

Heart of the Forest Community Special School

Supporting Pupils with Medical Needs Policy



Approved by:	HoF Governing Body	Date:	Sept 22
Last reviewed on:	Sept 2023	Next review date:	Sept 24
Website:	Yes	Type:	Statutory

This policy is written in regard to Section 100 of the Children and Families Act 2014 which places a duty on Governing Bodies to make arrangements for supporting pupils at their school with medical conditions at their school.

Aims

- To ensure pupils at school with medical conditions, in terms of both physical and mental health, are properly supported so that they can play a full and active role in school life, remain healthy and achieve their potential.
- To ensure the needs of pupils with medical conditions are effectively supported in consultation with health and social care professionals, their parents or carers and the pupils themselves.
- To ensure staff are confident and competent to support pupils with medical needs in school.

Procedure

The Senior Leadership Team is responsible for ensuring that whenever the school is notified that a pupil has a medical condition:

- Sufficient staff are suitably trained
- Robust risk assessments are in place and followed
- All relevant staff are made aware of a pupil's condition
- The needs of the pupil are considered when arranging staff cover for absence/turnover.
- Volunteers, students or supply personnel are sufficiently briefed
- Risk assessments for visits and activities out of the normal timetable are carried out
- Individual protocols and/or healthcare plans are monitored and remain updated

- Transitional arrangements between schools/settings are carried out
- Any change to the pupil's needs will result in updating plans and protocols

Where pupils join Heart of the Forest Community Special School at the start of a new academic year, the arrangements above should be in place for the start of the term.

Where a pupil joins mid-term or a new diagnosis given interim arrangements may be required whilst plans, protocols and training are being organised.

Any pupil with a medical condition requiring medication in school will have a plan or protocol which details the support that pupil needs. If the parents, healthcare professional and school agree that a healthcare plan is inappropriate or disproportionate a record of the child's medical condition and any implications for the child will be kept in the school's medical records and the pupil's individual record.

Plans and protocols

The following information should be considered when developing the pupil's plan/protocol:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues
- Specific support for the pupil's educational, social and emotional needs
- The level of support needed including in emergencies
- Who will provide support, their training needs, the expectations of their role, confirmation of their proficiency and cover arrangements
- Who in school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents for medication to be administered by a member of staff or self-administered (pupils who are competent should be encouraged to take responsibility for managing their own

medicines and procedures where it is safe to do so and with an appropriate level of supervision)

- 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
- Confidentiality
- What to do if a pupil refuses to take medicine or carry out a necessary procedure
- What to do in an emergency, who to contact and contingency arrangements
- The pupil's SEN if it impacts on their medical condition and its treatment

Roles and responsibilities

Plans and protocols are written in collaboration, and signed off by a medical health professional who will share it with parents/ carers and the school. Any updates to the plan or protocol will be communicated and the new plan issued. Supporting a pupil with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the pupil.

The Governing Body

- Must ensure that the schools leadership team make arrangements to support pupils with medical conditions and ensure that this policy is developed and implemented
- Must ensure that the schools leadership team arrange for staff to receive suitable training and are competent to support pupils with medical conditions
- Must ensure that the schools leadership team have in place the appropriate level of insurance which

reflects the level of risk

Senior Leaders

- Should ensure that all staff are aware of this policy and understand their role in its implementation
- Should ensure that all staff who need to know are informed of a pupil's condition
- Should ensure that sufficient numbers of staff are trained to implement this policy and deliver plans /protocols, including in emergency and contingency situations. And they are appropriately insured
- Is responsible for monitoring individual plans/protocols
- Should contact the relevant nursing team or medical professional in the case of any child with a medical condition who has not been brought to their attention
- Should ensure records of training are maintained and regularly updated.

School staff

- Any member of staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so
- Should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting pupils with medical conditions
- Any member of staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help
- Class teachers are responsible for ensuring any pupil with medical needs has a care plan in school and has a white medical file containing the relevant information.

Other healthcare professionals

Since September 2020, CCG have appointed one Community Nurse trainer who has been training staff in the theory and practical competencies for a number of different training

needs. Staff now have to be signed off as competent and have refresher training on a yearly basis.

Staff will contact emergency services, parents or named health professionals if there is any uncertainty about any medical procedures they are undertaking.

The school is actively working with the Clinical Commissioning Group (CCG) and other health professionals to ensure that there is a robust process in place to complete the following;

- Ensuring the school is notified when a pupil has been identified as having a medical condition which will require support in school.
- Provide plans/protocols and/or may provide advice on developing plans/protocols. These care plans include emergency medication care plans (epilepsy), respiratory care plans and feeding plans. Care plans are ultimately the responsibility of the Health Service who have written them.
- Support staff on implementing individual plans/protocols and ensure they are up-to-date.
- Provide advice and liaise with lead health professionals concerning medical conditions and medication surrounding the condition.
- Provide appropriate training and awareness sessions to staff and check they have the necessary level of competency. This includes Epilepsy Awareness sessions, Anaphylaxis awareness sessions, Asthma Awareness sessions and administration of medicines. Provide Gastrostomy training, Respiratory training, emergency Epilepsy medication training, endocrine training, catheterisation training and diabetes training.
- Support the school in having risk assessments in place for all pupils with medical conditions.

Pupils

- Should, where possible, be involved in discussions about their medical support needs and contribute to, and comply with their individual plans/protocols

Parents and carers

- Must provide the school with sufficient and up-to-date information about their child's medical needs, including:
 - Up to date protocols
 - In date, sealed, correctly labelled medication
 - Medical equipment necessary to manage their child's medical needs, eg, nebuliser, spare gastrostomy button
- Are key partners and should be involved in individual plans and protocols
- Should carry out any action they have agreed as part of the individual plan/protocol

Notes

- The school does not have to accept a pupil identified as having a medical condition at times when it would be detrimental to their health to do so.

The following practice is considered to be not acceptable:

- Preventing pupils from easy access to their medication and administering it when and where necessary
- Assuming pupils with the same condition require the same treatment
- Ignoring the views of the pupil, their families; ignoring medical advice or opinion
- Sending pupils with medical conditions home frequently or preventing them from staying for normal school activities (unless specified in their individual plans/protocols)
- Penalizing pupils for their attendance record if their absences are related to their medical condition that is recognised in this policy
- Preventing pupils from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively

- To require parents to attend school to administer medication or provide medical support to their child.
- Preventing pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips.

Complaints

Should parents or 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 may wish to make a formal complaint via the school's complaint procedure.

