



Bennett Memorial Diocesan School

Supporting Students with Medical Conditions Policy and Procedures

Approval Arrangements

All statutory policies in the Trust are ultimately the responsibility of the Trust Board. To enable it to discharge this responsibility appropriately and in collaboration with the constituent schools, the Trust Board will

1. set a full Trust wide policy,
2. set a 'policy principles' document (a framework within which Headteachers develop a full and appropriately customised policy),
3. or delegate to Headteachers or LGBs the power to develop their own policy.

This is a Level 2 Policy against the Trust Governance Plan.

Review Body:	LGB
Approved:	March 2022
Next review:	March 2025
Review Period:	3 years

This policy was approved by the LGB for implementation on the date above and supersedes any previous Supporting Students with Medical Conditions policy

Supporting Students with Medical Conditions

Bennett is a Church of England school where the principal aim is to provide a Christian framework for learning and development. In this context all students are treated with respect, and the safety and the well-being of each individual student in the school's care are of prime importance. This policy sets out the responsibilities of staff, students and parents and the relevant procedures the school follows in relation to supporting students with medical needs in school.

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".

This policy should be read in conjunction with Administering medicines policy and First aid policy, available on the school website.

1. KEY ROLES & RESPONSIBILITIES

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

- 1.1.1 Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
- 1.1.2 Providing support and guidance to schools and their staff.
- 1.1.3 Making alternative arrangements for the education of students 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 Students at Bennett with Medical Conditions* Policy and relevant procedures of Bennett Memorial Diocesan School.
- 1.2.2 Ensuring that the *Supporting Students with Medical Conditions Policy*, does not discriminate on any grounds including, but not limited to ethnicity, 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 all students with a medical condition are able to participate in all aspects of school life.
- 1.2.5 Ensuring the support and arrangements put in place are sufficient to meet their statutory responsibilities and that policies and procedures are effectively implemented. This aligns with their wider safeguarding duties.
- 1.2.6 Ensuring the level of insurance in place reflects the level of risk.

The statutory duty for making arrangements for supporting pupils at school with medical conditions rests with the governing Body. The governing body have conferred the following functions of the implementation of this policy to the staff below, however, the governing body remains legally responsible and accountable for fulfilling our statutory duty.

1.3 The **Head Teacher and Senior Leadership Team** are responsible for:

- 1.3.1 The overall responsibility for the implementation of this policy, ensuring that sufficient staff are suitably trained and ensuring cover arrangements in cases of staff absences or staff

turnover to ensure that someone is always available and on-site with an appropriate level of training.

1.3.2 Preparing risk assessments for school visits and other school activities outside of the normal timetable and for the monitoring of individual healthcare plans.

1.4 Bennett's **School Nurse** is responsible for:

- 1.4.1 Ensuring this policy is developed effectively with partner agencies.
- 1.4.2 Assessing, protecting and promoting the health and emotional well-being of the students at Bennett.
- 1.4.3 Providing medical and pastoral advice as needed and ensuring the delivery of appropriate care and treatment.
- 1.4.4 In conjunction with parents/carers, drawing up, implementing and keeping under review the individual healthcare plan for each pupil and making sure relevant staff are aware of these plans
- 1.4.5 Maintaining accurate and confidential health records
- 1.4.6 Keeping records of all medicines administered.
- 1.4.7 Working alongside and supporting non-medical colleagues in the provision of medical care.
- 1.4.8 Ensuring that an ambulance or other professional medical help is summoned when appropriate
- 1.4.9 Sending students home if unwell or injured, to recover, where necessary
- 1.4.10 Ensuring the Nurse's Office, medical room and first aid kits are suitably equipped, safely maintained, clean and stocked with medication that is within date and appropriately stored.
- 1.4.11 Liaising with healthcare professionals regarding the training required for staff.
- 1.4.12 Making the staff aware of a child's medical condition and their needs, as required.
- 1.4.13 Developing Healthcare Plans (Appendix 2- HCP template)
- 1.4.14 The day-to-day implementation of this policy and its procedures in supporting students with medical conditions.
- 1.4.15 Assessing a student for their competency in being responsible to carry their own medication (one dose). Please refer to the separate policy for the *Administration of Medicines in school*.

