

# Supporting students with medical conditions policy

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| <b>Approved by:</b>        | Academy Committee | <b>Date:</b> 24 <sup>th</sup> September 2024 |
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## Aims

This policy aims to ensure that:

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

The governing board/Senior Leadership Team 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 (IHPs) where these are appropriate

## Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting students at their school with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on [supporting students with medical conditions at school](#).

This policy also complies with our funding agreement and articles of association.

## Roles and responsibilities

### 3.1 The Academy Committee

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The Academy Committee has ultimate responsibility to make arrangements to support students with medical conditions. The Academy Committee will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children 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 there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- › Ensure that all staff who need to know are aware of a child's condition
- › Take overall responsibility for the development of IHPs
- › Make sure that school staff are appropriately insured and aware that they are insured to support students in this way
- › Contact the school nursing service or appropriate Nurse Specialists 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
- › Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

### **3.3 Staff**

The school employs a Registered Nurse who, along with the School Nurse Assistant, provide the majority of support to students with medical conditions. However, supporting students with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to students with medical conditions, although they will not be required to do so. This includes the administration of medicines in emergencies, for example EpiPens.

Those staff who take on the responsibility to support students with medical conditions will receive suitable training, and will achieve the necessary level of competency before doing so.

Teachers will consider the needs of students with medical conditions 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.

Arbor is used as the main tool to record information about the medical conditions of students. This provides a route for all teaching staff to access up-to-date medical information about the students in their care. Through training and updates from the school nurse, staff are encouraged to use Arbor to ensure they have current information on the needs of students. Further urgent medical information is shared via the weekly Student Bulletin and school email systems. There is a focus on ensuring that information about significant health conditions is shared in a timely way. Updates across the year highlight changes and alert staff to the needs of students who have acute or chronic conditions that will require support in school. Both the physical and emotional needs of students with medical conditions are foregrounded for staff, and the educational impact of medical needs are also highlighted.

Staff know the telephone number of the medical room and follow agreed procedures to send students to Medical during the school day. They are expected to pay due attention to the individual medical needs of students when supporting them during the school day.

### **3.4 Parents**

Parents 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 IHP and may be involved in its drafting
- › Carry out any action they have agreed to as part of the implementation of the IHP, e.g., provide medicines and equipment, and ensure they or another nominated adult are always contactable.

### 3.5 Students

While parents usually provide most information to school, 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 decisions around their care. In the minority of cases where an IHP is in place, they are also expected to comply with their plan.

Students are introduced to the medical room when they join Thornden. They can access the Medical Room during the school day are expected to attend should this be necessary (with their tracker and water bottle). Should they become unwell during a lesson, they will be sent to Medical accompanied by another student.

### 3.6 School nurses and other healthcare professionals

On some occasions, a Nurse Specialist may notify the school when a student has been identified as having a medical condition that will require support in school. This will be before the student starts school, wherever possible. They may also support staff to implement a child's IHP in the minority of cases where this is appropriate. When information is received, the school nurse will make contact with the parent/carer to make a plan to provide appropriate support, and any actions, for the student.

Healthcare professionals, such as GPs and pediatricians, may provide information to school in clinic letters.

## Equal opportunities

Our school is clear about the need to actively support students with medical conditions to participate in the curriculum, in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be completed so that planning arrangements consider possible steps to ensure students with medical conditions are included. In doing so, students, their parents and any relevant healthcare professionals will be consulted.

## Being notified that a child has a medical condition

When the school is notified that a student has any type of medical condition it is documented on Arbor with the amount of detail about symptoms and treatment in proportion to the severity of the condition and the complexity of the management. Only a minority of students in school have IHPs, Information and support for students with medical conditions (including IHPs) is managed via Arbor which is updated daily as students visit the medical room. Arbor is also updated when changes to medical conditions and/or appropriate treatment occur.

The school will make every effort to ensure that appropriate arrangements are put into place within 2 weeks, or by the beginning of the relevant term for students who are new to our school.

See Appendix 1.

