

# Culverhill School



## **POLICY FOR SUPPORTING PUPILS AT SCHOOL WITH MEDICAL NEEDS**

**March 2015**

## **1 - STATEMENT**

Culverhill School will properly support pupils with medical conditions so that they have full access to education, including school trips and physical education. The school will also put in place procedures to deal with emergency medical needs.

This Policy will be regularly reviewed and updated annually. The overall responsibility for the effective implementation of this policy is held by the Headteacher.

The school will work together with parents/carers, local authorities, health professionals and other support services to ensure that children with medical needs receive a full education. In some cases this will require flexibility and involve, for example, programmes of study that rely on part-time attendance at school in combination with alternative provision arranged by the local authority. Consideration will be given to how children will be reintegrated back into school after periods of absence.

No child with a medical condition will be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with our safeguarding duties, we will ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases. We retain the right not to accept a child at school at times where it would be detrimental to the health of that child or to others.

## **2 - PROCEDURES**

The following procedures are to be followed when notification is received that a pupil has a medical condition.

**2.1** A parent/carer or a health care professional informs the school that:

- a child has been newly diagnosed, or;
- is due to attend a new school, or;
- is due to return to school after a long-term absence or
- has medical needs that have changed.

**2.2** The Headteacher co-ordinates a meeting to discuss the child's medical support needs, and identifies the member of school staff who will provide support to the pupil.

**2.3** A meeting will be held to discuss and agree on the need for an Individual Healthcare Plan (IHCP). The meeting will include key school staff, child, parent, relevant healthcare professional and other medical/healthcare clinician as appropriate (or to consider written evidence provided by them).

**2.4** An IHCP will be developed in partnership, and the meeting will determine who will take the lead on writing it. Input from a healthcare professional must be provided, which may include the school's health nurse. Pupils with epilepsy who require emergency medication have to have a different type of care plan that the prescribing doctor must sign to make it valid.

**2.5** School staff training needs will be identified.

**2.6** The relevant healthcare professional will commission and/or deliver appropriate training and staff will be signed off as competent by them. A review date for the training will be agreed.

**2.7** The IHCP will then be implemented and circulated to all relevant staff.

**2.8** The IHCP will be reviewed at the pupil's SEN Annual Review. When/if the child's medical condition changes, parents/carers will notify the school.

**2.9** For children starting at a new school, arrangements should be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or children moving to a new school mid-term, every effort will be made to ensure that arrangements are put in place within two weeks.

### **3 - INDIVIDUAL HEALTHCARE PLANS**

**3.1** Not all pupils with medical needs will require an IHCP. The school together with the healthcare professional and parent/carer will agree, based on evidence, whether a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached the Headteacher will take the final view.

**3.2** The format of the IHCP will depend on the child's condition and the degree of support needed. Where a child has SEN but does not have a statement or EHC plan, their special educational needs will be mentioned in their healthcare plan.

**3.3** The following will be considered when deciding what information will be recorded on IHCPs:

- The medical condition, its triggers, signs, symptoms and treatment;
- The pupil's needs including medication and other treatments;
- Specific support for the pupil's educational, social and emotional needs;
- The level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies;
- Who will provide this support, their training needs, expectation of their role and confirmation of proficiency, and cover arrangements for when absent;
- Who in school needs to be aware of the child's condition and required support;

- 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 pupil during school hours;
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate e.g. risk assessments;
- Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition;
- What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician.

## **4 - ROLES AND RESPONSIBILITIES**

### **4.1 Governing body**

- Must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions is developed and implemented.
- Ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.

### **4.2 Headteachers**

- Ensure that their school's policy for supporting pupils with medical needs is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy and understand their role in its implementation.
- Ensure that all staff who need to know (including first aiders) are aware of the child's condition.
- Ensure a sufficient number of trained staff are available to implement and deliver all required IHCPs.
- Have overall responsibility for the development of IHCPs, including contingency and emergency arrangements.
- Ensure that school staff are appropriately insured and are aware they are insured to support pupils in this way.
- Ensure the school nurse is aware of children with medical conditions.

### **4.3 School staff**

- Any member of school staff 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 suitable and sufficient training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

- Should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

#### **4.4 School nurses**

- Responsible for notifying the school when a child has been identified as having a medical condition which will require support in school.
- Support staff to implement IHCPs, providing advice and training.
- Liaise with lead clinicians locally on support for the child and the associated staff training needs.

#### **4.5 Healthcare professionals (GPs etc)**

- Notify school nurse when a child has been identified as having a medical condition that will require support at school.
- Provide advice on developing IHCPs.

#### **4.6 Pupils**

- Where possible and according to their developmental stage/age and ability, pupils should be supported and involved in discussions about their medical support needs. They should be supported to contribute to the development of their IHCP.

#### **4.7 Parents/Carers**

- Provide the school with sufficient and up to date information about their child's medical needs.
- Contribute to the development of the IHCP.
- Carry out any action they have agreed to as part of the IHCP implementation.

#### **4.8 Local Authority**

- Provide support, advice and guidance, including suitable training for school staff, to ensure that the support identified in the IHCP can be delivered effectively.
- Where a pupil would not receive a suitable education in a mainstream school because of their health needs, to make other arrangements.

