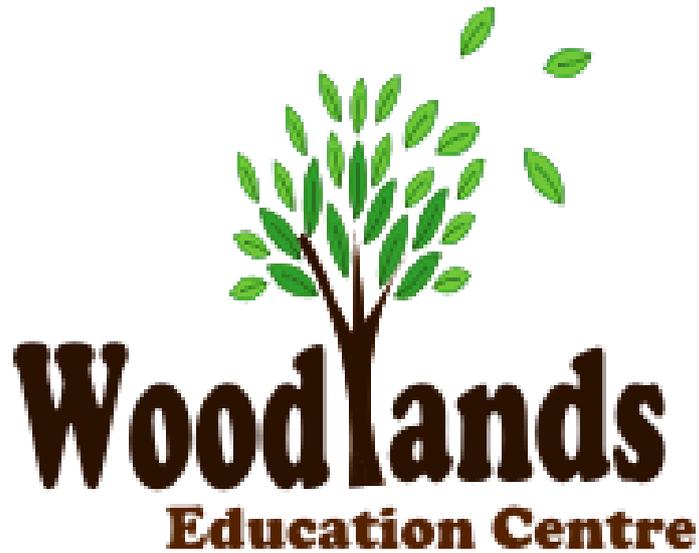


**SUPPORTING PUPILS  
WITH MEDICAL  
NEEDS POLICY**



*Current document may be accessed under the policies tab at:  
[www.woodlandsec.org.uk](http://www.woodlandsec.org.uk)*

**Document Control**

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## Supporting Pupils with Medical Needs

### Introduction

Section 100 of The Children and Families Act 2014 places a duty on The Management committee of this school to make arrangements for supporting pupils at their premise with medical conditions. The Department of Education have produced statutory guidance 'Supporting Pupils with Medical Conditions' and we will have regard to this guidance when meeting this requirement.

We will endeavour to ensure that pupils with medical conditions are properly supported so that they have full access to education, including school trips and physical education. The aim is to ensure that all pupils with medical conditions, in terms of both their physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

It is our policy to ensure that all medical information will be treated confidentially by the Headteacher and staff. All administration of medicines is arranged and managed in accordance with the Supporting Pupils with Medical Needs document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Where pupils have a disability, the requirement of the Equality Act 2010 will apply.

Where pupils have an identified special need, the SEN Code of Practice will also apply.

We recognise that medical conditions may impact social and emotional development as well as having educational implications.

## Key Roles & Responsibilities

**Statutory Requirement: The Management Committee should ensure that the school's policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support pupils at school with medical conditions.**

### **The Management Committee is responsible for:**

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

### **The Headteacher is responsible for:**

Ensuring that their schools policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. Headteachers should ensure that all staff who need to know are aware of the pupils condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. Headteachers have overall responsibility for the development of individual healthcare plans. They should also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. They should contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.

### **Teachers and Support Staff are responsible for:**

Any member of 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. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support pupils with medical conditions. As each case is identified, the SENCo will notify the Medical Administration Co-ordinator to consider the appropriate training. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

### **The School Link Nurse is responsible for:**

Every school has access to school nursing services. They are responsible for notifying the school when a pupil has been identified as having a medical condition which will require support in school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support pupils with medical conditions, but may support staff on implementing a pupil's Individual Healthcare Plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs. Hospital nurses provide diabetes training, HTLC provide all other training i.e Epipens.

## Local Arrangements

### Identifying Pupils with health conditions

**Statutory Requirement: The Management Committee will ensure that the policy sets out the procedures to be followed whenever a school is notified that a pupil has a medical condition.**

We will aim to identify pupils with medical needs on entry to the school by working in partnership with parents/ carers and following the process outlined in the document 'Process for identifying pupils with a health condition' produced by the Southern Health School Nursing Team in conjunction with the Children's Services Health and Safety Team. We will use the 'Health Questionnaire for Schools' to obtain the information required for each pupil's medical needs to ensure that we have appropriate arrangements in place prior to the pupil commencing at the school to support them accordingly.

Parents/carers are asked to complete a medical questionnaire before the pupil begins their placement at Woodlands. Those returned stating there is a medical need will be followed up by the Medical Administration Co-ordinator to ensure the SENCo is informed so that an agreement can be made with regard to the appropriate arrangements required. Every effort will be made to ensure that arrangements are put into place within two weeks.

