



The Cowplain School

Work hard. Enjoy learning. Achieve highly.

Supporting Students with Medical Conditions Policy

Updated: Spring 2017

Review date: Spring 2020

Section 1

1.1 Aims of the Policy

The Cowplain School is an inclusive community. This policy aims to:

- Support and welcome students with medical conditions
- Provide all students with medical conditions the same opportunities as others at school.

1.2 Rationale

Students at school with medical conditions should be properly supported so that they can play an active part in school, remaining healthy and able to achieve their academic potential, with full access to education, including school trips and physical education.

Section 100 of the **Children and Families Act 2014** places a duty on governing bodies of academies to make arrangements for supporting pupils at their school with medical conditions.

1.3 Definition of the term Medical Condition used in this context

A medical condition that is long term with acute episodes, requires ongoing support, and involves the need for medication and/or care whilst at school. The condition will need monitoring and could require immediate intervention in emergency circumstances. Some children with medical conditions may be disabled. Where this is the case the Governing body must comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as their

special educational provision. For children with SEND, this guidance should be read in conjunction with the SEND code of practice and the school's Local Offer.

Section 2

2.1 Rights, Respect and Responsibility

In order to be inclusive, The Cowplain School recognises that all its members have rights and responsibilities. There must be respect shown by all members of the school community to their own needs and to the needs of others. Therefore:

- Staff understand that many of the medical condition affecting students will impact quality of life and may be life threatening, particularly if poorly managed or misunderstood.
- Staff understand and are trained in what to do in an emergency for the most ~~serious~~ medical conditions at this school.
- Staff understand and are trained in the school's general emergency procedures.
- Staff understand the common medical conditions that affect children at this school. Staff receive training on the impact medical conditions can have on students.
- Staff show an understanding of how medical conditions impact on a student's ability to learn and seek to enhance their confidence and promote self-care.
- Staff are aware of the common triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks.
- The Cowplain School has clear guidance on the administration and storage of medication.
- The Cowplain School has clear guidance about record keeping.
- The Cowplain School ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as educational, social and sporting activities.
- The Cowplain School understands the importance of all students taking part in sports, games and activities. Teachers and coaches will make appropriate adjustments to make physical activity accessible to all.

Section 3

3.1 Responsibilities

3.1.1. The Governing Body will ensure that:

- Arrangements are in place in school to support students with medical conditions. In doing so, they should ensure that such children can access and enjoy the same opportunities at school as any other child. The school, Local Authority, health professionals and other support services should work together to ensure that children with medical conditions receive a full education.
- The school's leaders liaise with health and social care professionals, students and parents to ensure that the needs of children with medical conditions are effectively supported. The needs of each individual child must be considered and how their medical condition impacts on their school life.

- The arrangements they put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented. This aligns with their wider safeguarding duties. Policies should be reviewed regularly and be readily accessible to parents and school staff.

3.1.2 The Headteacher will ensure that:

- The school's policy is developed and implemented with all stakeholders.
- Staff are aware of the policy and understand their role in its implementation.
- Appropriate staff are aware of a student's condition.
- Appropriate staff are trained to implement the policy and deliver against Individual Healthcare Plans, including in emergency situations.
- School staff are appropriately insured to support students.
- The Deputy Headteacher in charge of Safeguarding implements the policy.
- Educational visits are appropriately risk assessed and that the medical needs of students participating have been identified and provision is in place.

3.1.3 The School Matron will:

- Take responsibility for ensuring Individual Healthcare Plans (IHPs) are devised in partnership with the school staff, parents and, where appropriate, students.
- Consult the student, parents and the student's healthcare professional to ensure the effect of the student's medical condition on their schoolwork is properly considered. Ensure medicines are kept securely with clear access.
- Log medical emergencies.
- Log medicines administered.

3.1.4 School Staff will:

- Be prepared to be asked to support students with medical conditions, including administering medicines.
- Engage with training to achieve the necessary level of competency before taking responsibility to support students with medical conditions.
- Know what to do and respond accordingly when aware that a student with a medical condition needs help.
- Be aware of the potential for students with medical conditions to have special educational needs (SEN). Students with medical conditions who are finding it difficult to keep up with their studies to be referred to Matron.

3.1.5 Other healthcare professionals, including GPs and paediatricians, must

- Notify Matron when a student has been identified as having a medical condition that will require school support.
- Provide advice on developing IHPs and support the school with particular conditions.

