



TOWNLEY
— EST 1937 —
GRAMMAR SCHOOL

Supporting Children with Medical Needs Policy

1. Aims

This policy aims to ensure that:

- Students, staff, carers and parents understand how our school will support students with medical conditions
- Students with medical conditions are appropriately supported to allow them to access the same education as other students, including school trips and sporting activities.

The governing board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of students' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant students
- Developing and monitoring individual healthcare plans (IHCPs)

The named staff member responsible for implementing this policy is Mr. Swart (SENDCo)

2. Legislation and statutory responsibilities

- This policy meets the requirements under Section 100 of the Children and Families Act 2014, which requires governing boards to make arrangements for supporting students with medical conditions at their school.
- It is also based on the Department for Education (DfE)'s statutory guidance on supporting pupils with medical conditions at school.

3. Roles and responsibilities

3.1 The Trustees

- The trustees are responsible for making arrangements to support students with medical conditions.

3.2 The headteacher

The headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that sufficient trained staff are available to implement this policy and deliver against all individual healthcare plans (IHCPs), including in contingency and emergencies.
- Ensure that school staff are appropriately insured and aware that they are insured to support students in this way.
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is updated.

3.3 Staff

- Supporting students with medical conditions during school hours is not the sole responsibility of one person.
- Any staff member may be asked to support students with medical conditions, including administering medicines, although they will not be required to do so.
- Staff who take on the responsibility of supporting students with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before doing so.

- Teachers will consider the needs of students with medical conditions that they teach.
- All staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

3.4 Parents/Carers Parents/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 implementing the IHCP, e.g., provide medicines and equipment and ensure they or another nominated adult are always contactable.

3.5 Students

- Students with medical conditions will often be best placed to provide information about how their condition affects them.
- Students should be fully involved in discussions about their medical support needs and contribute as much as possible to developing their IHCPs.
- They are also expected to comply with their IHCPs.

3.6 School nurses and other healthcare professionals

- Our school nursing service will notify the school when a student has been identified as having a medical condition that will require school support.
- This information should be shared before the student starts school. They may also support staff in implementing a child's IHCP.
- Healthcare professionals, such as GPs and paediatricians, will liaise with the school's nurses and notify them of any students identified as having a medical condition.
- They may also provide advice on developing IHCPs.

4. Equal opportunities

- Our school is clear about the need to actively support students with medical conditions in participating in school trips, visits, or sporting activities, not preventing them from doing so.
- The school will consider what reasonable adjustments must be made to enable these students to participate fully and safely on school trips, visits, and sporting activities.
- Risk assessments will be carried out so that planning arrangements consider any steps needed to ensure that students with medical conditions are included. Students, parents, and relevant healthcare professionals will be consulted in this process.

5. Notifying the school that a child has a medical condition

- When the school is notified that a student has a medical condition, the process outlined below will be followed to decide whether the student requires an IHCP.
- The school will make every effort to make arrangements for new students within two weeks or by the beginning of the relevant term.

6. Individual Healthcare Plans (IHCPs)

- The SENDCo is responsible for developing IHCPs for students with medical conditions. This has been delegated to the School Nurse.
- Plans will be reviewed at least annually or earlier if there is evidence that the student's needs have changed.

Plans will be developed with the student's best interests in mind and will set out:

- What needs to be done
- When
- By whom
- Not all students with a medical condition will require an IHCP. A healthcare professional and the parents will agree when an IHCP is inappropriate or disproportionate. This will be based on evidence.
- If there is no consensus, the headteacher will make the final decision.
- Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the student's needs.
- The student will be involved wherever appropriate. IHCPs will be linked to, or become part of any education, health and care (EHC) plan.
- If a student has Special Educational Needs and Disabilities (SEND) but does not have an EHC plan, the SEN will be mentioned in the IHCP.
- The level of detail in the plan will depend on the complexity of the child's condition and the amount of support needed.

