



Supporting Pupils with Medical Needs Policy

Adoption Arrangements and Date

Review Body:	Headteacher	Adopted:	November 2017
Responsibility:	Deputy Head		
Policy Type:	Non-statutory		

Bennett Memorial Diocesan School will ensure that arrangements are in place to support Pupils with medical conditions. In doing, so we ensure that such children can access and enjoy the same opportunities at school as any other child.

This policy has been developed in line with the Department for Education's guidance released in September 2014 – "Supporting pupils at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

1. Key roles and responsibilities

1.1. The Local Authority (LA) is responsible for:

- 1.1.1. Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- 1.1.2. Providing support, advice and guidance to schools and their staff.
- 1.1.3. Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.

1.2. The Governing Body is responsible for:

- 1.2.1. The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Bennett Memorial Diocesan School.
- 1.2.2. Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to:
ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.2.3. Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.2.4. Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- 1.2.5. Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- 1.2.6. Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- 1.2.7. Ensuring the level of insurance in place reflects the level of risk.

2.

2.1. The Head Teacher

- 2.1.1. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver Individual Healthcare Plans (IHCPs) in normal, contingency and emergency situations.
- 2.1.2. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- 2.1.3. Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- 2.1.4. Making staff aware of this policy.

2.2. The School Nurse (Bennett)

- 2.2.1. Ensuring this policy is developed effectively with partner agencies.
- 2.2.2. Keeping records of all medicines administered.
- 2.2.3. Liaising with healthcare professionals regarding the training required for staff.
- 2.2.4. Making the staff that needs to know aware of a child's medical condition.
- 2.2.5. Developing IHCPs. (Appendix 1)
- 2.2.6. Contacting the community school nursing service in the case of any child who has a medical condition.
- 2.2.7. The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures.

2.3. Staff members are responsible for:

- 2.3.1. Taking appropriate steps to support children with medical conditions.
- 2.3.2. Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- 2.3.3. Administering medication, if they have agreed to undertake that responsibility and if they have been fully trained to do so.
- 2.3.4. Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.

2.3.5. Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

2.3.6. The Bennett School Nurse is responsible for administering injections, where necessary.

2.4. Community School nurses, healthcare professionals, including GP's and paediatricians are responsible for:

2.4.1. Notifying the school when a child has been identified with requiring support in school due to a medical condition. Where possible this should be done before they start at school.

2.4.2. Liaising locally with lead clinicians on appropriate support.

2.4.3. Offering support and advice to the school staff in the management of pupils with medical needs.

2.4.4. Specialist local health teams will provide support for children with particular conditions (eg asthma, diabetes, epilepsy)

2.5. Parents and carers are responsible for:

2.5.1. Keeping the school informed about any changes to their child/children's health.

2.5.2. Completing a parental agreement for school to administer medicine (Appendix 2) form before bringing medication into school.

2.5.3. Providing the school with the medication their child requires and keeping it up to date.

2.5.4. Collecting any leftover medicine at the end of the term.

2.5.5. Discussing medications with their child/children prior to requesting that a staff member administers the medication.

2.5.6. Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the School Nurse, Head Teacher other staff members and healthcare professionals.

3. Definitions

3.1. "Medication" is defined as any prescribed or over the counter medicine.

3.2. "Prescription medication" is defined as any drug or device prescribed by a doctor.

3.3. A "staff member" is defined as any member of staff employed at Bennett Memorila Diocesan School, including teachers.

4. Training of staff

- 4.1. Any member of school staff providing support to a pupil with a medical condition will be suitably trained. This would have been identified during the development or review of individual healthcare plans.
- 4.2. Some staff may already have some knowledge of the specific support needed by a child with a medical condition and so extensive training may not be required. Staff who provide support to pupils with medical conditions, where possible, will be included in meetings where this is discussed.
- 4.3. The relevant healthcare professional will normally lead on identifying and agreeing with the school the type and level of training required, and how this can be obtained.
- 4.4. Training will be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. They will have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.
- 4.5. Staff will not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans).
- 4.6. A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.
- 4.7. Healthcare professionals, including the school nurse, can provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.
- 4.8. Whole school awareness training will be provided so that all staff are aware of the school's policy for supporting pupils with medical conditions and their role in implementing that policy.
- 4.9. Induction arrangements for new staff should be included.
- 4.10. The School Nurse will be able to advise on training that will help ensure that all medical conditions affecting pupils in the school are understood fully. This includes preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.
- 4.11. The family of a child will often be key in providing relevant information to school staff about how their child's needs can be met, and parents should be asked for their views. They should provide specific advice, but should not be the sole trainer.
- 4.12. Teachers and support staff will receive regular and ongoing training as part of their development.

