Supporting Pupils with Medical Conditions Policy

SCHOOL POLICY & PROCEDURE

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Aims

This policy aims to ensure that:

- Pupils, staff, and parents understand how our School will support pupils with medical conditions.
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including School trips and sporting activities.

The Board of Trustees and the Governing Body ("the Board") will implement this policy by:

- Making sure sufficient staff are suitably trained.
- Making staff aware of pupils' conditions, where appropriate.
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions.
- Providing supply teachers with appropriate information about the policy and relevant pupils.
- Developing and monitoring individual healthcare plans (IHPs).

The Head Teacher is responsible for implementing this policy.

Supporting Pupils with Medical Conditions Policy

1. Legislation and Statutory Responsibilities

Talbot House Children's Charity ("the Charity" and / or "the School"):

- 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 pupils at their School with medical conditions.
- It is also based on the Department for Education (DfE)'s statutory guidance on supporting pupils with medical conditions at School.
- This policy also complies with our funding agreement and articles of association.

2. Roles and Responsibilities

- The Board
  - Has ultimate responsibility to make arrangements to support pupils with medical conditions.
  - Will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.
- The Head Teacher:
  - 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 parents, carers, health services in the case of any pupil who has a medical condition that may require support at School.
  - Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.
- Staff will:
  - Support 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.
  - 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.
  - Be aware of what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
- 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 always contactable.
    - Ensure medication arriving in School is prescribed with the child's name, dosage, and dates and have completed an agreement form for the School to dispense medicine during School times.
- Pupils (with medical conditions):
    - Will often be best placed to provide information about how their condition affects them.
    - Should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs.
    - Are expected to comply with their IHPs.
- Healthcare professionals (such as nurses, GPs and paediatricians):
    - May be contacted for advice, the School will liaise with appropriate health care professionals as required.
    - The School may require support from health care professionals to train staff on dispensing medication prescribed.

3. Equal Opportunities

Our School is clear about the need to actively support pupils 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 pupils 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 pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

4. Being Notified that a Child has a Medical Condition

Please see Appendix 1 for full details of the procedures we follow.

- When the School is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil 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 pupils who are new to our School.

5. Individual Healthcare Plans (IHPS)

The Head Teacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to the Deputy Head Teacher and / or SENDco.

- Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.
- Plans will be developed with the pupil's best interests in mind and will set out:
    - What needs to be done.
    - When.
    - By whom.

- Not all pupils 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 no consensus, the head teacher 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 advice on the pupil's specific needs. The pupil will be involved wherever appropriate.
- IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has SEN 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 role of the individual with responsibility for developing IHPs, will consider the following when deciding what information to record on IHPs:
  - 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, travel time between lessons.
  - Specific support for the pupil'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.
  - Who will provide this support, their training needs, expectations of their role, and confirmation of proficiency to provide support for the pupil'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 pupil's condition and the support required.
  - Arrangements for written permission from parents and the head teacher for medication to be administered by a member of staff, or self-administered by the pupil 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 pupil can participate, e.g. risk assessments.
  - Where confidentiality issues are raised by the parent / pupil, the designated individuals are to be entrusted with information about the pupil's condition.
  - What to do in an emergency, including who to contact, and contingency arrangements.

6. Managing Medicines

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 includes 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. Medicines and devices such as asthma inhalers, blood glucose testing meters, and adrenaline pens will always be readily available to pupils, whether these are kept on the pupil, or kept in the Administration Office. This will vary depending on the child's needs and will be assessed on an individual basis.
- Medicines will be returned to parents to arrange for safe disposal when no longer required.

6.1 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.
- 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.

6.2 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 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.

6.3 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume that every pupil with the same condition requires the same treatment.
- Ignore the views of the pupil 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.
- If the pupil becomes ill, send them to the School office or medical room unaccompanied or with someone unsuitable.
- Penalise pupils 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.
- Prevent pupils from participating or create unnecessary barriers to pupils participating in any aspect of School life, including School trips, e.g. by requiring parents to accompany their child.
- Administer, or ask pupils to administer, medicine in School toilets.

7. First Aid

Almost all members of permanent staff across all School departments are qualified to deliver First Aid. Several members of staff also hold a Paediatric First Aid qualification.

