



HAILEY HALL SCHOOL

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Supporting Pupils with Medical Conditions Policy

Date reviewed: Autumn Term 2023

Next review date: Autumn Term 2024

Responsible committee: Board of Trustees

Responsible persons: Pupil Welfare Officer

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1. Introduction

This policy aims to ensure that:

Pupils, staff and parents / carers 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 named persons with responsibility for implementing this policy are:

Lyn Gregory (Operations Manager) and Lyndsey Baughan (Welfare and Admissions Officer).

2. Scope

This policy applies to all pupils with medical needs, conditions, disabilities, or pupils who may require medical intervention or medicines on an ad hoc basis.

3. 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 or boards of trustees to make arrangements for supporting pupils 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.

Other legislation that is applicable:

- The Equalities Act 2010
- The National Minimum Care Standards (2015)
- D of E guidance on supporting pupils at school with medical conditions
- COSHH (2002)
- Health and Safety Act (1974 / 2015)
- Misuse of drugs act (2001)
- are in line with the Royal College of Pharmaceuticals.

4. Roles and responsibilities

4.1 The Board of Trustees

- Has ultimate responsibility to ensure arrangements are made to support pupils with medical conditions. The board of trustees will ensure that

sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

- Will ensure that this policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support pupils at school with medical conditions.
- Will ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. This includes ensuring staff have adequate training.

4.2 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 Individual Healthcare Plans (IHPs), including in contingency and emergency situations.
- 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.

4.3 Staff

Staff will:

- Support pupils with medical conditions during school hours; it 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 if they have received the correct training.
- Ensure that they receive sufficient and suitable training, and will achieve the necessary level of competency, if they take on the responsibility to support pupils with medical conditions.
- 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.

4.4 Parents / carers

Parents / carers will:

- Provide the school with sufficient and up-to-date information about their child's medical needs. An annual consent form is provided at the start of the academic year for all pupils.
- 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.

4.5 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.

4.6 Associated 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.
- Healthcare professionals, such as GPs and paediatricians, will liaise with the schools nurses and notify them of any pupils identified as having a medical condition.

5. 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 / carers, and any relevant healthcare professionals, will be consulted.

6. Being notified that a child has a medical condition

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.

7. Individual Healthcare Plans

The Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions.

This has been delegated to: **Lyndsey Baughan** and Sara Hill.

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 / carers when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the Headteacher will make the final decision.

Plans will be drawn up in partnership with the School, parents / carers and a relevant healthcare professional, such as the advisory school nursing service, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved, wherever appropriate.

IHPs will be linked to, or become part of, any statement of special educational needs (SEN) or education and health care (EHCP) plan. If a pupil has an SEN but does not have a statement or EHCP 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 board of trustees and the Headteacher, Pupil Welfare Officer, who have responsibility for developing IHPs, will consider the following when deciding what information to record on IHPs:

8. 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' / carers' written consent.
- The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents / carers.
- 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 / carers will always be informed.
- Medicines will be returned to parents / carers to arrange for safe disposal when no longer required. If not then the school will dispose of any

unwanted medication at the local pharmacy. An agreement has been set up with them for this purpose.

The address of the local pharmacy is below:

Ware Cross Pharmacy, 40 Christian Close, Hertford, EN11 9FF

Tel No. (01992) 440380

8.1 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.

A pupil who has been prescribed a controlled drug **should** not have it in their possession even if they are competent to do so. All other drugs, prescribed or not, are kept in a secure cupboard in the surgery and only named staff have access or keys for this area.

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

8.2 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 / carers and it will be reflected in their IHPs. This will usually relate to such conditions such as asthma and diabetes.

Pupils will be allowed to carry their own medicines and relevant devices if deemed appropriate and 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 / carers so that an alternative option can be considered, if necessary.

8.3 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 / carers.
- 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 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 / carers, or others; make them feel obliged to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent / carer 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 / carers to accompany their child.
- Administer, or ask pupils to administer, medicine in school toilets. The majority of medication will be dispensed from the surgery.

9. **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 or school transport if possible.

10. **Training**

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be carried out annually, usually as a refresher or a full course if there is a new member of staff who is undertaking medical responsibilities. Also training may be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included, where appropriate, 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 will:

- 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. The pupil welfare officer can provide additional support at a school-based level.
- 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 if such interventions are required.

11. Record keeping

The Board of Trustees will ensure that written records are kept of all medicine administered to pupils. Parents / carers will be informed if their child has been unwell at school.

IHPs are kept in a readily accessible place which all staff are aware of.

12. Liability and indemnity

The Board of trustees will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

13. Complaints

Parents / carers with a complaint about their child's medical condition should discuss these directly with the Headteacher in the first instance. If the Headteacher cannot resolve the matter, please refer to the pupil welfare officer. They will direct parents / carers to the school's complaints procedure dependent on the complaint.

14. Monitoring arrangements

This policy will be reviewed and approved by the board of trustees every year.

15. **Links to other policies**

This policy links to the following policies:

- Accessibility Plan
- Complaints
- Equality
- Illness Policy
- Intimate Care
- Health and Safety
- Health and Attendance
- Safeguarding
- Annual Review
- Special Educational Needs Information Report and Policy