



**The Kingswinford School**

# **MEDICAL CONDITIONS POLICY**

Adopted by the Governing Body:

Review date:

First Draft: June 2014

Reviewed: September 2017 by Joanne Edwards - SENCo

# THE KINGSWINFORD SCHOOL

## MEDICAL CONDITIONS POLICY

### Preamble

This policy has been produced following advice from appropriate medical sources and takes account of statutory guidance, 'Supporting students at school with medical conditions', April 2014 and updated in December 2015 (this document is due to be updated Autumn 2017) and the Equality Act 2010

### Aims

The school recognises its duty to make arrangements for supporting students with medical conditions, in terms of both physical and mental health.

The school aims to:

- Support students so that they have full access to education, including educational visits and physical education. Students should have the opportunity to play a full and active role in school life in order to remain healthy and achieve their academic potential;
- Make appropriate arrangements to support students at school with medical conditions;
- Consult with health and social care professionals, students and parent or carers to ensure the needs of students with medical conditions are effectively supported;
- Support the reintegration of students after long term absence.

### Admission to the school

No child should 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 their safeguarding duties, the Governing Body should ensure that a student's health is not put at unnecessary risk from, for example infectious diseases. The Headteacher does not have to accept a child in school at times where it is judged it would be detrimental to the health of the student or others to do so.

In the event of the Headteacher taking a decision to temporarily refuse admission to the school:

- The Chair of Governors should be informed immediately;
- The Headteacher or an appropriate Senior Leader must work with health and social care professionals to work for admission of the student at the earliest opportunity.

### Implementation of the policy

- The Headteacher or an appropriate Senior Leader in consultation with the SENCO is responsible for ensuring that sufficient staff are suitably trained.
- All relevant staff, including supply teachers, will be made aware of a student's medical condition.
- Risk assessments will be completed in line with the Educational Visits policy for all school visits, holidays, and other activities outside of the normal timetable.
- Individual care plans will be monitored.

### Individual Healthcare Plans

- Individual healthcare plans may be initiated, in consultation with the parent or carer or carer, by a member of school staff or healthcare professional involved in providing care for the child. If consensus cannot be reached, the Headteacher will take a final view.
- Plans should be drawn up in partnership between the school, parent or carers and relevant healthcare professionals. Students should be involved whenever appropriate.
- An individual healthcare plan should provide clarity about what needs to be done, when and by whom.
- Partners should agree who will take the lead in writing the plan, though the school is responsible for ensuring the plan is finalised and implemented.
- Plans should be reviewed at least annually or earlier if the student's needs have changed.
- Where a student is returning to school following a period of hospital education or alternative provision, the school will work with the health care professionals and

education provider to ensure an individual healthcare plan is in place **before** the student returns to school.

- In consultation with health professionals the school will contribute to the creation of a careplan which takes account of the following:
  - The medical condition, its triggers, signs, symptoms and treatments;
  - The student's 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;
  - Support for the student's educational, social and emotional need e.g. how absences will be managed, requirements for extra time to complete examinations, use of rest periods or additional support in catching up with lessons;
  - The level of support needed (some children will be able to take responsibility for their own medical needs), including in emergencies. If a student is self-managing his 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 student's medical condition from a healthcare professional; and cover arrangements 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 parent or carers and the Headteacher for medication to be administered by a member of staff, or self-administered by the student during school hours;
  - Arrangements required for school trips or other school activities outside the normal school timetable that will ensure the student can participate, e.g. risk assessments;
  - Where confidentiality issues are raised by the parent or carer or 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.

### **Managing Medicines on School Premises**

- Medicines should only be administered at school when it would be detrimental to a student's health or attendance not to do so.
- No student under 16 should be given prescription or non-prescription medicines without their parent or carer's written consent – except in exceptional circumstances where the medicine prescribed for the student without the knowledge of parent or carers. In such cases the school will make every effort to encourage the student to involve their parent or carers while respecting their right to confidentiality.
- A student under 16 should never be given medicine containing aspirin unless prescribed by a doctor and with parent or carer's consent.
- Where possible, parent or carers should speak to health professionals to ensure medicines are prescribed in dose frequencies which enable them to be taken outside school hours.
- The school will only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.
- The administering of medicines is the responsibility of an appropriately trained member of the school support staff. All medicines will be stored securely in the reception area.

