

drb Ignite Multi Academy Trust

Pupils with Medical Conditions Policy

drb Ignite Trust Vision Statement _____

The drb Ignite Multi Academy Trust has been established through a shared belief that lives can be transformed by what goes on in schools. We believe that the process of teaching and learning shapes futures. To this end, our vision is to give every child learning experiences that excite them and give them the power to begin to shape their own lives.

Vision:

All pupils achieve the highest standard of educational outcomes regardless of circumstances or background.

Rationale

The Trust and its schools have a duty to support pupils with medical conditions. This Policy sets out the arrangements for such support.

The Policy responds to:

- Supporting pupils at school with medical conditions DfE Updated August 2017
- School Admissions Code 2012
- Special educational needs and disabilities code of practice 0-25years 2013
- The Equality Act 2010

The Policy relates to pupils with an ongoing medical problem. Minor, short term or one-off medical problems are covered by each school's separate First Aid Policy.

Trust schools will maintain a focus on each individual child with a medical condition and seek to give parents and pupils confidence in the school's ability to provide effective support for medical conditions

The Policy should be followed whenever a school is notified that a pupil has a medical condition.

The Policy covers:

- who should be informed
- details of meetings
- recording of information and action points
- particular procedures for life-threatening conditions
- procedures for ensuring information updates
- timescales to put arrangements into place

Policy Aims

Trust schools will at all times:

- listen and respond to a child's needs
- have a good understanding of how medical conditions impact on a child's ability to learn
- increase pupil confidence by including them in decision making as far as is possible
- support pupils by promoting independence and self-care

Policy Implementation

Headteachers have overall responsibility for the implementation of this Policy. In all Trust schools headteachers will:

- commit to making sure that all relevant staff are made aware of a pupil's condition. Details of how this works in practice will be found in individual school procedures
- have arrangements in place in case of staff absence to ensure someone is always available to support a child's needs.
- ensure appropriate briefings are provided for supply teachers
- conduct risk assessments for school visits, holidays and other school activities
- outside of the normal timetable include provision for pupils with medical conditions
- monitor individual healthcare plans (see Appendix A) and have a clear procedure for conducting such monitoring.

Pupil role in managing own medical needs

Pupils are often competent to manage their own medical needs and medicines and should be supported to do so if this is possible.

As appropriate schools will clearly articulate the arrangements for pupils to access medicines easily as appropriate.

Following discussion with parents/carers, pupils will be positively encouraged to take responsibility in managing their medical need and this will be reflected in their individual healthcare plan (IHP). Where a pupil is reluctant to take on this responsibility, schools will support the pupil to reach the level of responsibility agreed and documented in the IHP.

Where possible and safe to do so, pupils may carry their own medicines or devices or be able to access them quickly.

No pupil will be expected to take on responsibility until they are ready for it and appropriate supervision will always be given if needed.

Managing medicines on school premises

In order to manage medicines safely on Trust school premises, the following arrangements apply:

- medicines will only be administered at school when it would be detrimental to a pupil's health or school attendance not to do so
- where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours
- no pupil will be given prescription or non-prescription medicines without their parent/carer written consent
- pupils will not be given medicine containing aspirin unless prescribed by a doctor
- medication e.g. for pain relief, will never be administered without first checking maximum dosages and when the previous dose was taken. Parents/carers will always be informed
- schools will only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by a pharmacist and including instructions for administration, dosage and storage. The exception to this is insulin which must still be in date but may be made available inside an insulin pen or a pump, rather than in its original container
- all medicines will be stored safely. Pupils should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to pupils and not locked away. This is particularly important to consider when off school premises e.g. on school trips
- A pupil who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so but passing it to another child for use is an offence. Monitoring arrangements may be necessary in such circumstances. The school will keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff will have access. Arrangements will ensure controlled drugs are easily accessible in an emergency. A record will be kept of any doses used and the amount of the controlled drug held in school
- Only appropriately trained school staff will administer a controlled drug to a pupil for whom it has been prescribed. Staff administering medicines will do so in accordance with the prescriber's instructions. The school will keep a record of all medicines administered to individual pupils, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school will be noted
- When no longer required, medicines will be returned to the parent/carer to arrange for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps

Record keeping

Written records will be kept of all medicines administered to pupils.

Procedures for emergency situations

All schools will have clear procedures for managing emergency situations. These will be located in:

- specific procedures documented in a pupil's Individual Healthcare Plan (IHP)
- general school procedures
- procedures that cover off-site situations e.g. school trips, sports activities.

Day trips, visits and sporting activities

Where possible Trust schools will be flexible and make reasonable adjustments so that pupils with medical conditions can take part in all school opportunities including day trips, visits and sporting activities.

In addition, schools will set out in their procedures how they will support pupils with common medical conditions.

Schools will carry out appropriate risk assessments regarding the participation of pupils with medical needs.

Schools may require a meeting with parents/carers as part of preparing to support a pupil's needs on a trip. Where possible, schools will arrange adjustments to the programme, accommodation or food provision to include and fully meet a pupil's needs.

Unacceptable practice

In line with DfE statutory requirements, it is considered unacceptable 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/carers
- ignore medical evidence or opinion
- 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 plan
- send pupils to the school office or medical room unaccompanied or with someone unsuitable if they become ill
- penalise pupils for their attendance record if their absences are related to their medical condition eg 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/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues.

Staff support roles

Individual school procedures will outline the names and roles of those involved in providing support for pupils with medical conditions. These will be regularly reviewed and updated by each school.