### **5. STAFF TRAINING AND SUPPORT**

**5.1** Any member of the school staff providing support to a pupil with medical needs will receive suitable training.

**5.2** The relevant healthcare professional will normally lead on identifying the type and level of training required. The training will be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions.

**5.3** School staff will not give prescription medicines or undertake healthcare procedures without appropriate training and support from the School's Health Nurse and/or other relevant healthcare professionals.

**5.4** All school staff will be made aware of the school's policy for supporting pupils with medical conditions, and their role in implementing that policy.

## **6. CHILD'S ROLE IN MANAGING THEIR OWN MEDICAL NEEDS**

**6.1** Where a child is deemed competent to manage their own health needs and medicines, this should be reflected in their IHCP.

**6.2** Children will only be allowed to carry their own medicines and relevant devices, and to access their medicines for self-medication quickly and easily, with an appropriate level of supervision from school staff.

## **7. MANAGING MEDICINES ON SCHOOL PREMISES**

**7.1** Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

**7.2** No child under 16 will be given prescription or non-prescription medicines without their parent/carers written consent (a letter and consent form is attached to this policy). The only circumstances in which non-prescription medicines (e.g. Calpol or Paracetamol) may be administered are for period pain, migraines and headaches, sometimes for soft tissue/skeletal injuries when they first happen and other conditions as agreed by the Headteacher.

**7.3** No child under 16 will be given medicine containing aspirin unless prescribed by a doctor.

**7.4** Wherever possible prescribed medicines should be taken outside school hours.

**7.5** The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist (except insulin which may be in a pen or pump) and include instructions for administration, dosage and storage.

**7.6** All medicines will be safely stored in a location which is known and accessible to the child.

**7.7** Where a child has been prescribed a controlled drug, they may legally have it in their possession if they are competent to do so, but passing it to another child is an offence and will be dealt with accordingly.

**7.8** The school will keep a record of all medicines administered to individual children stating what, how and how much was administered, when and by whom.

**7.9** When no longer required, medicines will be returned to parents to arrange for safe disposal. All medication that is in date (except in-date emergency medication) is sent home at the end of the academic year. At the beginning of a new academic year, parents/carers will be asked to sign a new medication permission form and provide new medication.

## **8. EMERGENCY PROCEDURES**

**8.1** Each IHCP will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.

**8.2** If a child is taken to hospital, a member of school staff will stay with the child until the parent arrives.

## **9. USE OF EMERGENCY SALBUTAMOL INHALERS**

**9.1** On the advice from the schools health nurse, Culverhill School will not keep Salbutamol Inhalers and spacers in school for use in emergencies.

## **10. DEFIBRILLATOR PROVISION**

**10.1** The school does not have a defibrillator.

## **11. DAY TRIPS, RESIDENTIAL VISITS AND SPORTING ACTIVITIES**

**11.1** Pupils with medical conditions will be actively supported to participate in school trips and visits, or in sporting activities.

**11.2** School will consider what reasonable adjustments may be required to enable children with medical needs to participate fully and safely on trips and visits. This will be considered

as part of the activity risk assessment to take account of any steps needed to ensure that pupils with medical conditions are included.

## **12. UNACCEPTABLE PRACTICE**

**12.1** The following is regarded by the school as unacceptable practice:

- Preventing children from easily accessing their inhalers and medication (inhalers will always be kept on children in their classrooms);
- Assuming that every child with the same condition requires the same treatment;
- Ignoring the views of the child, parents or medical professionals;
- Sending children with medical conditions home frequently, or preventing them from staying for normal school activities;
- Penalising children for their attendance record if their absences are related to their medical condition;
- Preventing pupils from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively;
- Requiring parents to attend school to administer medication or provide medical support to their child including toileting issues (unless they have failed to provide written permission);
- Preventing children from participating, or creating unnecessary barriers to children participating, in any aspect of school life, including school trips.

## **13. LIABILITY AND INDEMNITY**

**13.1** South Glos Council insurance policies provide liability cover for staff relating to the administration of medicines provided staff have received relevant training and volunteer to carry the procedures involved. The current policy is with Zurich Municipal.

## **14. COMPLAINTS**

**14.1** If parents or pupils are dissatisfied with the support provided by the school to pupils with medical conditions, they should discuss their concerns directly with the school. If the issue remains unresolved, they may make a formal complaint via the school's complaint procedure. The school complaints policy and procedure are available from the school website or from the school office.

**Date agreed by Governors :19 March 2015**

**Review date : 18 March 2017**

Email received from Jean McKenna H&S 23.4.15

Hi Nicki

I have now had a reply from Risk and Insurance as follows:

The Council's insurance underwriters confirm that our Public Liability Policy provides an indemnity for those staff involved in the administration or supervision of medication orally, topically, by injection or by tube and the application of appliances or dressings, provided the following can be demonstrated:

Appropriate training of those staff by a competent person (for that particular medical need)

Regular refresher training

Ensuring the staff who are administering the medication are fully aware of any changes to individual pupil care/medical records

Signed and dated records of all medication administered

Also, if staff do not feel competent in administering medication they should not administer it or receive further training until confident/competent.

I hope this has now clarified the situation but I don't understand why a school nurse cannot give medication. Who has this advice come from?

Regards

Jean