed whenever a school is notified that a pupil has a medical condition.

We will aim to identify children with medical needs on entry to the school by working in partnership with parents carers. We will use the 'Health Questionnaire for Schools' to obtain the information required for each child's medical needs to ensure that we have appropriate arrangements in place prior to the child commencing at the school to support them accordingly.

Medical conditions will also be identified by any transitional periods between schools, the process to be followed upon reintegration, when a child's needs change, through their Educational Health Care Plan (EHCP) or through the Special Educational Needs Team (SEN) and arrangements for all staff training.

Where a formal diagnosis is awaited or is unclear, we will plan to implement arrangements to support the child, based on the current evidence available for

their condition. We will ensure that every effort is made to involve some formal medical evidence and consultation with the parents.

Individual health care plans

Statutory Requirement: The Governing body will ensure that the school's policy covers the role of individual healthcare plans, and who is responsible for their development in supporting children at school with medical conditions.

Heathfield School recognise that Individual Healthcare Plans are recommended in particular where conditions fluctuate or where there is a high risk that emergency intervention will be needed and are likely to be helpful in the majority of other cases, especially where medical conditions are long term and complex. However, not all children will require one. The school, healthcare professional and parent will agree based on evidence when a healthcare plan would be inappropriate or disproportionate.

Where children require an individual healthcare plan it will be the responsibility of the school and specialist school nurse to work with parents and relevant healthcare professionals to write the plan.

A healthcare plan (and its review) may be initiated in consultation with the parents/carers, by a member of school staff or by a healthcare professional involved in providing care to the child. The Head teacher or Deputy Head teacher will work in partnership with the parents/carers, and a relevant healthcare professional e.g. school, specialist or children's community nurse, who can best advise on the particular needs of the child to draw up and/or review the plan. Where a child has a special educational need identified in a statement or Educational Health Care Plan (EHCP), the individual healthcare plan will be linked to or become part of that statement or EHCP.

Where appropriate Heathfield School will use either the individual healthcare plan template produced by the DfE to record the plan or a specific paediatric protocols and pathways for individual cases.

If a child is returning following a period of hospital education or alternative provision (including home tuition), that we will work with Hampshire County Council and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

Statutory Requirement: The governing body should ensure that all plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. Plans should be developed with the child's best interests in mind and ensure that the school assesses and manages the risks to the child's education, health and social well-being and minimise disruption.

Healthcare plans will be reviewed at least annually within the Education Health Care Plan (Statement of special educational needs) or when medical needs require revision or new medical needs require consideration.

Statutory Requirement: When deciding what information should be recorded on individual healthcare plans, the governing body should consider the following:

- The medical condition, its triggers, signs, symptoms and treatments.
- The pupil'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/classrooms, travel time before and after school.
- Specific support for the pupils educational, social and emotional needs
- Social stories.
- Intervention medical procedures that are not able to be undertaken by school staff
- And who will be responsible for this process.
- At Heathfield School pupils will not be expected to be responsible for their own
- Medication. If it felt appropriate to do so a written procedure will be established following a risk assessment.
- Who in the school needs to be aware of the child's condition and support required.
- Arrangements for written permission from parents and the Head teacher for medication to be administered by a member of staff.
- Separate arrangements or procedures required for school trips or other school
- Activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments.
- Where confidentiality issues are raised by the parent/child, the designated individual
- To be entrusted with information about the child's condition.
- What to do in an emergency, including whom to contact, and contingency
- Arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

Staff training

Statutory Requirement: The Governing Body should **ensure** that this policy clearly sets **out** how staff will be supported in carrying **out** their role **to support** children with medical conditions, and how this will be reviewed. It should specify how training needs will be assessed and by whom training will be commissioned and provided.

The school policy should be clear that any member of school staff providing support **to** a child with medical needs should have received suitable training.

Staff must not administer prescription medicines **or** undertake any health care **procedures** without the appropriate training (updated **to** reflect any individual healthcare plans) All new staff will be inducted on the policy when they join the school through Heathfield School induction training. Records of this training will be stored in Continued Professional Development File (CPD).

All nominated staff will be provided awareness training on the school's policy for supporting children with medical conditions which will include what their role is in implementing the policy. This training will be carried out annually at the beginning of each academic year or as a staff member moves into a different class.

