

St John's School
&
Sixth Form College,
A Catholic Academy

Supporting Students with Medical Conditions Policy



Aims of the policy

As “A Community Guided by Gospel Values” we strive to be an inclusive community that aims to support and welcome students with medical conditions.

St John’s aims to provide all students with all medical conditions the same opportunities as others at school.

All students have an entitlement to a full time curriculum or as much as their medical condition allows. This policy has been developed in line with the Department for Education’s statutory guidance released in April 2014 – “Supporting pupils at school with medical conditions” under a statutory duty from section 100 of the Children and Families Act 2014. The statutory duty came into force on 1st September 2014

The school will have regard to the statutory guidance issued. We take account of it, carefully consider it and we make all efforts to comply.

Ofsted places a clear emphasis on meeting the needs of students with SEN and Disabilities, also including those students with medical conditions.

Key roles and responsibilities

a) The Local Authority (LA) is responsible for:

- 1) Promoting co-operation between relevant partners regarding supporting students with medical conditions.
- 2) Providing support, advice /guidance and training to schools and their staff to ensure Individual Healthcare Plans (IHP) are effectively delivered.
- 3) Working with schools to ensure students attend full-time or make alternative arrangements for the education of students who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

b) The Governing Body of St John's School & Sixth Form College, A Catholic Academy is responsible for:

- 1) Ensuring arrangements are in place to support students with medical conditions.
- 2) Ensuring the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
- 3) Ensuring that the Supporting Students with Medical Conditions Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/national/ origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.
- 4) Ensuring the policy covers arrangements for students who are competent to manage their own health needs.
- 5) Ensuring that all students with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential.
- 6) Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support students with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials.
- 7) Ensuring written records are kept of all, medicines administered to students.
- 8) Ensuring the policy sets out procedures in place for emergency situations.
- 9) Ensuring the level of insurance in place reflects the level of risk.

10) Handling complaints regarding this policy as outlined in the school's Complaints Policy.

c) The Headteacher is responsible for:

- 1) Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy.
- 2) The day-to-day implementation and management of the " Supporting Students with Medical Conditions Policy" of St John's School.
- 3) Liaising with healthcare professionals regarding the training required for staff.
- 4) Identifying staff who need to be aware of a student's medical condition.
- 5) Ensuring that Individual Healthcare Plans (IHPs) are completed.
- 6) Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
- 7) If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy. Ensuring more than one staff member is identified to cover holidays / absences and emergencies.
- 8) Ensuring the correct level of insurance is in place for staff who support students in line with this policy.
- 9) Continuous two way liaison with school nurses and school in the case of any student who has or develops an identified medical condition.
- 10) Ensuring confidentiality and data protection
- 11) Assigning appropriate accommodation for medical treatment/ care
- 12) Voluntarily holding 'spare' salbutamol asthma inhalers for emergency use.

d) All Staff members have a responsibility to:

- 1) Take appropriate steps to support students with medical conditions and familiarise themselves with procedures which detail how to respond when they become aware that a student with a medical condition needs help.
- 2) Taking account of the needs of students with medical conditions in lessons.

This may take a variety of forms including:

Allowing students with mobility issues to leave lessons early to avoid the rush

Be sensitive to a student's medical condition when setting homework deadlines

Allowing students to leave lessons to take insulin, or have a snack during a lesson if required

Allowing students with a comfort pass to leave the classroom without a fuss.

Allow students to use inhalers as necessary (all students should carry their own inhalers)

Always sending another student out with a student with a medical condition if they feel unwell.

(This list is not exhaustive and staff should act according to the principles of this policy in treating all students who feel unwell or have a recognized medical condition)

Key identified staff will:

- 1) Undertake training to achieve the necessary competency to support students with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
- 2) Know where controlled drugs are stored and where the key is held.
- 3) Allow inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.
- 4) Be responsible for the transportation of students in wheelchairs under the direction of the SENDCO and her team.

e) School nurses are responsible for:

- 1) Collaborating on developing an IHP in anticipation of a student with a medical condition starting the school.
- 2) Notifying the school when a student has been identified as requiring support in school due to a medical condition at any time in their school career.
- 3) Supporting staff to implement an IHP and then participate in regular reviews of the IHP. Giving advice and liaison on training needs.
- 4) Liaising locally with lead clinicians on appropriate support. Assisting the Headteacher in identifying training needs and providers of training.

f) Parent/carers and carers are responsible for:

- 1) Keeping the school informed about any new medical condition or changes to their child's health.
- 2) Participating in the development and regular reviews of their child's IHP.

