

## DOVE HOUSE SCHOOL ACADEMY TRUST

### Supporting Pupils with Medical Conditions

<b>Policy Title</b>		Supporting Pupils with Medical Conditions	
<b>Author / Reviewer</b>		Governance Lead /Welfare Officer/ H&S Officer/ Acting Headteacher	
<b>Trustee Committee</b>		Headteacher	
<b>Signed by Dave Dupont (Acting Headteacher))</b>			
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		<b>Next Review</b>	Dec 2021

#### **1. Statement of Intent**

The board of trustees of Dove House School Academy has a duty to ensure arrangements are in place to support pupils with medical conditions. This policy is based on the DfE publication (December 2015):

*“Supporting pupils at school with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of Academies in England”*

The aim of this policy is to ensure that all pupils with medical conditions, in terms of both physical and mental health, receive appropriate support allowing them to play a full and active role in school life, remain healthy, have full access to education (including school trips and physical education) and achieve their academic potential.

Dove House School Academy believes it is important that parents and carers of pupils with medical conditions feel confident that the school provides effective support for their pupil’s medical condition, and that pupils feel safe in the school environment.

There are also social and emotional implications associated with medical conditions. Pupils with medical conditions can develop emotional disorders, such as self-consciousness, anxiety and depression, and be subject to bullying. This policy aims to minimise the risks of pupils experiencing these difficulties.

Long-term absences as a result of medical conditions can affect educational attainment, impact integration with peers, and affect wellbeing and emotional health. This policy contains procedures to minimise the impact of long-term absence and effectively manage short-term absence.

Some pupils with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. The school has a duty to comply with the Act in all such cases.

In addition, some pupils with medical conditions may also have SEND and have an education, health and care (EHC) plan collating their health, social and SEND provision. For these pupils, compliance with the DfE's 'Special educational needs and disability code of practice: 0 to 25 years' and the school's SEND Policy will ensure compliance with legal duties.

To ensure that the needs of our pupils with medical conditions are fully understood and effectively supported, we consult with health and social care professionals, pupils and their parents and carers.

## **2. Responsibilities**

### **The Board of Trustees**

- ❖ Must ensure that the arrangements put in place are sufficient to meet their statutory responsibilities and must ensure that policies, plans, procedures and systems are properly and effectively implemented.
- ❖ Will ensure that arrangements are in place to support pupils with medical conditions in order that they can access and enjoy the same opportunities as any other pupil at the school.
- ❖ Ensures that no prospective pupil is denied admission to the school because arrangements for their medical condition have not been made.
- ❖ Ensures that pupils' health is not put at unnecessary risk. As a result, the board holds the right to not accept a pupil into school at times where it would be detrimental to the health of that pupil or others to do so, such as where the pupil has an infectious disease.

### **The Headteacher**

- ❖ Ensures that this policy is effectively implemented.
- ❖ Ensures that all staff are aware of this policy and understand their role in its implementation.
- ❖ Has overall responsibility for the development and monitoring of IHCPs, but can delegate these tasks.
- ❖ Ensures that a sufficient number of staff are trained and available to implement this policy and deliver against all individual healthcare plans (IHCPs), including in emergency situations.
- ❖ Considers recruitment needs for the specific purpose of ensuring pupils with medical conditions are properly supported.
- ❖ Ensures cover arrangement in case of staff absence to ensure someone is always available.

- ❖ Ensures any supply teachers or support staff are suitable briefed about pupils with IHCPs.
- ❖ Ensures that staff are appropriately insured and aware of the insurance arrangements.
- ❖ Will task staff to contact the school nursing service where a pupil with a medical condition requires support that has not yet been identified.

### **School Staff**

- ❖ Will take appropriate steps and make necessary adjustments to support pupils with medical conditions, to have full access to education.
- ❖ May be asked to provide support to pupils with medical conditions, including the administering of medicines, but are not required to do so unless it forms part of their employment contract.
- ❖ Will receive sufficient training and achieve the required level of competency before taking responsibility for supporting pupils with medical conditions.
- ❖ Will familiarise themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- ❖ Can administer medication, if they have agreed to and have received the requisite training. All medication will be administered in line with the Administration of Medicines Policy.