The awareness training will be provided to staff by staff meetings or inset days for individuals/class/whole school. We will retain evidence that staff have been provided the relevant awareness training on the policy by minutes of meetings and signature sheets. A copy of the policy will be kept in the class health and safety file.

Where required we will work with the relevant healthcare professionals to identify and agree the type and level of training required and identify where the training can be obtained from. This will include ensuring that the training is sufficient to ensure all staff are competent and confident in their ability to support children with medical conditions. The training will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs and therefore allow them to fulfil the requirements set out in the individual healthcare plan.

Any training undertaken will form part of the overall training plan for the school and refresher awareness training will be scheduled at appropriate intervals agreed with the relevant healthcare professional delivering the training.

The child's role

Statutory Requirement: The Governing body will ensure that the school's policy **covers** arrangements for children who are competent **to** manage their own health needs and medicines.

At Heathfield school pupils will not be expected to be responsible for their own medication. If it felt appropriate to do so the following procedure would happen:

Where possible and in discussion with parents, children that are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be recorded in their individual healthcare plan. The healthcare plan will reference what will happen should a child who self-administer refuse to take their medication (this will normally be informing the parent/carer at the earliest opportunity).

Where possible we will endeavour to ensure that children can carry their own medicines and relevant devices or have easy access to allow for quick self-medication. We will agree with relevant healthcare professionals/parent the appropriate level of supervision required and document this in their healthcare plan.

Managing medicines on School Premises

Statutory Requirement: The Governing Body will ensure that the school's policy is clear about the procedures **to** be followed for managing medicines.

The administration of medicines is the overall responsibility of the parents/carers. Where clinically possible we will encourage parents to ask for medicines to be prescribed in dose frequencies which enable them to be taken outside of school hours. However, the Head teacher is responsible for ensuring children are supported with their medical needs whilst on site, therefore this may include managing medicines where it would be detrimental to a child's health or school attendance not to do so.

We will not give prescription or non-prescription medicines to a child under 16 without their parent's/carers written consent (a 'parental agreement for setting to administer medicines' form will be used to record this), except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, we will make every effort to encourage the child or young person to involve their parents while respecting their right to confidentiality.

A documented tracking system to record all medicines received in and out of the premises will be put in place. The tracking system used is an Individual Record of medication in and out of school.

The name of the child, dose, expiry and shelf life dates will be checked before medicines are administered.

On occasions where a child refuses to take their medication the parents will be informed at the earliest available opportunity.

We 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, their dosage and storage. Insulin is the exception, which must still be in date but will generally be available to

schools inside an insulin pen or a pump, rather than its original container.

Where possible children who are able to use their own inhalers themselves are encouraged to carry it with them. However all our pupils are unable to take responsibility for their inhalers, therefore staff will make sure that it is stored in a safe but readily accessible place, and clearly marked with the child's name.

Controlled drugs will be securely stored in a non-portable container which only trained staff will have access to. We will ensure that the drugs are easily accessible in an emergency situation. A record will be kept of any doses used and the amount of the controlled drug held in school. There may be instances where it is deemed appropriate for a child to administer their own controlled medication. This would normally be at the advice of a medical practitioner.

We will only administer non-prescribed medicines on request from the parent if they are in clearly identifiable packaging and only on a short term basis in liaison with the named Pastoral Coordinator.

It is our policy to give age appropriate doses of paracetamol /calpol to children as described on the packet, if written consent from the parents has been received in advance of administration. We will check that they have not previously taken any medication containing paracetamol/calpol within the preceding 4 hours and only give one dose.

We will never administer aspirin or medicine containing Ibuprofen to any child under 16 years old unless prescribed by a doctor.

All other pain relief medicine will not be administered without first checking maximum dosages and when previously taken. We will always inform parents.

Any homeopathic remedies to be administered will require a letter of consent from the child's doctor and will be administered at the discretion of the Head teacher.

Emergency medicines will be stored in a safe location in a locked cupboard but we will ensure they are easily accessible in the case of an emergency.

Types of emergency medicines include:

- Injections of adrenaline for acute allergic reactions
- Inhalers for asthmatics
- Injections of Glucagon for diabetic hypoglycaemia

Other emergency medication i.e. rectal diazepam or Buccal Midazolam for major seizures will be stored in accordance with the normal prescribed medicines procedures (see storage section). It is the policy of Heathfield School that the individual child's emergency care plan must be followed and the specialist school nurse and/or member of the SLT be informed and present when emergency medication has to be administered.

