



# Supporting Students with Medical Conditions Policy

Ranelagh School

Date reviewed by SLT	January 2017
Date reviewed by Designated Governor	Spring 2 2017
Date approved by Governing Body	Spring 2 2017
Date of next review	Spring 2 2019
Published	School website Staff shared area (O; Subject areas; Policy documents)

## Context

Section 100 of the **Children and Families Act 2014** places a duty on the governing body to make arrangements for supporting students at Ranelagh School with medical conditions and to have regard to the related guidance. The guidance *“Supporting students at school with medical conditions”*, was issued by the DfE on 30 April 2014, replacing *“Managing medicines in schools and early settings 2005”*, and provides both statutory guidance and non-statutory advice.

## Other relevant documentation

- Statement of Ethos and Aims
- Equal Opportunities Policy
- Inclusion Policy
- Accessibility Plan
- Safeguarding Policy
- Attendance Policy
- The United Nations Convention on the Rights of the Child (UNCRC)

This policy reflects the Ethos and Aims of the school: it sits within the ethos of Ranelagh as a rights-respecting school. \*

## Key points:

- **This school is an inclusive community.** It aims to ensure that all students with medical conditions, in terms of both 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.
- **Students with medical conditions** are encouraged to take control of their condition if they are competent to do so. The school aims to ensure that students feel confident in the support they receive from the school to help them do this.
- The school works with **parents/carers of students with medical conditions** to enable them to feel secure in the care their children receive at this school.
- The school ensures **all staff** understand their duty of care to students in the event of an emergency and that they feel confident in knowing what to do in an emergency. All educational support staff understand the common medical conditions that affect students at this school. Staff receive training on the impact this can have on students.

## Individual Healthcare Plans

- Parents are asked if their child has any health conditions or health issues at the start of each school year and to give details on data sheets. Parents of new students starting at other times during the year are also asked to provide this information.
- An **Individual Healthcare Plan (IHP)** will be put in place for a student with a medical condition *where appropriate*.
  - An IHP can help to ensure that a student with a medical condition is effectively supported by providing clarity about what needs to be done, when and by whom.
  - An IHP may be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed.
  - An IHP may be helpful where medical conditions are long-term and complex.
  - Not all students will require an IHP.
  - Whether an IHP would be inappropriate or disproportionate will be decided, based on evidence, by the school, healthcare professional and parent. If consensus cannot be reached, the Headteacher will take a final view.
- IHPs, (and their review), may be initiated, in consultation with the parent, by a member of school staff or a healthcare professional involved in providing care to the student. IHPs will be drawn up in partnership between the school, parents, and a relevant healthcare professional

who can best advise on the particular needs of the student. Students will also be involved whenever appropriate. Partners will agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the school.

- The aim of the IHP is to capture the steps that the school will take to help the student manage their condition and overcome any potential barriers to getting the most from their education. It will be developed with the student's best interests in mind and ensure that the school assesses and manages risks to their education, health and social well-being, and minimises disruption.
- An IHP will be reviewed at least annually or earlier if evidence is presented that the student's needs have changed.
- Where the student has a special educational need identified in a Statement or EHC plan, the IHP will be linked to or become part of that Statement or EHC plan.
- Where a student has SEN but does not have a Statement or EHC plan, their special educational needs will be mentioned in their IHP.
- Where a student is returning to school following a period of hospital education or alternative provision (including home tuition), the school will work with the Local Authority and education provider to ensure that the IHP identifies the support the student will need to reintegrate effectively.

### Information sharing

- All staff are expected to protect student confidentiality.
- Permission is sought from parents to allow the IHP to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the IHP.
- Permission is sought from the student and parents before sharing any medical information with any other party, such as when a student takes part in a work experience placement.

### Roles and responsibilities

Supporting a student with a medical condition during school hours is not the sole responsibility of one person. Collaborative partnership working between school staff, healthcare professionals (and where appropriate, social care professionals), local authorities, and parents and students is critical to the provision of effective support and ensuring that the needs of students with medical conditions are met effectively.

For example:

- The **Governing Body** will make sure that arrangements to support students with medical conditions in school are in place, including making sure that this policy is implemented.
- The **Headteacher** will ensure that all staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation. The Headteacher will ensure that all staff who need to know are aware of the child's condition and that sufficient trained staff are available to implement the policy and deliver against all IHPs, including in contingency and emergency situations.
- **School staff:** any member of school staff may be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of students with medical conditions that they teach. School staff will receive sufficient and suitable training and achieve 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 student with a medical condition needs help.
- **Students with medical conditions** will be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHP.

- **Parents** will be expected to provide the school with sufficient and up-to-date information about their child's medical needs. They will be involved in the development and review of their child's IHP and will be expected to carry out actions they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.
- The school will work with the **Local Authority** who will provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within IHPs can be delivered effectively. The LA will work with the school to support students with medical conditions to attend full time. Where a student would not receive a suitable education in a mainstream school because of health needs, the local authority has a duty to make other arrangements. (Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it is clear that a student will be away from schools for 15 days or more because of health needs (whether consecutive or cumulative across the school year)).
- The school will work with **providers of health services** as they provide valuable support, information, advice and guidance to schools, and their staff, to support students with medical conditions at school.