Where a formal diagnosis is awaited or is unclear, we will plan to implement arrangements to support the pupil, based on the current evidence available for their condition. We will ensure that every effort is made to involve some formal medical evidence and consultation with the parents.

A list of pupils with medical conditions with details of triggers, signs/symptoms, medication etc. will be displayed in the staffroom alongside a photo of the pupil.

## Individual health care plans

**Statutory Requirement: The Management Committee will ensure that the school's policy covers the role of individual healthcare plans, and who is responsible for their development in supporting pupils at school with medical conditions.**

We recognise that Individual Healthcare Plans are recommended in particular where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long term and complex. However, not all pupils will require one. The school, healthcare professional and parent will agree based on evidence when a healthcare plan would be inappropriate or disproportionate referring to the 'Process for developing IHP's' flow-chart produced by the DfE for guidance. The SENCo/Medical administration coordinator will be responsible for co-ordinating the meeting to discuss the Pupil's medical support needs.

Where pupils require an individual healthcare plan it will be the responsibility of the SENCo/Medical Administration Co-ordinator to work with parents and relevant healthcare professionals to write the plan.

A healthcare plan (and its review) may be initiated in consultation with the parent/carer, by a member of school staff or by a healthcare professional involved in providing care to the pupil. The SENCo/Medical administration Co-ordinator will work in partnership with the parents/carer, and a relevant healthcare professional e.g. school, specialist or pupils community nurse, who can best advise on the particular needs of the pupil to draw up and/or review the plan. Where a pupil has a special educational need identified in a statement or Educational Health Care (EHC) plan, the individual healthcare plan will be linked to or become part of that statement or EHC plan.

We may also refer to the flowchart contained within the document 'Process for identifying pupils with a health condition' for identifying and agreeing the support a pupil needs and then developing the individual healthcare plan.

We will use the individual healthcare plan template produced by the DfE to record the plan.

If a pupil is returning following a period of hospital education or alternative provision (including home tuition), that we will work with Hampshire County Council and education provider to ensure that the individual healthcare plan identifies the support the pupil will need to reintegrate effectively.

**Statutory Requirement: The Management Committee should ensure that all plans are reviewed at least annually or earlier if evidence is presented that the pupil's needs have changed. Plans should be developed with the pupil's best interests in mind and ensure that the school assesses and manages the risks to the pupil's education, health and social well-being and minimise disruption.**

The Medical administration Co-ordinator will update the review dates and monitor current IHP's to ensure reviews are in place at least annually or if there are any changes to prompt review.

**Statutory Requirement: When deciding what information should be recorded on individual healthcare plans, the Management Committee should consider the following:**

- the medical condition, its triggers, signs, symptoms and treatments
- the pupil's resulting needs, including medication (dose, side effects and storage) 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 e.g. use of MUGA, LBS teaching area and farm
- specific support for the pupil'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 (some pupils will be able to take responsibility for their own health needs) including in emergencies. If a pupil is self-managing their medication, this should 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 Pupil'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 Pupil's condition and the support required
- arrangements for written permission from parents 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 pupil can participate, e.g. risk assessments
- where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the Pupil's condition
- what to do in an emergency, including whom to contact, and contingency arrangements. Some pupils may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan

## Staff training

**Statutory Requirement: The Management Committee should ensure that this policy clearly sets out how staff will be supported in carrying out their role to support pupils with medical conditions, and how this will be reviewed. It should specify how training needs will be assessed and by whom training will be commissioned and provided.**

**The school policy should be clear that any member of school staff providing support to a pupil with medical needs should have received suitable training.**

**Staff must not administer prescription medicines or undertake any health care procedures without the appropriate training (updated to reflect any individual healthcare plans)**

All new staff will be given a copy of the policy to read on induction into school. Records of this training will be stored in the induction folder.

All nominated staff will be provided awareness training on the school's policy for supporting pupils with medical conditions which will include what their role is in implementing the policy. This will be considered on an individual basis. This training will be carried out as appropriate or necessary and reviewed annually.

We will retain evidence that staff have been provided the relevant awareness training on the policy by receipt of email to confirm the policy has been read by individual members of staff.

Where required we will work with the relevant healthcare professionals to identify and agree the type and level of training required and identify where the training can be obtained from. This will include ensuring that the training is sufficient to ensure staff are competent and confident in their ability to support pupils with medical conditions. The training will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs and therefore allow them to fulfil the requirements set out in the individual healthcare plan.