5. **The role of the child**

- 5.1. Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.

6. **Individual Healthcare Plans (IHCPs)**

- 6.1. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Head Teacher, Special Educational Needs Coordinator (SENCO) and medical professionals using the implementation procedure (Appendix 3)
- 6.2. IHCPs will be easily accessible whilst preserving confidentiality.
- 6.3. IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- 6.4. Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- 6.5. Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

7. **Medicines**

Please refer to separate policy for the Administration of Medicines in school.

8. **Emergencies**

- 8.1. Where an Individual Healthcare Plan (IHCP) is in place, it should detail:

- What constitutes an emergency.
- What to do in an emergency.

- 8.2. Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.

If a pupil needs to be taken to hospital please follow the following procedure:

Request an ambulance – dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat information if asked.

1. The school's telephone number: 01892 521595
2. Your name
3. Your location: (School address) Bennett Memorial Diocesan School, Culverden Down, Tunbridge Wells. Kent. TN4 9SH

4. Provide the exact location of the patient within the school
5. Provide the name of the child and a brief description of their symptoms
6. Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient

Ask Site staff to open relevant gates for entry.

Contact the parents to inform them of the situation, once given permission to do so.

A member of staff should stay with the pupil until the parent/carer arrives. If a parent/carer does not arrive before the pupil is transported to hospital, a member of staff should accompany the child in the ambulance.

9. **Avoiding unacceptable practice**

9.1. Bennett Memorial Diocesan School understands that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school ☒ Sending the pupil to the medical room or school office alone if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

10. **Insurance**

10.1. Teachers who undertake responsibilities within this policy are covered by the school's insurance.

10.2. Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Business Manager.

11. **Complaints**

The details of how to make a complaint can be found in the Complaints Policy.

Specialist:

Phone:

4. Medical condition information

Student's medical condition:

Signs and symptoms:

Does he/she fully understand their condition?

Triggers or things that make this student's condition worse:

5. Routine healthcare requirements (for example, dietary, therapy, nursing needs or before physical activity)

During school hours:

Outside school hours:

Do they require any specialist equipment?

Medication: (Please list all medications that are taken, including dosage and times, side effects, contra-indications. Administered by/self-administered with/without supervision)

6. Arrangements for school trips/vists etc:

Descibe what constitutes an emergency and the action if this occurs:

Who is responsible in an emergency ? (state if different for off-site activities)

7. Any other relevant information:

8. Staff training needed/undertaken - who, what, when:

9. Plan developed with:

In the event of an emergency please sign below to give permission to the school to administer prescribed emergency medications.

Signed :

Date:

Diabetes: Please ensure that your child has adequate snacks on their person should they have a Hypoglycaemic attack in class. Please also supply some spare snacks for storage in the medical room.

Anaphylaxis: Please ensure that your child has their antihistamine/Epipen with them at all times. You are advised to supply the school with a spare Epipen to be stored in the medical room.

Asthma: Please ensure that your child has an up to date inhaler on them at all times. You are advised to provide a spare inhaler for storage in the medical room.

If there are any changes in you child's condition or treatment please inform the School Nurse immediatly, in writing.

Please return this form to the School Nurse who will review it annually and circulate the details to the relevant members of staff.

Bennett Memorial Diocesan School

Permission to administer 'over the counter' medication

Student Name.....

Allergies.....

I/we give permission for the following medication to be administered by the School Nurse.

Acriflex Cream (for minor burns and abrasions)	YES	NO
Anthisan Cream (for insect stings and bites)	YES	NO
Arnica Cream (for bruises)	YES	NO
Calamine Lotion (for nettle rash, insect stings, generalised itching)	YES	NO
Cough Syrup (Honey & Lemon for tickly coughs)	YES	NO
Medicated Dressings (eg iodine / vaseline impregnated gauze)	YES	NO
Paracetamol / Calpol (for headache, period pain, joint pain, muscular pain, fever and ear ache)	YES	NO
Piriton (for allergies)	YES	NO
Strepsils (for sore throats)	YES	NO

I confirm that he/she has had these medications before with no adverse effect.

Parents Signature.....Date.....

All Other Medications

Please ensure that all medicines sent into school are in their original boxes and are clearly marked with the students name. Please also ensure that the expiry date is clearly visible. Written consent and clear dosage instructions must accompany all medicines sent into school and they must be handed to the school nurse. Consent forms can be downloaded from the school website found in the Health Folder.

**NO MEDICINES WILL BE ADMINISTERED WITHOUT WRITTEN
CONSENT FROM THE PARENT/GAURDIAN**

Appendix 3