#### **Staff training and support**

- All staff at this school are expected to be aware of the most common serious medical conditions at this school.
  - Any member of staff providing support to a student with medical needs will receive suitable training, identified during the development or review of the IHP. Where appropriate, the relevant healthcare professional will lead on identifying and agreeing with the school the type and level of training required and how this can be obtained. The aim of this training is to ensure that staff are competent and have confidence in their ability to support students with medical conditions and to fulfill the requirements of the IHP.
  - Staff must not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any IHPs). A first-aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, , can provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.
- Teaching and educational support staff are made aware annually through the gold sheets, of specific students and the medical conditions that they have. If there is a need for specific training on this condition, specialists will be employed to train key staff.

#### **The child's role in managing their own medical needs**

- After discussion with parents, students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be reflected within the IHP.
- Wherever possible, and where deemed safe and appropriate, students will be allowed to carry their own medicines and relevant devices or be able to access their medicines for self-medication quickly and easily (see next section). An appropriate level of supervision may be necessary; if it is not appropriate for a student to self-manage, then relevant staff will help to administer medicines and manage procedures for them.
- If a student refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but will follow the procedure agreed in the IHP. Parents will be informed so that alternative options can be considered.

#### **Managing medicines on school premises**

- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- No student must be given prescription or non-prescription medicines without their parent's written consent. (There may be exceptional circumstances where the medicine has been prescribed to the student without the knowledge of the parents. In such cases, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality).
- The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. (The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.)
- Where clinically possible, it is preferable for medicines to be prescribed in dose frequencies that enable them to be taken outside school hours.
- All medicines are stored safely in the School Office.
- There is an identified member of staff who ensures the correct storage of medication at school.
- students know where their medicines are at all times and are able to access them immediately.
- Staff administering medicines must do so in accordance with the prescriber's instructions. A record of all medicines administered to individual students will be kept, stating what, how and how much was administered, when and by whom.
- Medication, e.g. for pain relief, must never be administered without first checking maximum dosages and when the previous dose was taken. Parents will be contacted for permission.
- A student should not be given medicine containing aspirin unless prescribed by a doctor.
- , It is the school's policy that controlled drugs that have been prescribed for a student will be securely stored in a non-portable container and only named staff will have access. However, such controlled drugs will be easily accessible in an emergency. A record will be kept of any doses used and the amount of the controlled drug held in school. School staff may administer a controlled drug to the child for whom it has been prescribed.
- Parents understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.
- It is the responsibility of the parents to ensure that the medication is in date. However, three times a year the identified member of staff will check the expiry dates for all medication stored at school.
- Medication is stored in accordance with instructions, paying particular note to temperature. Some medication may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised students or lockable as appropriate.
- All medication is sent home with students at the end of the school year. Medication is not stored in summer holidays.
- It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.
- When no longer required, medicines will be returned to the parent to arrange for safe disposal. If, after being contacted, the parent does not collect the medication from the School Office, that medication is taken to a local pharmacy for safe disposal at the end of that term

#### **Record keeping**

- A record of all medicines administered to individual children will be kept, stating what, how and how much was administered, when and by whom.
- Parents will be informed if their child has been unwell at school.
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- All school staff who volunteer or who are contracted to administer medication are provided

with training by a healthcare professional. The school keeps a register of staff who have had the relevant training.

- An up-to-date list is kept of members of staff who have agreed to administer medication and have received the relevant training.

### **Emergency procedures**

- All students are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition (this will be documented in the IHP). All students carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.
- Where a student has an IHP, this will define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.
- Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it.
- Other students in the school know that, if they think help is needed, a teacher should be informed immediately.
- If a student needs to be taken to hospital, a member of staff will stay with them until a parent arrives, or accompany a student taken to hospital by ambulance.

### **Day trips, residential visits and sporting activities**

- All staff attending off-site visits must be aware of any students with medical conditions on the visit, the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the student's current condition and their overall health. This provides essential and up-to-date information to relevant staff to help the student manage their condition while they are away. This includes information about medication not normally taken during school hours.
- All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the student's IHP if there is one in place.
- All parents of students with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.
- Teachers should be aware of how a student's medical condition will impact on their participation. Arrangements for the inclusion of students in such activities so that they can participate according to their own abilities, including any reasonable adjustments, will be made unless evidence from a clinician such as a GP states that this is not possible.
- Reasonable adjustments will be made to enable students with medical needs to participate fully and safely on visits. This includes carrying out a risk assessment so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. This will be done in consultation with parents and students and advice from the relevant healthcare professional to ensure that students can participate safely.
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### **Liability and Indemnity**

Up to date details of the school's insurance arrangements and policies are available from the Finance

Office

### **Complaints**

Should a parent, carer or student be dissatisfied with the support provided, they should raise their concerns, preferably in writing, with the Headteacher. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure, details of which can be obtained from the school.

### **Communication of this policy**

**Parents** are informed and reminded about the **Supporting students at school with medical conditions Policy**

- at the start of the school year
- via the school's website
- when their child is enrolled as a new student

**Students** are informed and reminded about the **Supporting students at school with medical conditions Policy**

- in the school newsletter at several intervals in the school year
- through the School Council

**School staff** are informed and reminded about the **Supporting students at school with medical conditions Policy**

- At the first staff meeting of the school year
- at relevant medical conditions training
- through the Policy Handbook

**Relevant local health staff** are informed and reminded about the **Supporting students at school with medical conditions Policy**

- by letter accompanied with a printed copy of the policy at the start of the school year
- via primary care trust (PCT) links and the school/community nurse

**Date of this policy: February 2017**

**To be reviewed:**

\*A **rights-respecting school** has the values and principles of the United Nations Convention on the Rights of the Child (UNCRC) embedded within its ethos and curriculum.