Any training undertaken will form part of the overall training plan for the school and refresher awareness training will be scheduled at appropriate intervals agreed with the relevant healthcare professional delivering the training.

A 'Staff training record– administration of medicines' form will be completed to document the type of awareness training undertaken, the date of training and the competent professional providing the training.

## The Pupil's role

**Statutory Requirement: The Management Committee will ensure that the school's policy covers arrangements for pupils who are competent to manage their own health needs and medicines.**

Where possible and in discussion with parents, pupils that are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be recorded in their individual healthcare plan. The healthcare plan will reference what will happen should a pupil who self-administers refuse to take their medication (this will normally be informing the parent/carer at the earliest opportunity).

Where possible we will endeavour to ensure that pupils can carry their own medicines and relevant devices or have easy access to allow for quick self medication. We will agree with relevant healthcare professionals/parent the appropriate level of supervision required and document this in their healthcare plan.

## Managing medicines on School Premises

**Statutory Requirement: The Management Committee will ensure that the school's policy is clear about the procedures to be followed for managing medicines.**

The administration of medicines is the overall responsibility of the parents/carers. Where clinically possible we will encourage parents to ask for medicines to be prescribed in dose frequencies which enable them to be taken outside of school hours. However, the Headteacher is responsible for ensuring pupils are supported with their medical needs whilst on site, therefore this may include managing medicines where it would be detrimental to a Pupil's health or school attendance not to do so.

We will not give prescription or non-prescription medicines to a pupil under 16 without their parent's/carers written consent (a 'parental agreement for setting to administer medicines' form will be used to record this), except in exceptional circumstances where the medicine has been prescribed to the pupil without the knowledge of the parents. In such cases, we will make every effort to encourage the pupil or young person to involve their parents while respecting their right to confidentiality.

A documented tracking system to record all medicines received in and out of the premises will be put in place. The tracking system used is The Children's Services Medication Tracking Form.

The name of the pupil, dose, expiry and shelf life dates will be checked before medicines are administered following the '6 Point Check' method.

On occasions where a pupil refuses to take their medication the parents will be informed at the earliest available opportunity.

We 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, their dosage and storage. Insulin is the exception, which must still be in date but will generally be available to schools inside an insulin pen or a pump, rather than its original container.

Pupils who are able to use their own inhalers themselves are encouraged to carry it with them. If the pupil is too young or immature to take personal responsibility for their inhaler, staff should make sure that it is stored in a safe but readily accessible place, and clearly marked with the Pupil's name.

Controlled drugs will be securely stored in a non-portable container which only named staff will have access to. We will ensure that the drugs are easily accessible in an emergency situation. A record will be kept of any doses used and the amount of the controlled drug held in school. There may be instances where it is deemed appropriate for a pupil to administer their own controlled medication. This would normally be at the advice of a medical practitioner. Where an individual pupil is competent to do so and following a risk assessment, we may allow them to have prescribed controlled drugs on them with monitoring arrangements in place.

We will only administer non-prescribed medicines on request from the parent if they are in clearly identifiable packaging and only on a short term basis (Where the school have concerns they will seek further guidance from their link School Nurse).

It is our policy to give age appropriate doses of paracetamol to secondary age pupils as described on the packet, if written consent from the parents has been received in advance of administration. We will check that they have not previously taken any medication containing paracetamol within the preceding 4 hours and only give one dose.

We will never administer aspirin or medicine containing Ibuprofen to any pupil under 16 years old unless prescribed by a doctor.

All other pain relief medicine will not be administered without first checking maximum dosages and when previously taken. We will always inform parents.

Any homeopathic remedies to be administered will require a letter of consent from the Pupil's doctor and will be administered at the discretion of the Head teacher.

Emergency medicines will be stored in a safe location within the Admin Office but not locked away to ensure they are easily accessible in the case of an emergency.

Types of emergency medicines include:

- Injections of adrenaline for acute allergic reactions
- Inhalers for asthmatics
- Injections of Glucagon for diabetic hypoglycaemia

Other emergency medication i.e. Rectal diazepam or Buccal Midazolam for major seizures will be stored in accordance with the normal prescribed medicines procedures (see storage section).

## Storage

All medication other than emergency medication will be stored safely in a locked cabinet, where the hinges cannot be easily tampered with and cannot be easily removed from the premise.