- 3) Completing a parental consent form to administer medicine or treatment before bringing medication into school.
- 4) Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine.
- 5) Carrying out actions assigned to them in the IHP with particular emphasis on, they or a nominated adult, being contactable at all times.

g) Students are responsible for:

- 1) Providing information on how their medical condition affects them.
- 2) Contributing to their IHP
- 3) Complying with the IHP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parent/carers.

2) Training of staff

- a) Newly appointed teachers, supply or agency staff and support staff will receive the appropriate and relevant training on the 'Supporting Students with Medical Conditions' Policy as part of their induction.
- b) No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and signed off as competent. The members of staff who are currently trained to do this are: Mandy Allen, Cynthia Swindells who work in Student Reception and Julie Usher, Dave Mawdsley and Jonathan Stamp who will cover as needed .
- c) As a school we keep a record of medical conditions supported, training undertaken and a list of members of staff qualified to undertake responsibilities under this policy. Health & Safety DCC, and Risk, Insurance & Governance Manager, DCC . will be updated regularly on this information.

3) Medical conditions register /list

- a) Our school admissions forms request information on pre-existing medical conditions and some information is passed on to our Transition Coordinator, Beverley Hevey and the SENDCO, Kathryn Palmer as appropriate. Parent/carers can contact the relevant Head of Year, SENDCO or pastoral tutor if they need to inform school at any point in the school year if a condition develops or is diagnosed. If relevant parents/carers can provide information and advice from GP's or consultants to assist in the management of their student's medical condition in school.

- b) The school holds a register of students with medical conditions and a specific Asthma register which is regularly updated and reviewed by the nominated member of staff. Each pastoral and class teacher has access to an overview of the list for the students in their care on their SIMS marksheets, within easy access.
- c) Supply staff and support staff should similarly have access on a need to know basis. Parent/carers should be assured data sharing principles are adhered to.
- d) Our Transition Coordinator, SENDCO and specialist nurses from the School Nurse service ensure that meetings take place in advance of transferring to enable parent/carers, school and health professionals to update IHP's and train staff if appropriate.

4) Individual Healthcare Plans (IHPs)

- a) Where necessary an Individual Healthcare Plan (IHP) will be developed in collaboration with the student, parent/carers, Special Educational Needs Coordinator (if the child also has a EHCP) and medical professionals including the school nurse.
- b) Once the process of updating and compiling IHP's in the new format (October 2014 legislation) we aim to make them easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. As well as a central file held in Student Reception, IHP's will appear as linked documents on student's personal SIMS files. ***However, in the case of conditions with potential life-threatening implications the information should be available clearly and accessible to everyone.***
- c) IHPs will be reviewed at least annually or when a student's medical circumstances change, whichever is sooner.
- d) Where a student has an Education, Health and Care plan or special needs statement, the IHP is linked or incorporated into it.
- e) The school has strong links with the EHN team (formerly known as "Home and Hospital provision) so when a student returns from a period of home or hospital education, suitable provision will be planned to ensure their successful return to school. This will be added to the IHP

5) Transport arrangements: not applicable at the moment, put in place for any students who attend with such requirements

- a) Where a student with an IHP is allocated school transport because of their condition, the school will invite a member of DCC Transport team who will arrange for the driver or escort to participate in the IHP meeting. A copy of the IHP will be copied to the Transport team and kept on the student record. The IHP

must be passed to the current operator for use by the driver /escort and the Transport team will ensure that the information is supplied when a change of operator takes place.

- b) For some medical conditions the driver/ escort will require adequate training. For students who receive specialised support in school with their medical condition this must equally be planned for in travel arrangements to school and included in the specification to tender for that student's transport.
- c) When prescribed controlled drugs need to be sent in to school, parent/carers will be responsible for handing them over to the adult in the car in a suitable bag or container. They must be clearly labelled with name and dose etc.
- d) Controlled drugs will be kept under the supervision of the adult in the car throughout the journey and handed to a school staff member on arrival. Any change in this arrangement will be reported to the Transport team for approval or appropriate action.

