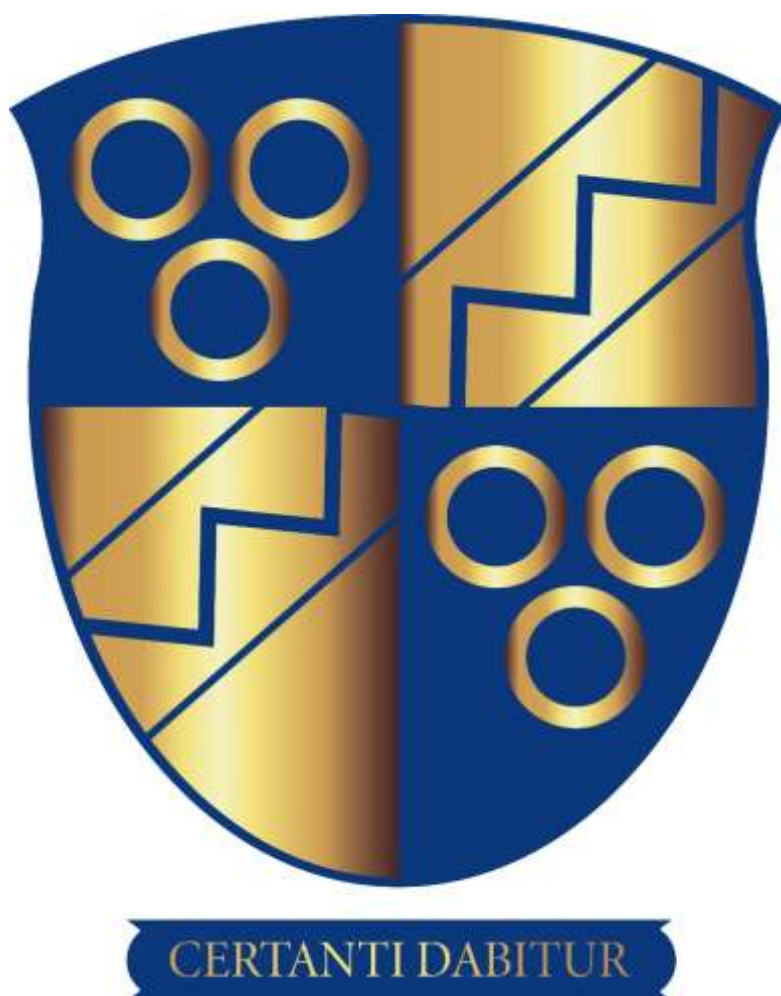


Supporting Pupils with Medical Conditions Policy

The Oldershaw School



Approved by: Curriculum & Standards Committee **Date:** October 2021

Policy owner: Vice Principal - Inclusion

Last reviewed: August 2021 **Next review due:** August 2022

Contents

1. Aims	3
2. Legislation and statutory responsibilities	3
3. Roles and responsibilities	3
4. Equal opportunities	5
5. Being notified that a child has a medical condition	5
6. Individual healthcare plans	5
7. Managing medicines	6
8. Emergency procedures	8
9. Training	7
10. Record keeping	9
11. Liability and indemnity	9
12. Complaints	9
13. Monitoring arrangements	9
14. Links to other policies	8

The Oldershaw School will liaise with relevant medical professionals to support pupils with medical conditions. The information contained within this policy relates to procedural matters only and does not constitute medical advice or guidance.

If you have any queries / questions regarding your child's medical condition(s), you should contact your GP or medical professional in the first instance.

1. Aims

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 Trust Board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupils' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Developing and monitoring individual healthcare plans (IHCPs).

The named person with strategic responsibility for implementing this policy is Ms Emily Stanley (Vice Principal – Inclusion).

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 Trust 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 on [supporting pupils with medical conditions at school](#).

This policy also complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 The Trust Board

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

3.2 The Principal

The Principal 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 (IHCPs) commitments, including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development of IHCPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.

3.3 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 and will achieve the necessary level of competency before doing so.

Teachers will 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.

3.4 Parents and Carers

Parents and carers 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 IHCP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHCP, e.g. provide medicines and equipment, and ensure they, or another nominated adult, are contactable at all times.

3.5 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 IHCPs. They are also expected to comply with their IHCPs.

3.6 School nurses and other healthcare professionals

The Oldershaw School works closely with the 0-19 Nursing Team and the Community Paediatric Team to support the health and wellbeing of children in our care. If required, the relevant medical professionals will be contacted for additional advice and guidance regarding how best to support a child with a medical condition in school.

Where possible and appropriate, Wirral's 0-19 Nursing Team, or other paediatric 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. They may also support staff to implement a child's IHCP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the 0-19 School Nursing Team and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHCPs.

4. Equal opportunities

The Oldershaw School is clear about the need to proactively 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.

5. Being notified that a child has a medical condition

It is the responsibility of parents and carers to ensure that the School holds accurate and detailed information about your child's medical condition(s) and any associated treatment and/or medication regimes.