3.1.6 Parents must:

- Notify school on enrolment and provide sufficient and up to date information about their child's medical needs.
- Engage in the development and review of their child's IHP.

- Carry out actions agreed in IHP, such as provide medicines and ensure they, or another nominated adult, are contactable at all times.

3.1.7 Students must:

- Be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their IHP.
- Endeavour to develop independence in managing their own medical needs where appropriate.

Section 4

4.1 Standard Operating Procedures for all staff

It is the responsibility of every member of staff to support students with medical conditions. This document gives specific guidance to support this Policy.

4.2 Staff training and support

- Staff are aware of the most common serious medical conditions and what to do in an emergency. They are provided with training to support a student with medical needs:
 - During induction to the school
 - Through access to Individual Healthcare Plans
 - Via annual refresher updates from healthcare professionals
- Additionally, Matron is appropriately trained and can provide advice and guidance to staff, parents and students.
- In an emergency situation, school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- Action for staff to take in an emergency for the common serious conditions at this school is displayed in the Staff Room as well as being communicated to staff via termly email updates.
- If a student needs to be taken to hospital, a member of staff will always accompany him/her and will stay with him/her until a parent or carer arrives. A copy of the student's IHP will be sent to the emergency care setting with the student.
- Training on common medical conditions occurs once a year. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training.

4.3 The student's role in managing his/her own medical needs:

- Wherever competent to, the school actively seeks that students take responsibility for managing their own medicines and procedures.
- Where this is not possible, Matron will help administer medicines and manage procedures, and aid the student to develop greater independence.
- Whilst on school visits / trips, the protocol in the IHP will be adhered to.

4.4 Managing Medicines on School Premises

4.4.1 Administration of emergency medication

- Students have easy access to their emergency medication in the Matron's room, which is secured via a keypad.
- Students are encouraged to carry and administer their own emergency medication, when it has been determined that they are able to take responsibility for doing so. 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.
- All use of medication defined as a controlled drug, even if the student can administer the medication him/herself, is done under the supervision of staff.
- There is no legal duty for any member of staff to administer medication unless they have been specifically contracted to do so, though many are happy to take on the role. Staff may administer prescribed and non-prescribed medication to students under the age of 16 with the written consent of the student's parent.
- Training is given to all staff members who agree to administer medication to students, where specific training is needed. When suitably risk assessed, the school insurance provides full indemnity.
- All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation.
- If a child's medication changes or is discontinued, or the dose or administration method changes, parents should notify the school immediately.
- If a student at this school refuses their medication, staff will record this and follow procedures. Parents are informed as soon as possible.
- Off-site visits are fully risk assessed and staff are made aware of any students with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- If a student misuses medication, either their own or another student's, their parents are informed as soon as possible. These students are subject to the school's usual disciplinary procedures.

4.4.2 Storage of medication at school

Emergency Medication

Most students at this school carry, and securely keep, their own medication. They are reminded to ensure that their emergency medication is with them at all times. Back-up medication is available in First Aid room. Where a student is not yet able to self-manage and carry his/her own emergency medication, he/she knows where to access the emergency medication.

Non-Emergency Medication

All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Students with medical conditions know where their medication is stored and how to access it. Staff ensure that medication is only accessible to those for whom it is prescribed.

4.4.3 Correct storage of medication

Matron ensures the correct storage of medication at school.

- All controlled drugs are kept in a locked cupboard, paying particular note to temperature, and only named staff have access, even if students normally administer the medication themselves.
- Three times a year the first aider checks and logs the expiry dates for all medication stored at school.
- An up-to-date list of members of staff who have agreed to administer medication and have received the relevant training is kept in school.
- All emergency and non-emergency medication brought in to school must be clearly labelled wherever possible, in its original containers, with the student's name, the name and dose of the medication and the frequency of dose, expiry date and the prescriber's instructions. This includes all medication that students carry themselves.
- All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are located in the First Aid room.
- All medication is sent home with students at the end of the school year. Medication is not stored during the summer holidays.
- It is the parents' responsibility to ensure new and in date medication comes into school on the first day of the new academic year.
- An accurate record of each occasion an individual student is given or supervised taking medication is kept. Details of the supervising staff member, student, dose, date and time are recorded.

4.4.5 Safe Disposal

- School will dispose of out of date medication once parents have been informed.
- Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
- If a sharps box is required for an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy, to school or to the student's parent.

