



HILBRE HIGH SCHOOL HUMANITIES COLLEGE

SUPPORTING STUDENTS WITH MEDICAL CONDITIONS

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1. Background

Hilbre High School has in place a policy for supporting students with medical conditions, which includes managing medicines and out of hours provision.

- 1.1 Students at school with medical conditions, including both physical and mental health conditions, should be properly supported so that they have full access to education, including school trips and physical education.

Some students with medical conditions may be disabled. Where this is the case school must comply with their duties under the Equality Act 2010. For students with SEND, this guidance should be read in conjunction with the SEND Code of Practice.

- 1.2 Section 100 of the Children and Families Act 2014 places a duty on the school to make arrangements for supporting students in school with medical conditions.

No student with a medical condition should be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made. These arrangements must give parents/carers and students confidence in the school's ability to provide effective support for medical conditions in school.

Individual Health Care plans can help staff identify the necessary safety measures to support students and ensure that they and others are not put at risk.

2. Definition

Students' medical needs may be broadly summarised as being of two types:

- 2.1 Short-term, affecting their participation in school activities, for which they are on a course of medication.
- 2.2 Long term, potentially limiting their access to education and requiring extra care and support.

3. Scope

This policy is designed to ensure that:

- 3.1 Students at school with medical conditions are properly supported so that they can play a full and active role in school life, remain healthy and achieve their academic potential;
- 3.2 To support the Governing Body in their duty to ensure that arrangements are in place to support students at school with medical conditions; and

- 3.3 To support the Governing Body in their duty to ensure that school leaders consult health and social care professionals, students and parents/carers to ensure that the needs of students with medical conditions are effectively supported.

4. Responsibilities

4.1 Governing Bodies

It is the responsibility of the Governing Body to ensure that arrangements are in place to support students with medical conditions. In doing so they should ensure that such students can access and enjoy the same opportunities at school as any other student.

4.2 Headteacher

The Headteacher is responsible for implementing this policy. The Headteacher is also responsible for developing Individual Healthcare plans and ensuring that relevant staff have sufficient resources, including appropriate training and personal protective equipment where necessary, to support students with medical conditions.

In order to do so they should identify a named person who has overall responsibility for:

4.2.1 ensuring that sufficient staff are suitably trained;

4.2.2 ensuring that all relevant staff will be made aware of the student's medical condition, including any requirement for the student to participate in outside the classroom activities where appropriate;

4.2.3 cover arrangements are in place at all times in case of staff absence or staff turnover to ensure someone is always available;

4.2.4 supply teachers are briefed and provided with key medical information;

4.2.5 risk assessments have been carried out for school visits, holidays, and other school activities outside of the normal timetable;

4.2.6 for students starting at the school, necessary arrangements are in place in time for the start of the relevant school term so that they start at the same time as their peers;

4.2.7 Individual Healthcare plans are monitored, including identifying students who are competent to take their own medication;

4.2.8 the management of accepting, storing and administering any medication (refer to The Management and Administration of Medicines Policy);

4.2.9 in order to ensure that students' health is not put at unnecessary risk from infectious diseases, in line with safeguarding duties, the Headteacher must inform parents/carers that they should keep studentren at home when they are acutely unwell. The Headteacher should not accept a student in school at times where it would be detrimental to the health of that student or others to do so. Also, school staff should not attend school if acutely unwell and must be clear of vomiting and diarrhoea for 48 hours prior to returning to work;

4.2.10 in the event of an outbreak situation, the school must follow any guidance issued by Public Health England. For further information on infection control, please see the Public Health England - Guidance on Infection Control in Schools and Other Studentcare Settings and Local Authority Health & Safety Management Arrangements for Infection Control, available on Wescom, Safety Policy & Guidance Documents, Medical Related information.

5. Availability of Medication

The availability of student specific medication at school will minimise the time that students will need to be absent.

Some students may need to take medicines during the school day at some time during their time in school. The school will need to be flexible in their approach and examples of circumstances under which the school may be requested to administer medicines:

- a) cases of chronic conditions, e.g. diabetes, asthma, epilepsy or anaphylactic shock;
- b) cases where students recovering from short term illnesses may be well enough to attend school but need to finish a course of antibiotics, cough medicine etc.

However, medicines should only be taken to school where it would be detrimental to a student's health if it were not administered during the day. It should be noted that wherever feasible parents/carers should administer medication outside of school hours.

5.1 The Headteacher's Responsibilities

In terms of the administration of medication, the Headteacher is also responsible for the management of accepting, storing and administering any medication by ensuring that:

5.1.1 Monitoring arrangements are in place for the administration of medication to ensure:

- a) Consent must be obtained from parents/carers
- b) As agreed with parents/carers, any administration of medication must be recorded
- c) Medication should always be stored appropriately, but must be easily accessible to the student in case of an emergency

5.2 Parents/carers

Parents/carers should:

- 5.5.1 provide the school with sufficient and up-to-date information about their child/ward's medical needs;
- 5.5.2 be prepared to be involved in discussions with school about any reasonable adjustments the school propose to put in place (refer to Section 7) and to be involved in the development, drafting and review of their child/ward's Individual Healthcare Plan. For the IHCP to be valid and effective it must be agreed and signed by parents/carers;
- 5.5.3 carry out any action they have agreed to as part of the implementation of the Individual Healthcare Plan (IHCP), e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all time. If they fail to provide sufficient medication, they should be contacted immediately and necessary arrangements made, e.g. provision of medication, returning the student to the parent awaiting provision of the medication, etc.
- 5.5.4 inform the school if any family member who may have a highly contagious medical condition came into contact with the student.

6. Individual Healthcare Plans (IHCPs)

It is not appropriate to send students with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless specified in their Individual Healthcare Plans (IHCP). This will include requiring parents/carers to provide up to date information about their child/ward's medical needs, provide their child/ward's medication to the school in the original container and also carry out any action they have agreed as part of the Individual Healthcare Plan, where one is in place.

- 6.1 The aim of Individual Healthcare Plans should be to capture the steps which a school should take to help the student manage their condition and overcome any potential barriers to getting the most from their education.
- 6.2 The school has a responsibility for ensuring Individual Healthcare Plans are finalised and implemented. The school will agree with partners who will take the lead in writing the plan. They will need to be reviewed at least annually or earlier if evidence is presented that the student's needs have changed. Plans will be developed with the student's best interests in mind and ensure that the school assesses and manages risks to the student's education, health and social wellbeing and minimises disruption.
- 6.3 Individual Healthcare Plans (and their review) may be initiated, in consultation with the parent/carer, by a member of school staff or a healthcare professional involved in providing care to the student. Students should be involved wherever appropriate.

- 6.4 In deciding what information should be recorded on Individual Healthcare Plans the following should be considered:
- 6.4.1 the medical condition, its triggers, signs, symptoms and treatments;
 - 6.4.2 the student's resulting needs, including medication 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;
 - 6.4.3 specific support for the student's educational, social and emotional needs;
 - 6.4.4 the level of support needed including in emergencies;
 - 6.4.5 whether a student can self-manage their medication and the monitoring arrangements;
 - 6.4.6 who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support;
 - 6.4.7 who in the school needs to be aware of the student's condition and the support required;
 - 6.4.8 arrangements for written permission from parents/carers and the Headteacher for medication to be administered by a member of staff, or self-administered by the student during school hours;
 - 6.4.9 separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, e.g. risk assessments;
 - 6.4.10 where confidentiality issues are raised by the parent/carer or student, the designated individuals to be entrusted with information about the student's condition;
 - 6.4.11 what to do in an emergency, including whom to contact, and contingency arrangements. Some students may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare; and
 - 6.4.12 the school does not have to wait for a formal diagnosis before providing support to students. In cases where a student's medical condition is unclear, or where there is a difference of opinion, judgments will be needed about what support to provide based on the available evidence. If consensus cannot be reached, the Headteacher is best placed to take a final view.

7. Day trips, residential visits and sporting activities

- 7.1 Arrangements are clear and unambiguous about the need to actively support students with medical conditions to participate in school trips and visits, or in sporting activities, including physical education lessons, and not prevent them from doing so unless it is otherwise stated in their individual healthcare plan.
- 7.2 Teachers and/or other designated school staff will be aware of how a student's medical condition will impact on their participation, but there will be enough flexibility for all students to participate according to their own abilities and with any reasonable adjustments. School will make arrangements for the inclusion of students in such activities with any reasonable adjustments as required unless evidence from a clinician such as a GP states that this is not possible.
- 7.3 School will consider what reasonable adjustments they might make to enable students with medical needs to participate fully and safely on visits. It is best practice to carry out a risk assessment so that planning arrangements take account of steps needed to ensure that students with medical conditions are included. This will require consultation with parents/carers and students and advice from the relevant healthcare professional to ensure that students can participate safely.

8. Emergency Procedures

- 8.1 The Individual Healthcare Plan (IHCP) will clearly define what constitutes an emergency for that particular student and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures
- 8.2 As part of general risk management processes the school will have arrangements in place for dealing with emergency situations. School will therefore take care not to solely focus on emergencies identified in the Individual Healthcare Plans and appreciate that other emergency situations may occur.
- 8.3 All staff will be aware of the likelihood of an emergency arising and what action to take if one occurs. Back up cover will be arranged for when the member of staff responsible is absent or unavailable, this includes out of class activities. At different times of the day other staff may be responsible for the student, such as lunchtime supervisors. It is important that they are also provided with training and advice. Other students should know what to do in the event of an emergency, such as telling a member of staff.

9. Transport to Hospital

- 9.1 Where the Headteacher considers that hospital treatment is required the school will contact the emergency services for advice and follow it. Parents/carers will be contacted and informed of the situation.
- 9.2 If a student needs to be taken to hospital, staff will stay with the student until the parent/carer arrives, or accompany a student taken to hospital by ambulance. School will ensure they understand the local emergency services cover arrangements and that the correct information is provided for navigation systems.

- 9.3 If, despite being fully appraised of the situation, the emergency services does not consider it necessary for transport by ambulance, but the school considers that further medical advice is required, the school will contact the student's next of kin. If the next of kin cannot be contacted and/or does not have access to own transport, the school will, only in these exceptional circumstances, arrange to transport the injured person using school staff transport. They will be accompanied by an additional responsible adult to support the injured person.

If a student needs to be taken to hospital by ambulance a member of staff should accompany the student and stay with the injured student until their parent/carer arrive. Please note: all staff who are likely to use their own vehicles for business travel must have the appropriate business insurance and valid MOT certificate (if required). It is the responsibility of the Headteacher to check these documents together with the individual's driving licence, making a note of any endorsements on an annual basis and maintain appropriate records.

10. Academy's Employer Liability Insurance

Where a member of Academy staff acting in the course of their employment contract, supports a student with medical needs, they will be indemnified by the Academy's Employers Liability Insurance Policy for any claim for negligence relating to the injury or loss through their action, providing the following criteria have been met.

- The staff member has undergone appropriate training to carry out any medical interventions for that student and the qualification / training for that member of staff remains relevant and up to date via refresher training.
- The staff member uses relevant protective equipment that may be required to carry out medical interventions.
- Written parental instruction and consent has been received from the parent/carer to allow an appropriate member of the school staff to carry out medical intervention.
- Academy staff are made aware that under no circumstances should a non-trained member of staff carry out medical intervention.

11. Complaints

Should parents/carers or students be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure. Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted.

12. Review and Evaluation

In order to ensure that this policy continues to be effective and applicable, the policy will be reviewed by the governing body on a regular basis as determined by the governors. Conditions which might warrant a review of the policy on a more frequent basis would include:

- a) Changes to legislation;
- b) Employee concern.

Following completion of any review, the policy will be revised and/or updated in order to correct any deficiencies. Any changes to the policy will be consulted through the relevant stakeholders.