

## SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY

### Aims

- To ensure pupils at Bilbrough Country Classroom 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 pupils themselves.

The school 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 individual pupils;
- liaise as necessary with medical services in support of the individual pupil;
- ensure access to full education if possible, so that all pupils with medical conditions are able
- to participate in all aspects of school life

### Definitions

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

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

### Rationale

Local Authorities and schools have a responsibility for the health and safety of pupils 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 pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. Teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

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

## Entitlement

We believe that pupils with medical needs should be assisted wherever possible and that they have a right to the full education available to other pupils.

We believe that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support whilst at school.

We believe that all employees have rights in relation to supporting pupils with medical needs as follows:

- choose whether or not they are prepared to be involved;
- receive appropriate training;
- work to clear guidelines;
- have concerns about legal liability;
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

## Expectations

It is expected that:

- Any pupil with a medical condition requiring medication or support in school should have an individual healthcare plan which details the support that child needs. If the parents, healthcare professional and school agree that a healthcare plan is inappropriate or disproportionate, a record of the child's medical condition and any implications for the child will be kept in the school's medical record and the child's individual record which are stored safely school. Inhalers will be kept in classrooms for easy access.
- 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 school 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 school use. The prescription and dosage regime should be typed or printed clearly on the outside. The school 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. School staff will not accept any medications not presented as described. Pupils should not bring in their own medicine. This should be brought into school by the parent.
- Staff are trained by professionals and parents in some instances to administer medicines such as EpiPens and remove/attach prosthetic limbs etc.
- Controlled drugs (such as Ritalin) may only be taken on school 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.
- Asthma inhalers will be stored in classrooms with a record card to monitor usage. This will be given to parents or carers when completed so they are aware of the child's usage. A central record will be kept of asthma sufferers.
- 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.
- The school will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.
- Bilbrough Country Classroom cannot be held responsible for side effects that occur when medication is taken correctly.
- Any medicines brought into school 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 pupils. Staff medicine is the responsibility of all staff concerned and not the school.

The SENCO is responsible for ensuring that whenever the school is notified that a pupil has a medical condition:

- sufficient staff are suitably trained
  - all staff are made aware of a child's condition
  - cover arrangements in case of staff absence/turnover is always available
  - supply teachers are briefed
  - risk assessments for visits and activities out of the normal timetable are carried out
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- individual healthcare plans are monitored regularly and reviewed annually or earlier if evidence is presented that the child's needs have changed. The plan should be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing, and minimizes disruption.
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- transitional arrangements between schools are carried out
  - if a child's needs change, the above measures are adjusted accordingly

### **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 pupils school is followed by Bilbrough Country Classroom:

### **Emergencies**

- Medical emergencies will be dealt with under the school's emergency procedures.
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail:

What constitutes an emergency.

What to do in an emergency.

- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

### **The Headteacher**

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

- should ensure appropriate records are kept
- should ensure all staff are aware of this policy
- should ensure the policy is reviewed annually and is developed effectively with partner agencies.

### **School Staff**

- any staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so
- should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions
- should familiarise themselves with procedure detailing how to respond when they become aware that a pupil with a medical condition needs help.
- should undertake training to achieve necessary competency to support pupils 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 pupil with a medical condition needs help
- staff who undertake responsibilities within this policy are covered by the school's insurance

### **Day trips, residential visits and sporting activities**

- where pupils are required to take medicine during a day trip etc, arrangements should be made to administer them in accordance with this policy
- pupils 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 pupil's medical condition may impact on their participation
- school will 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 school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, sending them to the school office or medical room unaccompanied or with someone inappropriate;
- penalising children for their attendance record if their absences are related to their medical condition eg hospital appointments;
- preventing pupils 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 Calsroom to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- preventing children from participating, or creating unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

## **Complaints**

If parents or pupils are dissatisfied with the support provided by school, 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.