Storage

All medication other than emergency medication will be stored safely in a locked cabinet, where the hinges cannot be easily tampered with and cannot be easily removed from the premise.

Where medicines need to be refrigerated, they will be stored in a locked medical refrigerator in the medical room in a clearly labelled airtight container. There must be restricted access to a locked refrigerator holding medicines.

Children who are able to be made aware of where their medicines are kept and dispensed will be encouraged here if relevant they should know who holds the key to the storage facility.

Medicines such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available in a locked cabinet. We will also ensure that they are readily available when outside of the school premises or on school trips.

Storage of medication whilst off site will be maintained at steady temperature and secure. There will be appropriately trained staff present to administer day to day and emergency medication and copies of individual health care plans will be taken off site to ensure appropriate procedures are followed.

Disposal

It is the responsibility of the parents/carers to dispose of their child's medicines. It is our policy to return any medicines that are no longer required including those where the date has expired to the parents/carers. Parents/carers will be informed of this when the initial agreements are made to administer medicines. Medication returned to parents/ carers will be documented on the tracking medication form.

A Sharps box is in place for the disposal of needles in the medical room. Collection and disposal of the box is undertaken by the school nurse who uses an approved NHS contractor.

Medical Accommodation

The medical room will be used for all medical administration/treatment purposes. The locked storage cabinets are situated with in the medical room and will be used for the dispensing of prescribed medication and emergency medication.

Record keeping

Statutory Requirement: The governing body should ensure that written records are kept of all medicines administered **to** children.

A record of what has been administered including how much, when and by whom, will be recorded on an 'Individual daily medication sheet' form. The form will be kept on file and completed forms will be filed in the child's medical record file. Any possible side effects of the medication will also be noted and reported to the parent/carers.

Emergency Procedures

Statutory Requirement: The Governing body will ensure that the school's policy sets out what should happen in an emergency situation.

Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and provide a process to follow. All relevant staff will be made aware of the emergency symptoms and procedures. We will ensure other children in the school know what to do in the event of an emergency i.e. informing a teacher immediately if they are concerned about the health of another child.

Where a child is required to be taken to hospital, a member of staff will stay with the child until their parents arrives, this includes accompanying them to hospital by ambulance if necessary (taking any relevant medical information, care plans etc. that the school holds).

Day trips/off site activities

Statutory Requirement: *The Governing body should ensure that their arrangements are clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.*

We will ensure that teachers are aware of how a child's medical condition will impact on their participation in any off site activity or day trip, but we will ensure that there is enough flexibility for all children to participate according to their own abilities within reasonable adjustments.

We will consider what reasonable adjustments we might make to enable children with medical needs to participate fully and safely on visits. We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. We will consult with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.

Other issues

Home/school transport: Although this is the responsibility of the local authority Heathfield School will endeavour liaise with transport to develop a transport healthcare plan for pupils with life-threatening conditions.

Long term illness:

In exceptional circumstances where a child has a long term illness/period in hospital Heathfield School will endeavour to work closely with parents and consider flexible or reduced attendance to ensure a regular provision of quality education is provided.

Unacceptable practice

Statutory Requirement: The governing **body** will ensure that the school's **policy** is **explicit about** what **practice** is **not** acceptable

Staff are expected to use their discretion and judge each child's individual healthcare plan on its merits, it is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Assume that every child with the same condition requires the same treatment;
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- Send children 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 child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- Penalise children for their attendance record if their absences are related to their medical condition, e.g. Hospital appointments;
- Prevent pupils 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 child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips e.g. by requiring parents to accompany the child.

Liability and Indemnity

Statutory Requirement: The governing body will ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.

Staff at the school are indemnified under the County Council self- insurance arrangements.

The County Council is self- insured and have extended this self- insurance to indemnify school staff who have agreed to administer medication or undertake a medical procedure to children. To meet the requirements of the indemnification, we will ensure that staff at the school have parents' permission for administering medicines and members of staff will have had training on the administration of the medication or medical procedure.

Complaints

Statutory Requirement: The governing body will ensure that the school's policy sets out how complaints may be made and will be handled concerning the support provided to pupils with medical conditions.

Should parents or children be dissatisfied with the support provided they can discuss their concerns directly with the Head teacher. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.