The trustees, the Headteacher, SENDCo and the School Nurse with responsibility for developing IHCPs will consider the following when deciding what information to record on IHCPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The student's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where which is used to manage their condition, dietary requirements and environmental issues, e.g., crowded corridors, travel time between lessons
- Specific support is needed for the student'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 student 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 student'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 student's condition and the support required
- Arrangements for written permission from parents/carers for medication to be administered by a member of staff or self-administered by the student during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the regular school timetable that will ensure the student can participate, e.g., risk assessments
- Where confidentiality issues are raised by the parent/student, the designated individuals are to be entrusted with information about the student's condition.
- What to do in an emergency, including who to contact and contingency arrangements

7. Managing medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the student's health or school attendance not to do so
- Where we have parents/carers' written consent
- Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor.
- Anyone giving a student any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken.
- After reading school records to determine whether a student has any allergies.
- 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 inside an insulin pen or pump rather than its original container, but it must be in date.
- All medicines will be stored safely.
- Students will be informed about where their medicines are at all times and be able to access them immediately.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to students and not locked away.
- Medicines will be returned to parents to arrange for safe disposal when no longer required.

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.
- A student who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another student to use.
- All other controlled drugs are kept in a secure cupboard in the school office, and only named staff have access.
- Controlled drugs will be easily accessible in an emergency, and a record of any doses used and the amount held will be kept.

7.2 Unacceptable practice

- School staff should use their discretion and judge each case individually about the student's IHCP, but it is generally not acceptable to:
- Prevent students from quickly accessing their inhalers and medication and administering their medication when and where necessary
- Assume that every student with the same condition requires the same treatment
- Ignore the views of the student or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- 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 student becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable.
- Penalise students for their attendance record if their absences are related to their medical condition, e.g., hospital appointments
- Prevent students from drinking, eating or taking toilet or other breaks whenever they need to 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 child, including toileting issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs.
- Require parents to accompany their child on school trips, for example, to prevent students from participating or create unnecessary barriers to participating.
- Administer or ask students to administer medicine in school toilets.

8. Emergency procedures

- Staff will follow the school's standard emergency procedures (for example, calling 999). All students' IHCPs will clearly define an emergency and explain what to do.
- If a student needs to be taken to the hospital, staff will stay with the student until the parent arrives or accompany the student to the hospital by ambulance.

9. Training

- Staff responsible for supporting students 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 support students with medical conditions will be included in meetings to discuss this. The relevant healthcare professionals will lead the identification of the type and level of training required and will agree with the SENDCo and Medical Welfare Officer or School Nurse.
- 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 students
- Fulfil the requirements in the IHCPs
- Help staff understand the specific medical conditions they are being asked to treat, their implications, and preventative measures.
- Healthcare professionals will confirm staff proficiency in a medical procedure or in providing medication.

10. Record keeping

- The school nurse will ensure that written records of all medicine administered to students are kept for as long as these students are at the school.
- Parents/Carers will be informed if their student has been unwell at school.
- IHCPs are kept in a readily accessible place in the medical room and uploaded to the individual student's Arbor profile, which all staff know.

11. Complaints

- Parents who complain about the school's actions regarding their child's medical condition should discuss these directly with the School Nurse/School Nurse or SENDCo in the first instance.
- If the SENDCo cannot resolve the matter, they will direct parents to the school's complaints procedure.

12. Liability and indemnity

- The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.
- The school has a Risk Protection Arrangement (RPA) that provides the necessary legal protection and guidance to staff responsible for responding to the medical needs of students in school and on trips.
- The details of the school's insurance policy stipulate that a Risk Protection Arrangement (RPA) will provide an indemnity if a member becomes legally liable to pay for damages or compensation in respect of or arising out of personal injury occurring during the Membership Year within the Territorial Limits and in connection with the provision of medicines or medical procedures.
- Indemnity will also be provided to any staff member (other than any doctor, surgeon or dentist while working in a professional capacity) who supports students with medical conditions and has received sufficient and suitable training.

13. Monitoring arrangements

The governing board will review and approve this policy every three years.

This policy links to the following policies:

- Accessibility Plan
- Access Arrangements
- Health and Safety
- Safeguarding
- SEND Policy
- Special Educational Needs Information Report