Where medicines need to be refrigerated, they will be stored in the staffroom refrigerator in a clearly labelled airtight container. There must be restricted access to a refrigerator holding medicines.

Pupils will be made aware of where their medicines are at all times and be able to access them immediately where appropriate. Where relevant they should know who holds the key to the storage facility.

Medicines such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away. We will also ensure that they are readily available when outside of the school premises or on school trips.

Storage of medication whilst off site will be maintained at steady temperature and secure. There will be appropriately trained staff present to administer day to day and emergency medication and copies of individual health care plans will be taken off site to ensure appropriate procedures are followed. It is the responsibility of the SENCo/Medical Administration Co-ordinator to ensure this point is actioned.

### Disposal

It is the responsibility of the parents/carers to dispose of their Pupil's medicines. It is our policy to return any medicines that are no longer required including those where the date has expired to the parents/carers. Parents/carers will be informed of this when the initial agreements are made to administer medicines. Medication returned to parent/ carers will be documented on the tracking medication form. In the event that parents/carers are unable to collect unused medicines, we will take them to the local pharmacy to be disposed.

Sharps boxes will be in place for the disposal of needles. Collection and disposal of these will be arranged locally through Cannon Hygiene who will remove them from site as required.

### Medical Accommodation

Room 10 will be used for all medical administration/treatment purposes. The location/room will be made available when required.

### Record keeping

**Statutory Requirement: The Management Committee should ensure that written records are kept of all medicines administered to pupils.**

A record of what has been administered including how much, when and by whom, will be recorded on a 'record of prescribed medicines' form. The form will be kept on file. Any possible side effects of the medication will also be noted and reported to the parent/carers.

### Emergency Procedures

**Statutory Requirement: The Management Committee will ensure that the school's policy sets out what should happen in an emergency situation.**

Where a pupil has an individual healthcare plan, this will clearly define what constitutes an emergency and provide a process to follow. All relevant staff will be made aware of the emergency symptoms and procedures. We will ensure other pupils in the school know what to do in the event of an emergency i.e. informing a teacher immediately if they are concerned about the health of another pupil.

Where a pupil is required to be taken to hospital, a member of staff will stay with the pupil until their parents arrives, this includes accompanying them to hospital by ambulance if necessary (taking any relevant medical information, care plans etc. that the school holds). The SENCo/Medical Administration Co-ordinator will ensure this is implemented.

#### Day trips/off site activities

**Statutory Requirement: *The Management Committee should ensure that their arrangements are clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.***

We will ensure that teachers are aware of how a Pupil's medical condition will impact on their participation in any off site activity or day trip, but we will ensure that there is enough flexibility for all pupils to participate according to their own abilities within reasonable adjustments.

We will consider what reasonable adjustments we might make to enable pupils with medical needs to participate fully and safely on visits. We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. We will consult with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.

The SENCo/Medical Administration Co-ordinator will ensure the above actions are implemented.

#### Other issues

Home-to-school transport – this is the responsibility of local authorities, who may find it helpful to be aware of a pupil's individual healthcare plan and what it contains, especially in respect of emergency situations. This may be helpful in developing transport healthcare plans for pupils with life-threatening conditions

## Unacceptable practice

**Statutory Requirement: The governing body will ensure that the school's policy is explicit about what practice is not acceptable.**

Staff are expected to use their discretion and judge each Pupil's individual healthcare plan on its merits, it is not generally acceptable practice to:

- prevent pupils from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every pupil with the same condition requires the same treatment;
- ignore the views of the pupil or their parents; or ignore medical evidence or opinion (although this may be challenged);
- send pupils with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, 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
- prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips e.g. by requiring parents to accompany the child.

## Liability and Indemnity

**Statutory Requirement: The Management Committee will ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.**

Staff at the school are indemnified under the County Council self insurance arrangements.

The County Council is self insured and has extended this self insurance to indemnify school staff who have agreed to administer medication or undertake a medical procedure to pupils. To meet the requirements of the indemnification, we will ensure that staff at the school have parents' permission for administering medicines and members of staff will have had training on the administration of the medication or medical procedure.

### Complaints

**Statutory Requirement: The Management Committee will ensure that the school's policy sets out how complaints may be made and will be handled concerning the support provided to pupils with medical conditions.**

Should parents or pupils be dissatisfied with the support provided they can discuss their concerns directly with the Headteacher. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

\*\*\*\*END OF DOCUMENT\*\*\*\*