



RICKMANSWORTH SCHOOL

Supporting Students With Medical Condition

Version:	3
Version Author:	Richard Titley
Version Ratified By:	Full Governing Body
Date Version Ratified:	September 2020
Governor's Lead:	Tony Walker
SLT's Lead	Richard Titley
Date this version issued:	September 2020
Last Review Date:	September 2018
Next Review Date:	September 2023
Target Audience:	Governors, Staff, Parents
To Be Published on The Website	Yes

Table of Contents

OVERVIEW	3
Purpose	3
Review Process	3
What we do	4
Appendix 1 - Model process for developing individual healthcare plans	11
Appendix 2 - Roles and responsibilities	12
Appendix 3 - emergency salbutamol inhalers	14

OVERVIEW

Purpose

The purpose of this policy is to review against current national guidance and best practice advice from healthcare professionals to ensure that pupils with medical conditions are properly supported so that they have full access to education, including school trips and physical education.

A reference copy of this document is kept on the shared drive and it will be brought to the attention of all members of staff.

Review Process

This document will be reviewed in accordance with our policy review process every three years or on the introduction of new or amended relevant legislation.



Tony Walker
CHAIR OF GOVERNORS



Matthew Fletcher
HEADTEACHER

The content contained herein is drawn from the following statutory guidance:

Supporting pupil at school with medical conditions, April 2014¹

What we do

Rickmansworth school is an inclusive community that supports and welcomes students with medical conditions.

This school is welcoming and supportive of students with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other students. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.

- This school will listen to the views of students and parents/carers.
- Students and parents/carers feel confident in the care they receive from this school and the level of that care meets their needs.
- Staff understand the medical conditions of students at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability and confidence
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school & local health community understand and support the medical conditions policy.
- This school understands that all children with the same medical condition will not have the same needs, our school will focus on the needs of each individual child.
- The school recognises its duties as detailed in Section 100 of the Children and Families Act 2014. (Other related legislation is referenced in DfE guidance p21). Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, this school complies with their duties under that Act. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this policy should be read in conjunction with the Special educational needs and disability (SEND) code of practice.

1

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf

This policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.

- Stakeholders include students, parents/carers, school nurse, school staff, governors, and relevant local health specialist services.

This policy is supported by a clear communication plan for staff, parent/carers and other key stakeholders to ensure its full implementation.

- Students, parents/carers, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

All staff understand and are trained in what to do in an emergency for students with medical conditions at this school.

- All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to students in an emergency.
- All staff receive training in what to do in an emergency.
- All students with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at this school have an individual healthcare plan (IHP)[1], which explains what help they need in an emergency. The IHP will accompany a student should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.
- This school makes sure that all staff providing support to a student have received suitable training and ongoing support to ensure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the student's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or parent/carer. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence and this school keeps an up to date record of all training undertaken and by whom.
- This school has chosen to hold emergency salbutamol inhalers for use by students who have been prescribed a reliever inhaler **and** for whom parental consent for its use has been obtained. (See appendix 3 for further information)

All staff understand and are trained in the school's general emergency procedures.

- All staff, including temporary staff should be aware of the content of this policy and know what action to take in an emergency. School nurses will provide annual training for common conditions eg asthma, allergies, epilepsy and diabetes.[2]
- If a student needs to attend hospital, a member of staff (preferably known to the student) will stay with them until a parent/carer arrives, or accompany a student taken

to hospital by ambulance. They will not take students to hospital in their own car, unless it is approved by a senior member of staff and parents informed.

This school has clear guidance on providing care and support and administering medication at school.

- This school understands the importance of medication being taken and care received as detailed in the student's IHP.

- Medication will only be administered when it would be detrimental to a student's health or school attendance not to do so.

- This school will make sure that there are sufficient members of staff who have been trained to administer the medication and meet the care needs of an individual student. This includes escort staff for home to school transport if necessary. This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.[3]

[3] For school's covered by HCC's insurance where an IHCP is in place; parents have consented for the school to administer medication / meet other support needs as part of that plan; trained staff undertake these support needs

- When administering prescribed medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given. Parents/carers will be informed. Your child is permitted to carry a single dose of paracetamol on them at all times in case of emergency.

- This school will make sure that any student with a medical condition on an off-site visit, including overnight stays is accompanied by, provided with or has access to appropriate medical provision.

- Parents/carers at this school understand that they should let the school know immediately if their child's needs change.

- If a student misuses their medication, or anyone else's, their parent/carer is informed as soon as possible and the school's disciplinary procedures are followed.

²For students requiring insulin injections/insulin via pumps or blood glucose monitoring in schools the Paediatric Diabetes Team will provide this level of training and education.

This school has clear guidance on the storage of medication and equipment at school.