4.5 Record Keeping

4.5.1 Enrolment

Parents are asked if their child has any health conditions/issues on the admission form; this information is collated by the SIMS Manager.

4.5.2 Individual Healthcare Plans (IHPs)

- The IHP records important details about individual student's medical needs at school, their triggers, signs, symptoms, medication and other treatment.
- An IHP, accompanied by an explanation of why and how it is used, is sent to all parents of students with a long-term medical condition. This is sent:
 - At the start of the school year
 - At admission (if this is not the start of the school year)
 - When a diagnosis is first communicated to the school.
- Parents, healthcare professionals and students with a medical condition are asked to fill out the student's Individual Healthcare Plan together. Parents then return the completed forms to the school.

- This school ensures that a relevant member of school staff is also present, if required, to help draw up an Individual Healthcare Plan for students with complex healthcare or educational needs. A copy is sent to parents.
- IHPs will:
 - Be clear and concise.
 - Be written in partnership with parents, child, healthcare professional and key staff.
 - Be reviewed annually or when there is a change in the condition of the child.
 - Be easily accessible whilst preserving confidentiality. Securely stored by First Aid lead/Designated teacher.
 - Outline educational provision if the student is unable to attend school.
 - Contain details of the medical condition, its triggers, signs, symptoms and treatments.
 - Include relevant SEN information.
 - Provide details of 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, modifications to buildings, furniture or equipment, and environmental issues e.g. crowded corridors, travel time between lessons.
 - Outline specific support for the student's educational, social and emotional needs – for example, how absences will be managed, changes to the school day and details of a personalised curriculum, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions etc.
 - Outline the level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.
 - State who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable.

4.5.3 School Healthcare Plan Register

- IHPs are used to create a centralised register of students with medical needs and are kept in a secure central location at school (and also attached as a linked document in SIMS).
- Parents are regularly reminded to update their child's Individual Healthcare Plan if their child has a medical emergency, if there have been changes to their symptoms (getting better or worse), or when their medication and treatments change.
- Every student with an Individual Healthcare Plan at this school has their plan discussed and reviewed at least once a year.
- Staff have access to the Individual Healthcare Plans of students in their care.
- Staff are responsible for the protection of student confidentiality.
- Before sharing any medical information with any other party, such as when a student takes part in a work experience placement, permission is sought from parents.

4.6 Educational Visits / Education Off-Site

Risk assessments are carried out by the school prior to any out-of-school visit and medical conditions are considered during this process. Factors considered include: how all students will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight stay. This requests up-to-date information about the student's current medical condition and how it is to be managed whilst away.

Staff on educational visits and out-of-school hours activities are fully briefed on students' individual medical needs. They will have access to the Individual Healthcare Plan and any necessary medication / medical equipment for the duration of the visit.

For all residential visits, a member of staff is appointed as the designated first aid and the appropriate first aid equipment will be taken on the trip.

Risk assessments are carried out before students undertake a work experience or off-site educational placement. It is the school's responsibility to ensure that the placement is suitable and accessible for a student with medical needs. Permission is sought from the student and their parents before any medical information is shared with an employer or other education provider.

5.0 Complaints

Parents/carers' concerns about the support provided for their child with a medical condition should be directed, in the first instance, to the designated lead for supporting pupils with medical conditions, Mrs. Ellis (Matron) or her Assistants (Mrs. Basson or Mrs. Newton). Where parents/carers feel their concerns have not been addressed, they should contact the Deputy Headteacher for Safeguarding or the Headteacher. If, for whatever reason, this does not resolve the issue, they may make a formal complaint via the school's complaint procedure. (See website for details)

References

Equality Act 2010

SEN Code of Practice

SEN Local Offer

Supporting Children at school with Medical Conditions-DfE April 2014

Monitoring, Evaluation and Review

- The Policy is reviewed every three years by the Senior Leadership Team and Governors as part of the self evaluation cycle. Appropriate action is taken if changes are required.

Other Relevant Policies

This Policy should be used with reference to one or more of the following policies:

Attendance Policy

Child Protection and Safeguarding Policy

Equal Opportunities Policy

SEN Policy

A full copy of the School's Supporting Students with Medical Conditions Policy will be available on line at www.cowplainschool.co.uk

Date Reviewed and	Spring 2017	Reviewed by:	NBT	Next Review:	Spring 2020
Summary of changes made:	Updated to new format				