### **Emergency Procedures**

In the event of a medical emergency, parent or carers will be informed immediately. It is the responsibility of parent or carers to make sure that contact details are up to date.

- If a student needs to be taken to hospital, a member of staff will stay with him/her until the parent or carer arrives, or accompany him/her to hospital by ambulance.

## **Educational Visits**

- The school aims to support students with medical conditions to participate in school trips and visits, or sporting activities.
- Teachers should be aware of how a student's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments.
- Parent or carers must participate in any risk assessment, and provide up to date information about their child's medical condition before the educational visit takes place.

## **Insurance Arrangements**

Employers Liability Insurance is provided by Zurich Municipal Insurance.

Information about this insurance policy is available from the Business Manager.

## **Roles and Responsibilities**

### Parents or carers responsibilities

- Before the arrival of their child in the school, to assume primary responsibility, along with their child's medical team, for educating their child in the management of his/her condition.
- Ensure that their child knows how to manage his condition in the school environment.
- To provide the school with up to date information on their child's condition and relevant contact telephone numbers.
- To provide the school with up to date medication, including inhalers and Epi-pens where necessary.
- To provide the school with a copy of any care plan that exists and contribute to the development of an individual care plan for their child.
- To allow the administration of medication to their child should the need arise.
- To allow the school to call for medical assistance if it is considered necessary, in line with general school procedures.

### Student responsibility

- To have knowledge of their medical condition and how it affects them.
- Where appropriate students should self-medicate e.g. epipen, asthma inhaler, insulin pens/pumps.
- To have an understanding of the safe care and administration of any relevant medication.
- To be aware that it is their responsibility to tell a member of staff if they start to feel unwell, from their condition, such as a diabetic going into a low blood sugar state (hypoglycaemic) or a nut allergic student starting a reaction.
- To share their symptoms with a responsible adult in the school, so they can respond appropriately, and the staff can contact their parent or carers if necessary.
- To contribute to the development of, and comply with, their individual healthcare plan.

### School responsibility

- To keep an up to date medical conditions policy.
- To ensure that staff receive suitable training and are competent before they take on responsibility to support children with medical conditions.
- To ensure that staff who provide support to students with medical conditions have access to appropriate information. Any member of staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help.
- The Headteacher has overall responsibility to make sure individual healthcare plans are developed.
- The Headteacher should make sure that school staff are appropriately insured to support students with medical conditions.
- In the event of a student with a medical condition going to the school reception feeling unwell, he/she will be kept in the office and observed by a member of staff as needed. The named family member will be contacted when appropriate and respecting the student's awareness of his/her condition.

- The school office will enable the student to contact his/her parent or carers in privacy if he/she so wishes.
- The school will provide induction for parent or carers of those students with medical conditions joining the school in order to make them and their child aware of the provision.

### **Complaints**

Any parent or carer or student who is dissatisfied with the support provided by the school should discuss the matter with the Headteacher or an appropriate Senior Leader in the first instance. If a parent or carer or student remains dissatisfied they may make a formal complaint using the school's complaints procedure.

Review date:                September 2018

## **APPENDIX 1**

### **PROCEDURE FOR DEVELOPING INDIVIDUAL HEALTHCARE PLANS (IHCP)**

- Parent or carer or healthcare professional informs the school that a student 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 that needs have changed.
- The Headteacher or appropriate Senior Leader or SENCO co-ordinates a meeting to discuss the student's medical support needs; and identifies a member of staff who will provide support for the student.
- Meeting to discuss and agree on the need for an IHCP to include appropriate school staff, the student, parent or carers, and relevant healthcare professionals.
- Develop IHCP in partnership – agree who leads on writing it. Input from a healthcare professional must be provided.
- School staff training needs identified.
- Healthcare professionals deliver training and school staff signed off as competent – review date agreed.
- IHCP implemented and circulated to appropriate staff.
- IHCP reviewed annually or when the medical condition changes. It is the responsibility of either the parent or carer or healthcare professional to initiate the review process.