- This school makes sure that all staff understand what constitutes an emergency for an individual student and makes sure that emergency medication/equipment, eg asthma inhalers, epi-pens etc are readily available wherever the student is in the school and on off-site activities, and are not locked away.
- Students may carry their own medication/equipment, or they should know exactly where to access it. Those students deemed competent to carry their own medication/equipment with them will be identified and recorded through the student's IHP in agreement with parents/carers.
- This school will make sure that all medication is stored safely, and that students with medical conditions know where they are at all times and have access to them immediately. Under no circumstances will medication be stored in first aid boxes.
- This school will only accept medication that is in date, labelled and in its original container including prescribing instructions for administration. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Parents/carers are asked to collect all medications/equipment when it is nearing expiry, and to provide new and in-date medication.
- This school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school. They are collected and disposed of in line with local authority procedures.

This school has clear guidance about record keeping.

- As part of the school's admissions process and annual data collection exercise parents/carers are asked if their child has any medical conditions. These procedures also cover transitional arrangements between schools.
- This school uses an IHP to record the support an individual student needs around their medical condition. The IHP is developed with the student (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. Where a student has SEN but does not have a statement or EHC plan, their special educational needs are mentioned in their IHCP. Appendix 2 is used to identify and agree that the support a student needs and the development of an IHCP.

- This school has a centralised register of IHPs, and an identified member of staff has the responsibility for this register.
- IHPs are regularly reviewed, at least every year or whenever the student's needs change.
- The parents/carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the students in their care.
- This school makes sure that the student's confidentiality is protected.
- This school seeks permission from parents/carers before sharing any medical information with any other party.
- This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

This school ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- This school is committed to providing a physical environment accessible to students with medical conditions and students are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out-of-school activities.
- This school makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that students with medical conditions may experience and use this knowledge, alongside the school's anti bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- This school understands the importance of all students taking part in off site visits and physical activity and that all relevant staff make reasonable and appropriate adjustments to such activities in order they are accessible to all students. This includes out-of-school clubs and team sports. Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual student needs.
- This school understands that all relevant staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students

who have been advised to avoid/take special precautions during activity, and the potential triggers for a student's medical condition when exercising and how to minimise these.

This school makes sure that students have the appropriate medication/equipment with them during physical activity and off site visits.

- This school makes sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other student, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a student's medical condition.
- This school will not penalise students for their attendance if their absences relate to their medical condition.
- This school will refer students with medical conditions who are finding it difficult to keep up educationally to the SENDCo who will liaise with the student (where appropriate), parent/carer and the student's healthcare professional.
- Students at this school are aware of what to do in an emergency.
- This school makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of students with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.

- This school is committed to identifying and reducing triggers both at school and on out-of-school visits.
- School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers.
- The IHP details an individual student's triggers and details how to make sure the student remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of students with medical needs.
- This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

- This school works in partnership with all relevant parties including the student (where appropriate), parent/carer, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- Key roles and responsibilities are outlined in Appendix 1.