## Individual healthcare plans (IHPs)

While the headteacher has overall responsibility for overseeing the development of IHPs for students with medical conditions, the practical application of development has been delegated to the school nurse. Most students with medical conditions in school do not require an IHP and putting one in place would be disproportionate to their medical needs and therefore not appropriate. The day-to-day medical needs of most students are managed by staff in the medical room who have access to up to date records on Arbor. For those students who do need an IHP, the following process is used:

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

- What needs to be done
- When
- By whom

Should an IHCP be requested but the relevant healthcare professionals advise the school and the parents that this would be inappropriate or disproportionate, this will be discussed with parents. A final decision to issue an IHP will be made by the Headteacher who will have taken advice from the school nurse.

Should an IHP be required, it will be drawn up in partnership with the school, parents and healthcare professionals where they are actively involved. The student will be involved wherever appropriate.

IHPs will be linked to, or become part of, any Education, Health and Care (EHC) Plan. If a student has Special Educational Needs (SEN) but does not have an EHCP, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The school nurse will consider the following when deciding what information to record on IHPs:

- › 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 this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- › On rare occasions, specific support 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 support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student's medical condition
- › Who in the school needs to be aware of the student'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 student 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 student can participate, e.g. risk assessments
- › Where confidentiality issues are raised by the parent/student, the designated individuals to be entrusted with information about the student's condition
- › What to do in an emergency, including who to contact, and contingency arrangements
- › Some of these procedures may also be put in place for students who do not have an IHP.

## 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 **and**
- › Where we have parents' written consent

**The only exception to this is where the medicine has been prescribed to the student without the knowledge of the parents.**

Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Only the school nurse can give a student medication (for example, for pain relief) – they will check maximum dosage and when the previous dosage was taken. Stickers are used to record the administration of medication on the tracker cards.

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 that is 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 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.

At Thornden School, we have made the decision that no student will be allowed to carry controlled drugs.

All other controlled drugs are kept in a secure cupboard in the medical room.

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 Students managing their own needs

Students who are competent will be encouraged to manage their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Students will be allowed to carry their own medicines and relevant devices wherever possible, in consultation with the school nurse. Staff will not force a student to take a medicine or carry out a necessary procedure if they refuse but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

## 7.3 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the student's IHP, but it is generally not acceptable to:

- › Prevent students from easily 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 IHPs
- › 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 in order to manage their medical condition effectively
- › Only in very exceptional circumstances will the school require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their student, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- › Prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- › Administer, or ask students to administer, medicine in school toilets

## Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All students' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a student needs to be taken to hospital, staff will stay with the student until the parent arrives, or accompany the student to hospital by ambulance.

## Training

Staff who are responsible for supporting students with specific medical needs, e.g. for a student going on a trip, will receive appropriate training by the school nurse.

The training will be identified during the development or review of IHPs. Staff who support students with medical conditions will be included in meetings where this is discussed.

For students across the school with medical needs, the school nurse will ensure 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 IHPs should these be in place
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction. The school nurse provides annual training updates on the big four (asthma, diabetes, epilepsy, anaphylaxis) and highlights students with these conditions, explaining the management required for each.

The school has a high number of staff trained as First Aiders and their training is refreshed in a timely way with records of all training centrally maintained. First Aiders are deployed appropriately to support domestic and international trips.

## Record keeping

The Head of School will ensure that written records are kept of all medicine administered to students for as long as these students are at the school. Parents will be told if a student has been unwell at school via the tracker cards on most occasions.

IHPs are kept on Arbor, within each pupil's profile, for staff to access when required.

Governors will carry out regular checks of the written records.

## Liability and indemnity

The school will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

## Complaints

Parents with a complaint about the school's actions regarding their child's medical condition should first discuss these with the school nurse. If the nurse cannot resolve the matter, they will direct parents to the school's complaints procedure.

## Monitoring arrangements

This policy will be reviewed and approved by the governing board every 2 years.

## Links to other policies

This policy links to the following policies:

- Management of medicines in school
- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy