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| **BILBROUGH COUNTRY CLASSROOM****POLICY: Supporting students with medical conditions** |

It is the aim of Bilbrough Country Classroom to ensure students with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.

To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the students themselves.

The provision aims to:
- assist parents in providing medical care for their children;
- educate staff and children in respect of special medical needs;
- arrange training where required for staff to support individuals;
- liaise as necessary with medical services in support of the individual;
- ensure access to full education if possible, so that all students with medical conditions are able to participate in all aspects of school life.

**Definitions**

The medical needs of students may be broadly summarised as being of two types:

1. Short-term affecting their participation in school activities, whilst they are on a course of medication.
2. Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

**Rationale**

Local Authorities, schools & alternative provisions have a responsibility for the health and safety of students in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of students with special medical needs, it is our responsibility to make sure that safety measures cover the needs of all students. This may mean making special arrangements for particular students who may be more at risk than others. Individual procedures may be required. Bilbrough Country Classroom takes responsibility for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these students may need.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the provision with information. Bilbrough Country Classroom takes advice and guidance from the medical profession which encourages self- administration of medication when possible.

**Expectations**

It is expected that:

* a record of the student’s medical condition and any implications for them will be kept on the students individual record which are stored safely.
* Inhalers will be kept on the students person for easy access or in their drawer.
* Parents will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative;
* Where parents have written to request the provision to administer the medication for their child they must ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for the provisions use. The prescription and dosage regime should be typed or printed clearly on the outside. The provision will only administer medicines in which the dosage cannot be administered outside of school hours or has to be taken with meals. The name of the pharmacist should be visible. Bilbrough Country Classroom staff will not accept any medications not presented as described. Students should not bring in their own medicine.
* Staff are trained by professionals and parents in some instances to administer medicines such as EpiPens.
* Controlled drugs (such as Ritalin) may only be taken on the premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence. Controlled drugs will be stored in a locked non-portable container and only named staff will have access.
* Staff will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.
* Bilbrough Country Classroom cannot be held responsible for side effects that occur when medication is taken correctly.
* Any medicines brought in by the staff e.g. headache tablets; inhalers for personal use will be kept securely in appropriate storage and kept out of the reach of the students. Staff medicine is the responsibility of all staff concerned and not the provision.

Rebecca Davison (the head teacher) is responsible for ensuring that whenever the provision is notified that a student has a medical condition:

• sufficient staff are suitably trained
• all staff are made aware of a child’s condition
• risk assessments for visits and activities out of the normal timetable are carried out

**Individual Health Care Plans (IHCPs)**

There is a need for proper documentation at all stages when considering the issue of support for pupils with medical needs in school. The IHCP sent from the students school is followed by Bilbrough Country Classroom:

**Emergencies**

* Medical emergencies will be dealt with under the emergency procedures.
* Where an Individual Healthcare Plan (IHCP) is in place, it should detail: what constitutes an emergency and what to do in an emergency.
* Students will be informed in general terms of what to do in an emergency such as telling a teacher.
* If a student needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

**The Headteacher will**

* ensure that this policy is implemented
* consult with appropriate health and social care professionals, students and parents to ensure that the needs of children with medical conditions are effectively supported.
* ensure all staff are aware of this policy and understand their role in its implementation
* ensure all staff who need to know are informed of a child’s condition
* ensure sufficient numbers of staff are appropriately trained to implement the policy and deliver IHPs, including in emergency and contingency situations,
* ensure the staff are appropriately insured
* ensure appropriate records are kept

**Provision staff**

* will receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions
* will familiarise themselves with procedure detailing how to respond when they become aware that a student with a medical condition needs help.
* will undertake training to achieve necessary competency to support students with medical conditions, if they are required to undertake that responsibility.
* any staff member should know what to do and respond accordingly when they become aware that a student with a medical condition needs help
* staff who undertake responsibilities within this policy are covered by the provisions insurance

**Day trips, and sporting activities**

* where students are required to take medicine during a day trip etc, arrangements should be made to administer them in accordance with this policy
* students with medical conditions should not be precluded from taking part in day trips, residential visits or sporting activities unless evidence from a clinician such as a GP states that this is not possible.
* teachers should be aware of how a student's medical condition may impact on their participation and consider any reasonable adjustments that may need to be made to enable pupils with medical conditions to participate fully and safely on visits.

**Unacceptable practice**

The following are generally considered to be unacceptable practice:-

* preventing children from easily accessing their inhalers and medication and administering them when necessary.
* assuming that every child with the same condition requires the same treatments
* ignoring the views of the child or their parents; or medical evidence or opinion (although this may be challenged);
* sending children with medical conditions home frequently or preventing them from staying for normal activities, including lunch, unless this is specified in their individual healthcare plans;
* penalising children for their attendance record if their absences are related to their medical condition eg hospital appointments;
* preventing students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
* requiring parents, or making them feel obliged, to attend Bilbrough Country Calssroom to administer medication or provide medical support to their child, including with toileting issues.

**Complaints**

If parents or students are dissatisfied with the support provided by Bilbrough Country Classroom, they should discuss their concerns directly with the provision. If, for whatever reason, this does not resolve the issue, they may make a formal complaint via the 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.

Signed: R Davison

R Davison, Proprietor

Dated: 9th September 2023

Review Date: September 2024