

Supporting Pupils With Medical Conditions

The Davenport School



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Supporting Pupils with Medical Conditions Policy

1. 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 Proprietor will implement this policy by;

- Making sure sufficient staff are suitably trained.
- Making staff aware of pupil's condition, 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 named person with responsibility for implementing this Policy is Karen Dean

2. 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 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.

3. Roles and Responsibilities

The Proprietor:

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

The Teacher in Charge:

The Teacher in Charge 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.

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, will achieve the necessary level of competency before doing so.

Teachers will consider 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.

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.

Healthcare professionals, such as GPs and pediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition.

4. 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.

5. 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.

6. Individual Healthcare Plans

The Teacher in Charge has overall responsibility for the development of IHPs for pupils with medical conditions. 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 not a consensus, the Teacher in Charge 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 pediatrician, 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, health, and care (EHC) plan. If a pupil has SEN but does not have a statement or 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 governing board and Karen Dean 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. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring.
- 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 Teacher in Charge 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 to be entrusted with information about the pupil's condition.
- What to do in an emergency, including who to contact, and contingency arrangements.

7. Managing Medicines

The only Non-prescription medicine that will be stored at the school is Paracetamol caplets/capsules/tablets (500mg). If there is a need for this to be administered, on each occasion, The Davenport School should first obtain verbal agreement of the person who has 'care of a child'. If the home or Foster Carer has not been consulted, no agreement to administer non-prescription medicines can be made by the school.

There may be occasion that a pharmacist or health professional has directed that a child take a non-prescribed medication during the school day. Written consent and agreement from the person who has "care of a child" has to be obtained with the medication signed into the school before this can be administered

Home staff or Foster Carers must provide the school with written instructions regarding any medicines required to be taken by a pupil during the school day. Home staff or Foster Carers should complete a 'Prescribed Medication' Sheet in preparation of the school day. These instructions must include:

- Medication name and strength.
- Required dose, date(s) and time(s) to be taken.
- Any special precautions or instructions regarding taking this medicine.
- The exact amount of medication being supplied to the school on this date.

Any medication handed to the school for administering to a child must be signed into the 'Medication Entering the School' Logbook by the member of school staff accepting the medication from the home or Foster Carer, the person handing the medication to school must sign to say they have done so. This on occasion, might be the escort or school transport.

The Head Teacher and the Designated Medication Personnel will be informed of all such medication received into the school by office staff. Responsibility for agreeing to administer medicines to children according to the written instructions received, rests with the Head Teacher or Designated Medication Personnel in the Head Teacher's absence. The Head Teacher or Designated Medication Personnel will ensure that where the school agrees to administer medicines, designated personnel are named and confirmed as competent to administer medicines in this manner and that only designated, named personnel will have responsibility for administering such medicines at the school.

Designated personnel will ensure that medicines received into the school are safely stored and available to administer at the time required, this will include a clear written plan completed by designated personnel for managing prescription medicines needing to be taken on trips or outings or at a different school site. This might include a need for medicines to be administered by another staff member acting on their instruction, if not on The Davenport School site at the time the medicine is required or may be required. The Head Teacher or Designated Medication Personnel must be informed of the plan to administer medicines to a child or carry medicines for a child if off The Davenport School main premises.

Controlled Medicines:

It is recognised that some prescription medicines which are to be taken by pupils under the guidance of a medical practitioner, might include drugs which are classified as 'Controlled' under the Misuse of Drugs Regulations e.g. methylphenidate. Designated staff that are deemed as responsible to administer prescription medicines, may also administer controlled drugs, as prescribed to the pupil.

Training for staff will include guidance on the Misuse of Drugs Act, 1971, regarding management of controlled drugs, ensuring they are not to be used for any other purpose other than that prescribed.

8. 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.

9. Training

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

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included 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 Karen Dean. 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 IHP's.
- Help staff to understand 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

The governing board will ensure that written records are kept of all medicine administered to pupils, Carers/Parents will be informed if their pupil has been unwell at school. IHP's are kept in a readily accessible place which all staff are aware of.

11. Monitoring Arrangements

This policy will be reviewed and approved by the governing board every 12 months.