### **Parents and Carers**

- ❖ Should notify the school if their pupil has a medical condition and also keep the school informed about any changes to their pupil's health or medical needs.
- ❖ Will be involved in developing an Individual Health Care Plan (IHCP) for their pupil in collaboration with the Headteacher, other staff members and/or healthcare professionals.
- ❖ Must provide parental consent for the school to administer medication.
- ❖ Provide the school with the medication their pupil requires, keeping it up-to-date and collecting any unused medication at the end of the treatment course or end of each term.

### **Pupils**

- ❖ Pupils should be fully involved in discussions about their medical support needs and should contribute to the development of their IHCP as far as possible.

- ❖ Pupils, who are competent to take responsibility for managing their own medicine and procedures, should be encouraged to do so. Any discussion and decision regarding their ability to do so, will be documented within their IHCP
- ❖ Pupils should be allowed to carry their own medicines or devices if they are competent to do so. If it is not appropriate for a child to self-manage, relevant staff should help to administer medicines and manage procedures for them. The decisions should be reflected in their IHCP.
- ❖ Pupils are able to refuse to take medicine or carry out a necessary procedure and should not be forced to do so. Staff should follow the procedure agreed in the IHCP and inform the parent or carer.

### **3. Notification Procedure (New Medical Condition, On Admission or Following a Change in Need)**

- ❖ When the school is notified that a pupil has a medical condition that requires support, it will arrange a meeting with parents or carers, and the pupil, with a view to discussing the necessity of an IHCP. Healthcare professionals will also be included if the medical conditions are long term and/or complex.
- ❖ The school does not wait for a formal diagnosis before providing support to pupils. Where a pupil's medical condition is unclear, or where there is a difference of opinion concerning what support is required, a judgement is made by the Headteacher based on all available evidence (including medical evidence and consultation with parents or carers).
- ❖ For a pupil starting at the school in a September intake, arrangements are in place prior to their introduction following information supplied by their previous institution which has been updated at a meeting before admission.
- ❖ Where a pupil joins the school mid-term or a new diagnosis is received, support arrangements are put in place as quickly as possible. A pupil will not be denied admission to the school or prevented from taking up a school place because arrangements for their medical condition have not been made.

### **4. Individual Healthcare Plans (IHCPs)**

- ❖ The school, parent or carer and healthcare provider (if appropriate) agree, based on evidence, whether an IHCP is required for a pupil, or whether it would be inappropriate or disproportionate to their level of need. If no consensus can be reached, the Headteacher makes the final decision.
- ❖ The school, parent or carer and a relevant healthcare professional (if appropriate) work in partnership to create and review IHCPs. The pupil should also be involved in the process if possible.

- ❖ IHCPs include the following information:
  - The medical condition, along with its triggers, symptoms, signs and treatments.
  - The pupil's needs, including medication (dosages, side effects and storage), other treatments, facilities, equipment, access to food and drink (where this is used to manage a condition), dietary requirements and environmental issues.
  - The support needed for the pupil's educational, social and emotional needs.
  - The level of support needed, including in emergencies.
  - Whether a pupil can self-manage their medication.
  - Who will provide the necessary support, including details of the expectations of the role and the training needs required, as well as who will confirm the supporting staff member's proficiency to carry out the role effectively.
  - Cover arrangements for when the named supporting staff member is unavailable.
  - Who needs to be made aware of the pupil's condition and the support required.
  - Arrangements for obtaining written permission from parents or carers and the Headteacher for medicine to be administered by school staff or self-administered by the pupil.
  - Separate arrangements or procedures required during school trips and activities.
  - Where confidentiality issues are raised by the parent, carer or pupil, the designated individual to be entrusted with information about the pupil's medical condition.
  - What to do in an emergency, including contact details and contingency arrangements.
  
- ❖ Where a pupil has an emergency healthcare plan prepared by their lead clinician, this is used to inform the IHCP.
  
- ❖ IHCPs are easily accessible to those who need to refer to them, but confidentiality is preserved.
  
- ❖ Where a pupil has an EHC plan, the IHCP is linked to it or becomes part of it. The IHCPs will be reviewed on an annual basis at the same time as the EHC plan, or when a pupil's medical circumstances change, whichever is sooner.
  