The role of the Trust Board

The Trust Board will:

- ensure effective arrangements are in place to support pupils with medical needs in all Trust schools, including making sure the Trust Policy and procedures are implemented
- ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support pupils with medical conditions
- ensure staff have access to information and other teaching resources to support pupils appropriately

The role of the head teacher

The headteacher will:

- make sure all staff are aware of Policy and procedures and understanding their role in implementation
- ensure all staff, who need to know, are aware of a particular pupil's medical condition
- ensure sufficient staff are appropriately trained and training is kept up to date
- have overall responsibility for the development of Individual Healthcare Plans
- make sure staff are adequately insured and made aware of cover
- make sure the school nurse service is aware of pupils who require support

The role of school staff

In schools:

- any member of school staff may be asked to provide support to a pupil with a medical condition, including the administering of medicines, although they cannot be required to do so
- although administering medicines is not part of teacher's professional duties, they should take into account the needs of pupils they teach with medical conditions
- staff will receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support a pupil with a medical condition.

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

The role of pupils

Every consideration will be given to involving pupils in the management of their own care and the decisions around this. Pupils will:

- be encouraged to provide information about how their condition affects them.
- be fully involved in discussions and decision making and contribute to their IHP

The role of parents/carers

Parents/carers will be encouraged to work closely with school to:

- provide the school with appropriate, sufficient and up to date information
- develop and review the Individual Healthcare Plan
- carry out any agreed action as part of the implementation of the IHP

The role of the Local Authority

Trust schools will work with the Local Authority to ensure a pupil's needs are met as:

- local authorities are commissioners for the school nurse service
- both have a duty to promote co-operation between relevant partners

The role of CCGs

The Trust recognises the role of Clinical Commissioning

Groups as:

- responsible for commissioning other healthcare professionals such as specialist nurses.
- ensuring that commissioning is responsive to children's needs and that health services cooperate well and build effective working arrangements with schools in order to meet children's needs

Working with the school nurse service

All schools will aim to work collaboratively with the school nurse service as and when required. In most circumstances the school nurse:

- will be responsible for notifying the school when a pupil has been identified as having a medical condition which will require support. Wherever possible, this should be done before the pupil starts at the school
- will 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
- will liaise with lead clinicians locally on appropriate support for the pupil and associated staff training needs.

Wider roles and responsibilities

Other healthcare professionals may be involved in supporting pupils with medical conditions.

- they should notify the school nurse service of pupils requiring support.
- they may provide guidance and advice on developing IHPs

Regulation through Ofsted

The inspection framework places clear emphasis on meeting the needs of disabled children and pupils with SEN. Inspectors are briefed to consider pupils with medical conditions alongside these groups and to report on how well their needs are being met. Schools will ensure monitoring and reporting arrangements are effective and efficient and demonstrate impact on pupil outcomes.

Staff Training

The Trust has responsibility to ensure staff are properly trained and any member of staff providing support to a pupil with medical needs will receive suitable training.

Staff will not be expected to give prescription medicines or undertake health care procedures without appropriate training.

Individual school procedures will identify how:

- staff will be supported in carrying out their role to support pupils with medical conditions and how this will be reviewed
- training is kept up to date as well as covering initial training requirements
- training needs are assessed

- by whom training will be commissioned and provided
- arrangements for whole school awareness training (ie. all staff not just those with particular responsibilities for pupils with medical needs)
- responsibility is delegated for ensuring that sufficient staff are suitably trained

Insurance

The Trust Board will ensure that the appropriate levels of insurance are in place and appropriately reflect the level of risk.

Complaints handling

Any complaint in relation to this Policy or an individual school's implementation procedure should be raised in accordance with the Trust's Complaint's Policy.

Review

This policy will be reviewed every two years.

Monitoring and review	Trust Board, headteachers
Links	Risk Management Policy First Aid Policy
Staff responsible	CEO Headteachers of all schools Teachers Pastoral support workers School Nurse
Committee responsible	Trust Board
Date approved	November 2019
Reviewed	November 2019
Next review	November 2021
Sign off by Chair of Trust	 Date: November 2019

*Please note that should there be any changes/further national guidance issued relevant to this policy, it will be updated accordingly prior to the review date shown above and referred to the next Trust Board meeting.

Change Management

Issue No.:	Change date:	Change description:
1.0	Nov'16	Initial release
2.0	Nov'18	Rebranded, updated and signed off for release
3.0	Nov'19	Updated, signed off and published

Appendix A Individual healthcare plans

Individual Healthcare Plans “IHP” exist to document a pupil’s medical needs and the provision being made to meet those needs. They are a useful tool for schools to use to ensure that the needs of the pupil are well met. They are written with input from all the relevant parties including the school nurse, support assistant and parent/carer. They may be written and overseen by the pupil’s allocated support assistant as appropriate.

IHPs will be developed with the pupil’s best interests in mind and will ensure that the Trust school assesses and manages any risks to the pupil’s education, health and social well-being and minimises disruption.

IHPs will be reviewed at least annually or more frequently if evidence is presented that the pupil’s needs may have changed.

The following Information gives a brief overview of what may be recorded in IHPs:

[Note that in deciding what information should be recorded on individual healthcare plans, the school’s Executive Governance Group should consider at least the following in order to comply with statutory guidance]

- 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 a child’s condition, dietary requirements and environmental issues e.g. crowded corridors, classroom environment and playtime provision;
- specific support for the pupil’s educational, social and emotional needs – e.g. how absences will be managed, requirements for extra time to complete tests, use of rest periods or additional support in catching up with lessons and counselling sessions;
- the actual 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/carers and the head teacher 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/carer/child, the designated individuals to be entrusted with information about the pupil's condition;
- what to do in an emergency, including who to contact and backup 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.