7.1 First aid kits are located in the following places:

- Palm (Blue).
- Peach (Blue).
- F2 (Green Zone).
- Kitchen.
- Yellow Zone.
- Pear 2 (Blue Zone).
- Pear 1 & Peach (Shared – Blue Zone).
- Science Lab.
- Art.
- DT Classroom Workshop.
- Maintenance Workshop.
- Cookery.
- Beech (Orange Zone).
- P.E.
- Administration Office / Reception.
- Admin Grab Bag.
- Minibus GEK.
- Minibus RCZ.
- Minibus GOP.
- Minibus YKC.
- Minibus YPA.
- Skills Centre.
- Pastoral Office.
- Head Teachers Office.
- Deputy Head Teachers Office.
- Boardroom.

7.2 A first aid kit is kept in a medical grab bag in case of an emergency building evacuation. This is held in the Administration Office. Additional First Aid supplies are stored in the Administration Office. All first aid boxes are checked and stocked appropriately this is audited on a half-termly basis.

7.3 First Aiders will:

- Ensure qualifications are up to date.
- Attend to a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible.
- Gloves should be worn in all First Aid instances.
- Get support from other First Aiders, or where necessary Emergency Services.
- Ensure that any casualty who has sustained a significant head injury is seen by professionals at hospital, either by sending them directly or by asking parents / carers to pick up pupils and take them.
- Ensure that parents / carers are aware of all head injuries promptly.
- If emergency services are involved, ensure that anyone who is sent to hospital by ambulance is accompanied by a member of staff.
- Staff should remain with all young people until a parents / carers arrives.
- In the event of a young person requiring hospital attention, it may be permissible for staff to use their own cars as long as they have the relevant insurance.
- This will be risk assessed dynamically and if it is felt to be the best option, we will do it.
- In all other situations, an ambulance will be called.

7.4 There are two defibrillators on site, currently one is held in the Administration Office and the other in the Pastoral Office. Training on the use defibrillator in included in First Aid Training, however, no formal training is required as the defibrillator talks you through the processes.

8. Educational Visits

Each offsite activity should be assessed individually, and additional safety measures may be necessary.

- Medication for young people will be carried by a designated member of staff. This member of staff will hold sole responsibility for the medication whilst on the trip.
- All medication will be prepared by one of the medication handlers in the main office and will then be collected and signed out by the designated member of staff for the day.
- The designated member of staff, will sign out and then back in any medication required for the offsite activity.
- A mobile phone must be carried by the staff leading the offsite activity.
- All minibuses should have a first aid kit on board whilst on an education visit.
- Overnight educational visits – staff will carry emergency contact numbers for all pupils.
- Educational visits during the School day – staff will contact the School or the police, whichever is the most appropriate.

9. Training

Staff who are responsible for supporting pupils with medical needs will receive appropriate training.

- The training will be identified during the development or review of IHPs. Staff who provide support for pupils with medical conditions will be included in meetings where this is discussed.

- The relevant healthcare professionals will lead in identifying the type and level of training required and will agree with the role of the individual.
- Training will:
  - Be kept up to date
  - Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils.
  - 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.
- 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.

10. Record Keeping

- Parents will be informed if their pupil has been unwell at School.
- Records offer protection to staff and provide proof they have followed agreed procedures.
- All medicines and personal care given must be recorded on the appropriate sheets immediately and in the case of first aid as soon as possible.
- Completed forms will be kept secure in the Administration Office.
- A record of all medication received, even if they are not subsequently administered, is kept secure in the Administration Office alongside the Parental Consent Form.
- Health care plans are kept in their pupil files in the shared area. Copies are also kept in the medication file and in medication wallets when pupils are off-site.
- All staff training records are kept in HR.

11. Liability and Indemnity

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the School's level of risk.