- ❖ Where a pupil is returning from a period of hospital education, alternative provision or home tuition, we work with the LA and education provider to ensure that their IHCP identifies the support the pupil needs to reintegrate.

## **5. Administration of Medication**

Please refer to the Administration of Medicines policy for guidance.

## **6. Emergency Procedures**

Medical emergencies are always dealt with in accordance with the student's IHCP.

- ❖ Where an IHCP is in place, it should detail:
  - What constitutes an emergency?
  - What to do in an emergency.
- ❖ All pupils in the school are made aware that they should inform the nearest member of staff immediately if they think help is needed.

## **7. Day Trips, Residential Visits and Sporting Activities**

Pupils with medical conditions are supported to participate in school trips, sporting activities and residential visits.

- ❖ Prior to an activity taking place, the trip leader conducts a risk assessment to identify what reasonable adjustments should be taken to enable pupils with medical conditions to participate. They should seek advice from the pupil, parents or carers and relevant medical professionals (if appropriate)
- ❖ The school will arrange for adjustments to be made for all pupils to participate, except where evidence from a clinician, such as a GP, indicates that this is not possible.

## **8. Home-to-School Transport**

Arranging home-to-school transport for pupils with medical conditions is the responsibility of the Local Authority. Where appropriate, the school will share relevant information to allow the LA to develop appropriate transport plans for pupils with life-threatening conditions.

## **9. Staff Training**

- ❖ Dove House School Academy adopts a whole-school approach to training, ensuring that all staff employed by the academy are aware of this policy and of their role when implementing the policy. New staff will be made aware of the policy as part of their induction process.
- ❖ Such training will form part of the overall school training plan and refresher training will be scheduled at appropriate intervals.
- ❖ The Health and Safety Coordinator will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.
- ❖ A first-aid certificate does not constitute appropriate training for supporting pupils with medical conditions.
- ❖ Any staff member providing support to a pupil with medical conditions receives suitable training. Through training, staff will have the requisite

competency and confidence to support pupils with medical conditions and fulfil the requirements set out in IHCPs. Staff must understand the medical condition(s) they are asked to support, their implications, and any preventative measures that must be taken.

- ❖ The family of a child will often be key in providing relevant information to school staff about how their child's needs can be met, and parents should be asked for their views. They should provide specific advice but should **NOT** be the sole trainer.
- ❖ The healthcare professional or school nurse can confirm the proficiency of staff in performing medical procedures or providing medication for students with long term and/or complex needs.
- ❖ No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering medication.
- ❖ No staff member may administer drugs by injection unless they have received training in this responsibility.

## **10. Unacceptable Practice**

School staff will use their discretion and judge each case on its merits with reference to the pupil's IHCP; however, the school agrees that it is not generally acceptable practice to:

- Assume that pupils with the same condition require the same treatment.
- Prevent pupils from easily accessing their inhalers and medication.
- Ignore the views of the pupil and/or their parents/carers.
- Ignore medical evidence or opinion (although this may be challenged)
- Send pupils home frequently for reasons associated with their medical condition or prevent them from taking part in activities at school, including lunch times, unless this is specified in their IHCP.
- Send an unwell pupil to the medical room or school office alone or with an unsuitable escort.
- Penalise pupils with medical conditions for their attendance record, where the absences relate to their condition.
- Make parents/carers feel obliged or forced to attend school to administer medication or provide medical support, including for toilet issues. The school will ensure that no parent/carer is made to feel that they have to give up working because the school is failing to support their child's needs.
- Create barriers to pupils participating in school life, including school trips.
- Refuse to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition
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## **11. Complaints**

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

## **12. Record Keeping**

IHCPs are scanned in to SIMS and the paper copy retained in the school's medical file. All data will be held in line with the school's retention policy.

## **13. Monitoring Arrangements & Review**

This policy will be monitored by the Headteacher as the Responsible Manager and will be reviewed annually.



**Template A: individual healthcare plan**

Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

**Family Contact Information**

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

**Clinic/Hospital Contact**

Name	
Phone no.	

**G.P.**

Name	
Phone no.	

Who is responsible for providing support in school	
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc.

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to