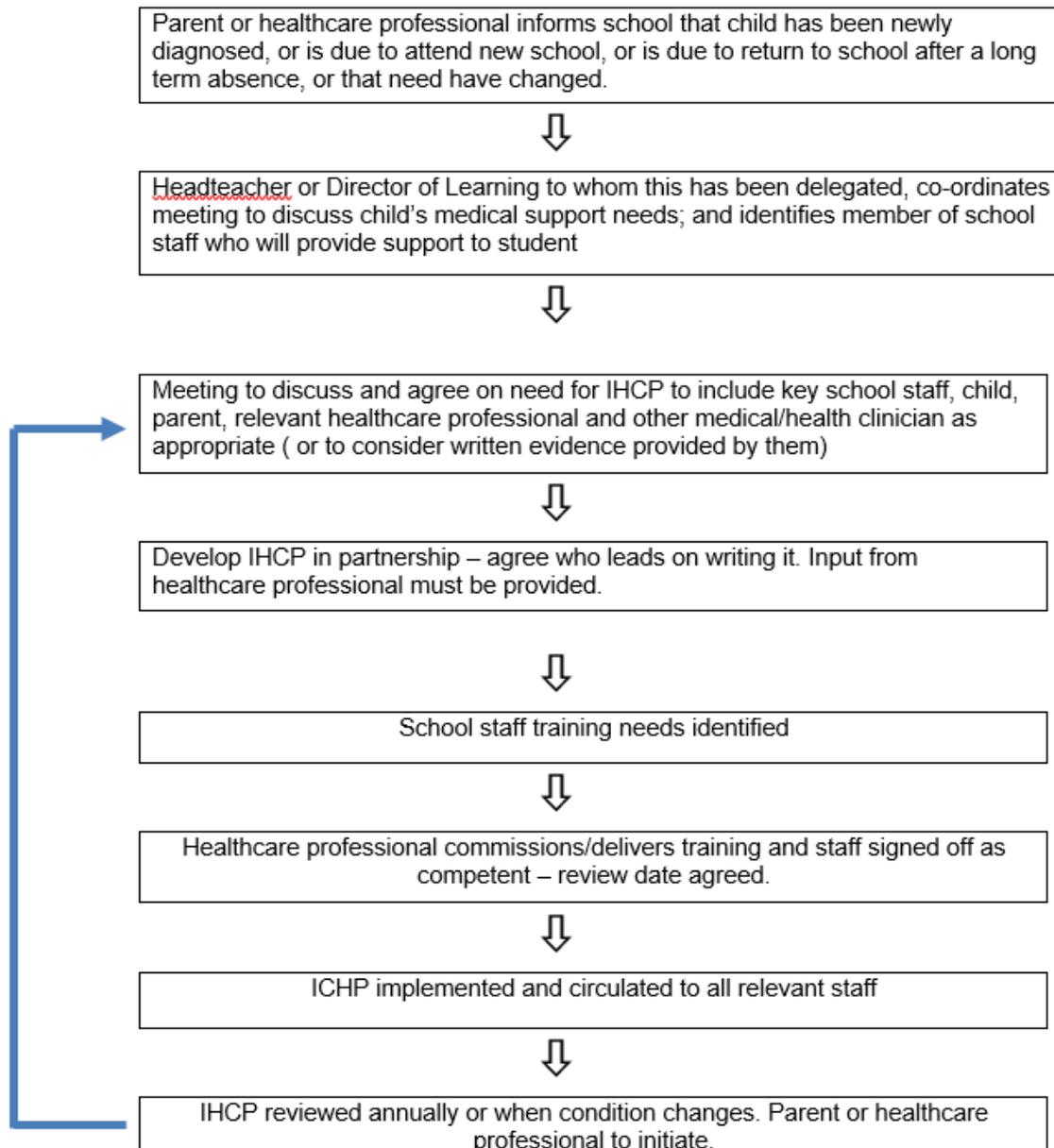
The medical conditions policy is regularly reviewed, evaluated and updated.

- In evaluating the policy, this school seeks feedback from key stakeholders including students, parents/carers, school nurses, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services and governors.

The views of students with medical conditions are central to the evaluation process.

- Should parents or students be dissatisfied with the support provided they should discuss these concerns with the Headteacher.

Appendix 1 - Model process for developing individual healthcare plans



Appendix 2 - Roles and responsibilities

Governing bodies – must make arrangements to support students with medical conditions in school, including making sure that a policy for supporting students with medical conditions in school is developed and implemented. They should ensure that students with medical conditions are supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support students with medical conditions. They should also ensure that any members of school staff who provide support to students with medical conditions are able to access information and other teaching support materials as needed.

Headteacher – should ensure that the school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation. Headteachers should ensure that all staff who need to know are aware of the student's 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 students in this way. They should contact the school nursing service in the case of any student 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.

School staff – any member of school staff may be asked to provide support to students with medical conditions, including the administration 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 students 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 a student with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

School nurse – every school has access to school nursing services. They are responsible for notifying the school when a student has been identified as having a medical condition which will require support in school. Wherever possible, they will do this before the student starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support students with medical conditions, but may support staff in implementing a student'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 student and associated staff training needs - for example, there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing

teams will also be a valuable potential resource for a school seeking advice and support in relation to students with a medical condition.

Other healthcare professionals - including GPs, paediatricians, nurse specialists/community paediatric nurses – should notify the school nurse and work jointly when a student has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Anyone dealing with the medical care of a student in school should contact the named school nurse for that school to ensure a coordinated approach.

Students – with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other students will often be sensitive to the needs of those with medical conditions.

Parents/carers – should provide the school with sufficient and up-to-date information about their student's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents/carers are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, eg provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Appendix 3 – emergency salbutamol inhalers

The school has chosen to hold emergency salbutamol inhalers for use by students who have been prescribed a reliever inhaler **and** for whom written parental consent for its use has been obtained.

The protocol for the use of this inhaler is detailed below, following the Department of Health Guidance on the use of emergency salbutamol inhalers in schools.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/360585/guidance_on_use_of_emergency_inhalers_in_schools_October_2014.pdf

The use, storage, care and disposal of the inhaler and spacers will follow the school's policy on supporting students with medical conditions. Specific guidance on storage and care is provided on page 12 of the Department of Health Guidance on the use of emergency salbutamol inhalers in schools.

The school holds a register of students prescribed an inhaler and parental consent. This list is kept with the emergency inhalers.

Written parental consent is sought for the use of the emergency inhaler. Where consent is received the use of the emergency inhaler will be included in the students' IHP.

Parents/carers will be informed if their child has used the emergency inhaler.

The appointed member of staff for ensuring this protocol is followed is the Welfare Assistant appropriate support and training has been provided in line with the school's policy on supporting students with medical conditions.