In the case of ongoing medical conditions / concerns, parents and carers are asked to provide treatment plans from the prescribing doctor and details of any changes.

It is the responsibility of the parent / carer to ensure that the School holds adequate quantities of prescribed medications in order to administer them to the child during school hours.

Should your child be diagnosed with a notifiable disease, please contact the School Office as soon as possible to enable liaison with relevant medical professionals to ensure the wellbeing of the School community.

Please refer to current COVID19 advice and guidance in relation to self-isolation protocols for children (and household members) who present with COVID19 symptoms:

<https://www.gov.uk/coronavirus>.

The Oldershaw School takes no responsibility for any incident arising where the School has not been provided with complete and accurate medical information. Any communication regarding a child's medical condition must take place directly between the parent / carer and the School Office or appropriate member of staff; the School will not accept information updates which are provided by a child.

6. Individual Healthcare Plans (IHCPs)

The Principal has overall responsibility for the development of IHCPs for pupils with medical conditions. This has been delegated to Emily Stanley (Vice Principal – Inclusion).

Please note that an Individual Healthcare Plan (IHCP) is not an Education, Health and Care Plan (EHCP). EHCPs are statutory documents and can only be issued by the Local Authority.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed. Annual reviews will typically take place in September of each academic year, where a revised IHCP (updating basic details such as year group, form tutor etc) will be posted home; parents / carers are asked to review the specific detail of the Plan, noting any amendments and returning to the School. Parents / carers are welcome to request a meeting to discuss IHCPs at any time.

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 IHCP. 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 no consensus, the Vice Principal – Inclusion 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 school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved when it is appropriate.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Trust Board and Vice Principal – Inclusion 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 Principal 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 / carer or 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
- Draft IHCPs will be shared with parents / carers, medical professionals and the Specialist Teacher for Children with Medical Conditions at Wirral Local Authority, currently Jayne Catton, for feedback and review. After sufficient opportunity for review has been provided, the IHCP will be finalised, with a copy added to your child's file. A 'paper' copy will be posted home for your reference.

7. Managing medicines

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 the written consent of 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.

The School will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The School will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

For further information regarding the management of medicines, please see the following documents:

- **The Administration of Medicines Policy**
- **Statement on Supporting Pupils with Asthma / Prescribed Inhalers**
- **Statement on Supporting Pupils with an Adrenaline Auto-Injector (AAI)**

7.1 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.

All controlled drugs are kept in a secure cupboard in the Learning Centre office and only named staff have access. Although this medication is kept securely, it is in an accessible location to ensure prompt administering in the event of an emergency.

7.2 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 IHCPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible and appropriate. **Pupils will not be allowed to carry controlled medication.**

Staff will not put pressure on a pupil to take a medicine or carry out a necessary procedure if they refuse e.g. to take a regular dose of medication. In this instance, the School will contact parents / carers to discuss the situation and agree next steps.

The School expects that any child diagnosed with asthma or requiring the use of an inhaler has a **working, in-date inhaler present in school, clearly labelled with their name, every day. Due to the size of the School site, pupils moving between multiple buildings and to minimise COVID19 transmission risks, the School requests that the inhaler is carried by the child in their own school bag.** This allows the child to respond promptly to their own health needs by using their inhaler immediately when required.

7.3 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHCP, 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
- Ignore medical evidence or opinion. The School welcomes opportunities to collaborate with clinicians to act in the best interests of the child.
- 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 IHCPs
- If the pupil becomes ill, send them to the school office 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 otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because a 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 to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets.

8. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHCPs 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 a parent / carer 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 IHCPs. 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 the Vice Principal for Inclusion. 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 IHCPs
- 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.
- 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 Trust Board will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents will be informed if their pupil has been unwell at school.

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

11. Liability and indemnity

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

The details of the school's insurance policy are:

- Employers Liability Policy Number KSC-24209376331 Zurich Municipal
- Public Liability Policy Number KSC-2420937633 Zurich Municipal

These policies cover all aspects of the normal operation of the School including the support to pupils with medical conditions.

12. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Vice Principal for Inclusion in the first instance. If the Vice Principal for Inclusion cannot resolve the matter, they will direct parents to the school's complaints procedure.

13. Monitoring arrangements

This policy will be reviewed and approved by the Trust Board annually.

14. Links to other policies

This policy links to the following policies:

- Child Protection and Safeguarding Policy
- Equality Information and Objectives
- First Aid Policy
- Health and Safety Policy
- Children with Health Needs Who Cannot Attend School Policy 2021-22
- Supporting Pupils with Medical Conditions Policy 2021-22
- Accessibility Plan – 2021-22
- Administration of Medicines Policy 2021-22
- SEND Information Report 2021-22
- SEND Policy 2021-22
- Statement on Supporting Pupils with Asthma & Prescribed Inhalers 2021-22
- Statement on Supporting Pupils with Severe Allergies & Prescribed AAls 2021-22