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|  | Title | Supporting Students with Medical Conditions Policy |
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| | Owner | Headteacher |
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Equality Impact Assessment

The school aims to design and implement services, policies and procedures that meet the diverse needs of our provision, population and workforce, ensuring that none are placed at an unreasonable or unfair disadvantage over others. We are confident that this policy does not place anyone at an unreasonable or unfair disadvantage, and is compliant with relevant equalities legislation.

Where the school or staff are referred to, the policy and the following procedures apply to all staff working for Corbets Tey School on all sites.

Version Control

| Version | Date | Author | Description of Change |
|---------|------------------|--|-----------------------|
| 1 | May 2021 | Business Manager | Annual Update |
| 2 | Summer Term 2022 | Enterprise and Technology Lead, Health and Safety Officer | Annual Update |

1. Aims

This policy aims to ensure that:

- Students, staff, parents and carers 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

The school 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 Management Care Plans

The named person with responsibility for implementing this policy is Karen Hoffman

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 pupils at school with medical conditions](#) (December 2015)

3. Roles and responsibilities

3.1 The governing board

The governing board has ultimate responsibility to make arrangements to support students with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting students with medical conditions. Training reports are reported regularly to governors.

3.2 The headteacher

The headteacher 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 Management Care Plans, including in contingency and emergency situations
- Take overall responsibility for the development of Management Care Plans
- 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 student's medical needs and that this information is kept up to date

3.3 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. Any member of staff who is uncomfortable with any aspect of supporting students should speak to the headteacher. 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.

See Administration and Storage of Medication Policy on the shared staff network drive at T:\AAA School Documents\SCHOOL POLICIES and Medication Risk Assessment at T:\AAA School Documents\RISK ASSESSMENTS new\ALL SITES

3.4 Parents and carers

Parents and carers will:

- Provide the school with sufficient and up-to-date information about their child or young person's medical needs
- Be involved in the development and review of their child or young person's Management Care Plans and will be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the Management Care Plans e.g. provide medicines and equipment

3.5 Students

Where possible, students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their Management Care Plans. They are also expected to comply with their Management Care Plans.

3.6 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 school nurses and notify them of any students identified as having a medical condition.

4. 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 all 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, carers and any relevant healthcare professionals will be consulted.

5. Being notified that a student 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 Management Care Plan.

The school will make every effort to ensure that arrangements are put into place within a reasonable time agreed by parents/carers, medical professionals and the local authority-

See Appendix 1.

6. Management Care Plan

The main purpose of a Management Care Plan is to identify the level of support that is needed at school for an individual child or young person who requires emergency medication or invasive procedures. The Management Care Plans clarifies for staff, parents, carers and the child or young person, the help the school can provide and receive. These plans will be reviewed annually as a minimum, or more frequently at the request of parents or carers or the school as required. Where possible Management Care Plans will be reviewed and amended or agreed with parents or carers during the annual review process or earlier if there is evidence that the student's needs have changed. If we are unable to review the management plan during the annual review process it is sent home to parents instead. Management plans are reviewed at least on a yearly basis.

The headteacher has overall responsibility for the development of management care plans for students with medical conditions. This has been delegated to **Karen Hoffman, Health & Safety Officer**.

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

- What needs to be done
- When
- By whom

Not all students with a medical condition will require a Management Care Plan. It will be agreed with a healthcare professional, parents or carers, and the Headteacher to decide if a Management Care Plan would be inappropriate or disproportionate. If there is not a consensus, the **headteacher** will make the final decision.

Plans will be drawn up in partnership with the school, parents or carers, 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.

Management Care Plans will be linked to, or become part of the student's education, health and care plan (EHCP).

The level of detail in the plan will depend on the complexity of the student's condition and how much support is needed. In consultation with the relevant health care professional, the headteacher and health & safety officer will consider the following when deciding what information to record on management care plans:

- 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
- Specific support for the student's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete assessments, 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 or educational visits
- 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, carer or student, only designated staff and other relevant individuals will be entrusted to be aware of information about the student's condition to keep them safe
- 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 written consent from parents or carers

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. Parents or carers will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and inclusive of 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. Where appropriate, 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 accessible at all times.

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

Communicating Needs

A medical needs list together with an outline of any medical condition and actions to be taken are provided for class staff from the health and safety administrator ~~office~~. This information is available to all teaching and non-teaching staff (including Lunchtime Supervisors and Activity Leaders). A medication list is regularly sent to classes by health and safety administrator to check the information is correct, that medication remains in date and that all permissions have been obtained. A red safeguarding display board will be kept in all classes where lists of students with medical needs can be kept. This will ensure quick, easy and recognisable access to medical information as required by any staff in all classes.

Management Care Plans for students are kept in the classrooms where they are accessible to all staff involved in caring for the student.

New and supply staff will be fully briefed on the medical needs of students and this will be included in their induction process.

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.

Controlled drugs must be kept in a secure cupboard in the classroom or school office and be accessed by authorised staff.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

7.2 Students managing their own needs

Students who are competent will be encouraged to take responsibility for administering their own medicines but only with the full support and supervision of staff. This will be discussed with parents or carers and it will be reflected in their Management Care Plans.

Students will not be allowed to carry their own medicines and relevant devices.

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 Management Care Plan and inform parents or 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 Management Care Plan but it is generally not acceptable to:

- Prevent students from easily accessing their inhalers and medication, and administering their medication with support and supervision 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 or carers
- Ignore medical evidence or opinion (although this may be challenged)
- Send students 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 Management Care Plans
- 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 or 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 or carer should have to give up working because the school is failing to support their child or young person'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 or carers to accompany their child or young person
- 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' Management Care Plans 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 or carer arrives, or accompany the student to hospital by ambulance and stay with student until a parent or carer arrives.

9. Training

Staff who are responsible for supporting students with medical needs, and particularly students with emergency medication, will receive suitable and sufficient training to do so.

The training will be identified during the development or review of Management Care Plans. 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. Training will be kept up to date.

Training specific to students medical needs will be provided by healthcare professionals and will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the students and administer emergency procedures and medication appropriately
- Fulfil the requirements in the Management Care Plans
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

The medical health professional will assess staff competency during the training. This training will be updated annually.

Other general staff training is provided via the National College CPD Portal. This is available to all staff and covers providing for medical needs of students in schools. Access to the CPD portal will be provided for new staff during induction.

Staff must read this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when needed.

10. Record keeping

Class staff will ensure that written records are kept of all medicine administered to students. Parents and carers will be informed if their child or young person has been unwell at school. See Healthcare and First Aid Policy.

11. Liability and indemnity

The school maintains public liability insurance cover up to £50,000,000 for any one event.

12. Complaints

Parents or carers with a complaint about their child or young person's medical condition should discuss these directly with the class teacher in the first instance. If the class teacher cannot resolve the matter, they will direct parents or carers to the school's complaints procedure. See Complaints Policy.

13. Monitoring arrangements

This policy will be reviewed and approved by the governing board annually.

14. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Administration and storage of medication Policy
- Complaints Policy
- Equality Policy and objectives
- Healthcare and First Aid Policy
- Health and Safety Policy
- Safeguarding Policy
- Special educational needs information report and policy
- Medication Risk Assessment

Appendix 1: Being notified a student has a medical condition