12. Complaints

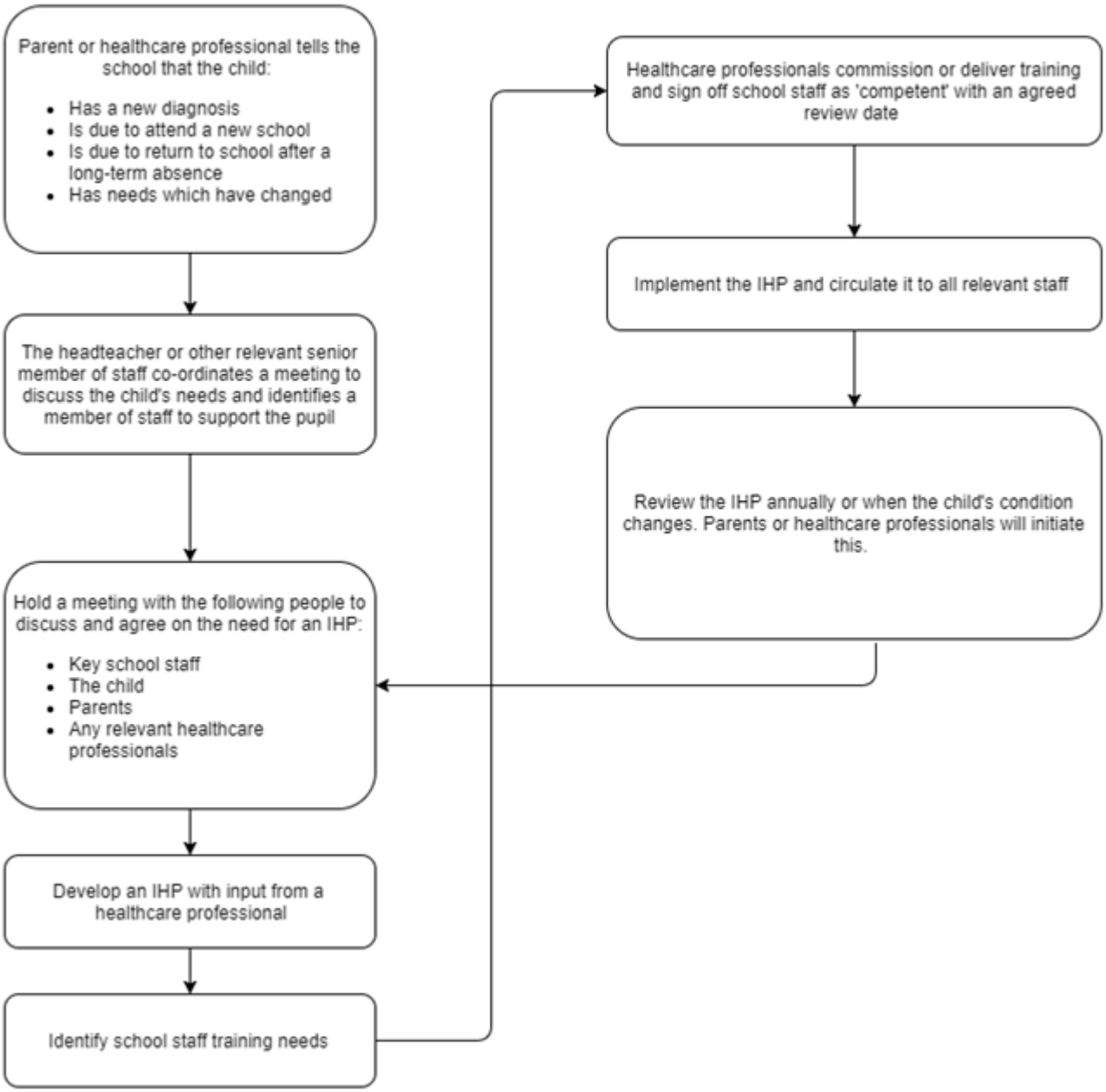
- Parents with a complaint about the School's actions in regard to their child's medical condition should discuss these directly with the Head Teacher / role of relevant individual in the first instance.
- If the Head Teacher / role of relevant individual cannot resolve the matter, they will direct CEO or can access the School's complaints procedure.

13. Links to other Policies

This policy links to the following Charity policies:

- **Accessibility Plan**.
- **Complaints Policy**.
- **Health and Safety Policy**.
- **Safeguarding Policy**.
- **Special Educational Needs & Disability Policy**.

14. Review

This policy is subject for review at any time, in-line with recommended changes and may be subject for review prior to the date shown if deemed necessary. However, this policy is usually reviewed on an annual basis. The Head Teacher, alongside the Administration Team will be responsible for reviewing this policy.

APPENDIX 1: BEING NOTIFIED A CHILD HAS A MEDICAL CONDITION.