1.5 **Staff members** are responsible for:

- 1.5.1 Familiarising themselves with all the medical needs of students in their classes or when leading an educational trip.
- 1.5.2 Following the advice provided for each student with a medical condition, as per their healthcare plan (HCP).
- 1.5.3 Taking appropriate steps to support children with medical conditions.
- 1.5.4 Where necessary, making reasonable adjustments to include and support students with medical conditions into lessons.
- 1.5.5 Undertaking training to achieve the necessary competency for supporting students with medical conditions.

- 1.5.6 Familiarising themselves with procedures detailing how to respond when they become aware that a student has a medical condition and needs support.

1.6 **Parents and Carers** are responsible for:

- 1.6.1 Providing the school with sufficient and up-to-date information about their child's medical needs.
- 1.6.2 Completing a *Parental Agreement for School to Administer Student's Medication* form (Appendix 1) before bringing medication into school.
- 1.6.3 Providing the school with the medication their child requires and replacing it when it expires.
- 1.6.4 Discussing medications with their child/children prior to requesting that the School Nurse administers the medication.
- 1.6.5 Where necessary, developing a Healthcare Plan for their child in collaboration with the School Nurse, other staff members and healthcare professionals.

1.7 The Role of the **Child**:

- 1.7.1.1 Students who are competent, will be encouraged to take responsibility for managing their own medicines (one dose) and procedures. This will be discussed with parents and it will be reflected in their HCP.

2 TRAINING OF STAFF

- 2.1 Any member of school staff providing support to a student with a medical condition will be suitably trained. This would have been identified during the development and review of the students' healthcare plan.
- 2.2 Training will be sufficient to ensure that staff are competent and have confidence in their ability to support students with medical conditions, and to fulfil the requirements as set out in healthcare plans.
- 2.3 Staff should familiarise themselves with the *Staff Medical and First Aid Handbook*

3. HEALTHCARE PLANS (HCP)

- 3.1 Where necessary, a Healthcare Plan (HCP) will be developed in collaboration with the student, parents/carers, relevant school staff and medical professionals.
- 3.2 HCPs will be easily accessible whilst preserving confidentiality.
- 3.3 HCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- 3.4 Where a student has an Education, Health and Care Plan or special need, the HCP will be linked to it or become part of it.
- 3.5 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 HCP identifies the support the child needs to reintegrate.

4. MEDICATIONS

4.1 Please refer to the separate policy for the *Administration of Medicines in School*.

At Bennett, the School Nurse is the main responder to first aid incidents. Qualified first aiders provide emergency cover and support the School Nurse in dealing with ill health and first aid.

All staff are aware of and follow the medical emergency procedures.

- In the event of an accident resulting in injury, the closest member of staff present will assess the seriousness of the injury.
Staff member to immediately contact the School Nurse and/or the School Office on the radio (channel 6) or via telephone
- The School Nurse/first aider, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The School Nurse/first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the School Nurse/first aider judges that a student is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the School Nurse/first aider will recommend next steps to the parent
- If emergency services are called, the School Nurse/first aider will appoint a member of staff to contact the parents immediately
- The School Nurse/first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury. The student's medical records will also be updated.

5. MEDICAL EMERGENCY PROCEDURE

When a student requires further hospital treatment, but it is not an emergency, the parents will be contacted and asked to collect their child to take him/her to the hospital. If the parents are not available, then a member of the senior leadership team will decide which member of staff will escort the student to hospital.

When an ambulance needs to be called:

- Ideally the person who is at the scene of the accident should contact 999 /112 so clear accurate information can be given. In most instances this will be the School Nurse or first aider.
- The following also need contacting by reception or assisting staff members.
 - Parents
 - Senior management
 - Site manager / Receptionist

Accidents/incidents warranting emergency care are situations such as:

- Head injuries where there is a loss of or suspected loss of consciousness.
- Sudden collapse.
- Major wounds needing medical attention.
- Suspected fractures.
- Spinal injuries.
- Use of an EpiPen
- Major asthma, diabetic, seizure event.

The above list is not exhaustive.

When a first aider is providing emergency care in the above scenarios, an ambulance should be summoned. The parent should also be contacted immediately. When the parent arrives, and the incident is reassessed, the ambulance can be stood down if appropriate.

