

# Hartismere School



## Supporting Pupils with Medical Conditions Policy

### Policy No 26

## Introduction

This school is an inclusive community which welcomes and supports pupils with medical conditions to play a full and active role in all aspects of school life, remain as healthy as possible and achieve their academic potential.

The Department for Education statutory guidance 'Supporting pupils with medical conditions at school' (2014) states:

*"Children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition can be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with their safeguarding duties, governing bodies should ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases."*

This policy takes into account the school's legal duties under the Children and Families Act 2014 to make arrangements to support pupils with medical conditions, as well as its duties to advance equality of opportunity under the Equality Act 2010. This policy details the school's arrangements to support pupils with long term medical conditions. **In this document, 'medical condition' refers to any physical or mental health condition that requires ongoing health professional input.**

## Glossary

- Controlled Drug (CD): Medication that is controlled as part of the misuse of drugs legislation (e.g. methylphenidate/Ritalin or some strong pain killers)
- Education, Health and Care plans (EHCP): A legal document that describes a child's special educational, health and social care needs, and support required to meet those needs
- General Data Protection Regulation (GDPR): A data protection regulation from May 2018 intended to strengthen and unify data protection for individuals- see the Privacy Notice on the school's website for more information on the processing of personal data.
- Individual Healthcare Plan (IHP): A document that describes a child's medical needs and support required in school to meet those needs.
- Individual risk assessment: A risk assessment to determine the risks and controls required for pupils with severe/complex or potentially life-threatening health conditions.
- Medical condition: For the purposes of this policy, 'medical condition' refers to any physical or mental health conditions that require ongoing health professional input (e.g. from GP, clinic or hospital specialist).
- Special educational needs or disabilities (SEND): Special educational needs and disabilities that can affect a child or young person's ability to learn.
- Special Educational Needs Co-ordinator (SENCO): Designated member of staff who leads the implementation of the SEND policy and supports pupils with SEND.

## Identification, registers and Individual Healthcare Plans

### 1. Identifying all children with medical conditions:

1.1. The school asks parents/carers if their child has any physical or mental health condition on the pink data form as part of the enrolment process. The school asks for explicit consent to share this information with relevant school staff and healthcare professionals.

1.2. The school follows the procedure detailed in Appendix 1 to ensure that every child with a medical condition has an individual healthcare plan in place before they start school (see section 3). Any exception to the requirement to have an individual healthcare plan in place before the child starts school will be at the discretion of the school.

1.3. Parents/carers are responsible for informing the school of any new diagnosis, or changes to their child's medical condition, as soon as possible. Parents/carers are also encouraged to inform the school when their child is undergoing diagnosis. It is the school's responsibility to act on this information.

### 2. The school keeps a record of all children with medical conditions:

2.1. The school keeps a register of pupils with medical conditions to identify and safeguard these students. This register is held on our system with access by staff as appropriate, and includes the child's individual healthcare plan.

2.2. The school ensures that the pupil's confidentiality is protected in line with the General Data Protection Regulation (GDPR), and will only share this information with relevant members of staff and healthcare professionals as appropriate. Data is retained in accordance with the data retention guidelines available at: <https://irms.org.uk/page/SchoolsToolkit>

### 3. All children with a medical condition have an individual healthcare plan, unless an exception has been agreed with parents/carers:

3.1. The school recognises that needs are specific to an individual pupil. As such, all pupils with a medical condition require an individual healthcare plan.

3.2. A pupil's medical condition will need to be discussed with the relevant staff and this may be as part of the admissions process. For more severe or complex conditions, an additional meeting between relevant school staff (including those who will be providing support to the pupil) and the parent/carer will normally be required to complete the individual healthcare plan, and may also involve health professionals and the pupil if appropriate. This should ideally take place before the start of the academic year, or school term for mid-year entry.

3.3. The format of an individual healthcare plan may vary according to the nature and severity of the medical condition. This may range from an asthma card to a more detailed individual healthcare plan or protocol as appropriate. All individual healthcare plans should detail the medication and care requirements at school, what to do in an emergency and details of the child's GP.

3.4. For more severe and/or complex medical conditions, the individual healthcare plan should also include an individual risk assessment and an assessment of how

the condition may impact on the child's learning, behaviour, performance and wellbeing, and plans to mitigate these risks and minimise disruption.

3.5. If a pupil has special educational needs or disabilities (SEND), these needs should be made clear in the individual healthcare plan and linked to their SEN or Education, Health and Care plan (EHCP) if they have one.

3.6. The school recognises that needs change over time. As such, individual healthcare plans should be updated annually, or whenever the pupil's needs change. It is good practice to meet with parents annually to review the individual healthcare plans and the school considers ways of doing this.

3.7. A copy of the individual healthcare plan is maintained and updated by the school and is easily accessible for staff who need to refer to it, while also preserving confidentiality in line with the General Data Protection Regulation.

## **Roles and responsibilities**

### The Governing Board

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

### The Headteachers

(The Headteachers may delegate these responsibilities to members of the senior leadership team)

The Headteachers/ senior leadership 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 individual healthcare plans (IHPs), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the school nursing service in the case of any pupil 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/ reviewed

### All Staff

Supporting pupils 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 pupils 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 pupils 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 pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

### Parents

Parents will:

- 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, and ensure they or another nominated adult are contactable at all times

### Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils 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.

### School nurses and other healthcare professionals

Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

## **Managing medicines**

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so; and
- Where we have parents' written consent

(The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.)

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

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents 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 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 in the main school office. Pupils 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 pupils and not locked away.

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

### 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 pupil 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 pupil to use. All other controlled drugs are kept in the main 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.

### Pupils managing their own needs

Pupils 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.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil 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.

## **Emergency procedures**

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

## **Links to other policies**

This policy links to these other school policies:

- Accessibility action plan
- Complaints policy and procedure
- Equality information and objectives

- First aid policy
- Health and safety policy
- Child protection policy
- Special educational needs information report and policy
- Children with health needs who cannot attend school policy

## Appendix 1