6) Education Health Needs (EHN) referrals

- a) All students of compulsory school age who because of illness, lasting 15 days or more, would not otherwise receive a suitable full-time education are provided for under the local authority's duty to arrange educational provision for such students.
- b) In order to provide the most appropriate provision for the condition the EHN team accepts referrals where there is a medical diagnosis from a medical consultant. The school works closely with this team to ensure the most appropriate support and outcomes.

7) Medicines

- a) Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the student to take them outside of school hours.
- b) If this is not possible, prior to staff members administering any medication, the parent/carers of the student must complete and sign a parental consent for the administration of medicine form.
- c) No student will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- d) Where a student is prescribed medication by a healthcare professional without their parent/carers' knowledge, every effort will be made to encourage the student to involve their parent/carers while respecting their right to confidentiality.

e) No student under 16 years of age will be given medication containing aspirin without a doctor's prescription.

- f) Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- g) A maximum of **four** weeks' supply of the medication may be provided to the school at one time.
- h) A student who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another student for use is an offence. Controlled drugs which have been prescribed for a student are securely stored in a non-portable container and only named staff have access. Controlled drugs should be easily accessible in an emergency.
- i) All medications is stored is stored in Secure cupboards
- j) Any medications left over at the end of the course are returned to the student's parent/carers.
- k) Written records are kept of any medication administered to students.
- l) The staff in Student Reception responsible for administering medication creates a welcoming, supportive atmosphere so that students are able to access their medication discreetly and without fuss. Students will never be prevented from accessing their medication.
- m) Emergency salbutamol inhaler kits are available to administer to students on the school's Asthma register in an emergency.
- n) General posters about medical conditions (diabetes, asthma, epilepsy etc.) are displayed in areas accessed by staff around school.
- o) **St John's School & Sixth Form College** cannot be held responsible for side effects that occur when medication is taken correctly.
- p) If the student refuses to comply with their health procedure they will not be forced to do so by staff. Resulting actions will be clearly written into the IHP and parent/carers will be informed.

8) Emergencies

- a) Medical emergencies will be dealt with under the school's emergency procedures. See Staff Handbook.
- b) In an emergency, after 999 has been called, the Headteacher, Head of School or a member of the Leadership Team should be informed immediately. Then the parent/ carer should be contacted.

- c) Students will be informed in general terms of what to do in an emergency such as telling a member of staff immediately..
- d) If a student needs to be taken to hospital, a member of staff will remain with the student until their parent/carers arrive.

9) Day trips, residential visits and sporting activities

- a) Unambiguous arrangements should be made and be flexible enough to ensure students with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.
- b) To comply with best practice risk assessments should be undertaken, in line with H&S executive guidance on school trips, in order to plan for including students with medical conditions. Consultation with parent/carers, healthcare professionals etc. on trips and visits will be separate to the normal day to day IHP requirements for the school day.

10) Avoiding unacceptable practice

Each case will be judged individually but in general the following is not considered acceptable.

The following behaviour is unacceptable in

St John's School & Sixth Form College, A Catholic Academy

- Preventing students from easily accessing their inhalers and medication and administering their medication when and where necessary.
 - Assuming that students with the same condition require the same treatment.
 - Ignoring the views of the student and/or their parent/carers or ignoring medical evidence or opinion.
 - Sending students home frequently or preventing them from taking part in activities at school
 - Sending the student to the medical room or school office alone or with an unsuitable escort if they become ill.
 - Penalising students with medical conditions for their attendance record where the absences relate to their condition.
 - Making parent/carers feel obliged or forcing parent/carers to attend school to administer medication or provide medical support, including toilet issues.
 - Creating barriers to students participating in school life, including school trips.
 - Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

11)Insurance

- a) Teachers who undertake responsibilities within this policy will be assured by the Headteacher that are covered by the LA/school's insurance.
- b) **Add specific details for one-off / bespoke insurance cover.**
- c) Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact the Head.

12)Complaints

- a) All complaints should be raised with the school in the first instance.
- b) The details of how to make a formal complaint can be found in the School Complaints Policy.

Definitions

- c) 'Parent/carer(s)' is a wide reference not only to a student's birth parent/carers but to adoptive, step and foster parent/carers, or other persons who have parental responsibility for, or who have care of, a student.
- d) 'Medical condition' for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the student or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. *Being 'unwell' and common childhood diseases are not covered.*
- e) 'Medication' is defined as any prescribed or over the counter treatment.
- f) 'Prescription medication' is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.
- g) A 'staff member' is defined as any member of staff employed at the school.