In the event of the emergency services being contacted the below must be considered:

- Parents must be contacted to ascertain when they can join their child and their wishes with regard to treatment should they be delayed
- A member of staff must accompany and stay with the student until the parent(s)/guardian arrives
- Contact details must be taken to the hospital
- Once at the hospital, and the student is registered it is then the hospital's responsibility for further medical contact with the parents

Calling an AMBULANCE

Dial 999, or 112 (Mobile Phones) ask for an ambulance and be ready with the following information.

- Telephone number: 01892 521595 or direct mobile number of nurse/FA
- Give location: Bennett Memorial School, Culverden Down, TN4 9SH
- Give exact location in the school where the incident has occurred
- Give your name
- Give name of patient and a brief description of the student's symptoms.
- *If loss of consciousness, cardiac arrest or anaphylactic shock, state this immediately, as this will be given priority.*
- Give any medical history and known medications that you know the patient may take.

If you are unsure of how to manage the casualty, you can keep the ambulance operator on the telephone and get them to talk you through what you should be doing, or, you can ring them back at any time.

Following the call to the ambulance

- School nurse/first aider to allocate a member of staff to contact parents.
- Call reception and give CLEAR details of where the ambulance is coming to.
- Reception staff to arrange for a member of staff to meet the ambulance crew.
- Inform a member of the senior management team

- After the event, an accident form must be filled in

6. Children that are unable to attend school due to a medical condition

The school's role is to:

- let the local authority know if a child is likely to be away from school for more than 15 school days
- give the local authority information about the child's needs, capabilities and the programme of work
- help the child reintegrate at school when they return

The local authority's role is to:

Arrange suitable full-time education (or as much education as the child's health condition allows) for children of compulsory school age who, because of illness, would otherwise not receive suitable education.

7. INSURANCE

- 7.1 Teachers who undertake responsibilities within this policy are covered by the school's insurance.
- 7.2 Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions, these can be seen via the Business Manager.

8. COMPLAINTS

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

Parental Agreement for School to Administer Student's Medication

Date for review to be initiated by

School Nurse

Name of school/setting

Bennett Memorial Diocesan School

Name of child

Date of birth

Year/Guild

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the
schools needs to know about?

Self-administration – y/n

First dose given at home?

YES / NO

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Telephone Number & Email

Relationship to child

Address

I understand that the medicine must be delivered to the school nurse as soon as it arrives in school, either by myself or the student.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Individual Healthcare Plan HCP

For Students with a Medical Condition



Student's Name

Year/Guild

Date of Birth

Students Primary Address

Medical Diagnosis or Condition

Known Allergies

Date Healthcare Plan Completed

Family Contact Information

Name of Emergency Contact 1

Contacts Phone Numbers

Relationship to student

Home:

Mobile:

Name of Emergency Contact 2

Contacts Phone Numbers

Relationship to student

Home:

Mobile:

G.P Contact Details

GP Name

Phone number

Email Address

First Line of Address

Health Professionals Contact Details

Name:

Role:

Phone Number:

Email Address

First Line of Address

Additional Contacts Details:

Condition Information *Details of child's symptoms, triggers, signs, treatments etc*

Condition 1:

Symptoms:

Triggers/things that make it worse:

What action must be taken? Treatment, medication, therapeutic treatment, care and support:

Condition 2:

Symptoms:

Triggers/things that make it worse:

What action must be taken? Treatment, medication, therapeutic treatment, care and support:

Care & Support

Routine/Daily Medicine(s) at Home:

<i>Name of Medicine:</i>	<i>Dose:</i>	<i>Time to be given:</i>

Emergency Medications to be given at School: *what drug, when to give, dose & method of administration*

<i>Name of Medicine:</i>	<i>Dose:</i>	<i>Time to be given:</i>	<i>Method:</i>

Are there any physical restrictions caused by the medical condition(s)?

i.e physical activity/triggers in school

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Specific support or equipment required in school *(for medical, learning, emotional needs)*

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Activities that require special precautions, management and risk assessment considerations

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Arrangement for school trips/excursions

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Additional information

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This plan has been agreed by:

Staff Members:

Name:	Role:

Parent/Guardian:

Name:	Signature:
Relationship:	Contact number:

Student:

Name:	Signature:
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