



Medical Policy

Supporting Pupils with Medical Conditions

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Wood Green School Medical Policy

Supporting Pupils with Medical Conditions



Introduction

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 students at their school with medical conditions. It outlines responsibilities and procedures to ensure students with needs are effectively supported in consultation with health and social care professionals, their parents and students themselves.

The policy should be read in conjunction with the Wood Green School Administration of Medication in School policy and, where students have an identified special need, the SEND Code of Practice will apply.

Aims

To ensure students at school with medical conditions, in terms of both physical and mental health, are properly supported so they have full access to education, remain healthy and achieve their full potential. For many this will be short-term, affecting their participation in school activities on a temporary basis. Others may have a longer-term medical condition potentially limiting their access to education and require extra support. We aim to recognise the impact on student's social and emotional development and provide access to an inclusive curriculum, school trips and physical education.

Roles and Responsibilities

The Governing Body

- Must make arrangements to support students with medical conditions and ensure this policy is implemented. In doing so it will ensure that such students can access and enjoy the same opportunities at school as any other child
- By making their arrangements they give parents and students confidence in the school's ability to provide effective support for medical conditions in school
- Must ensure that sufficient staff receive appropriate training to support students with medical conditions
- Must ensure that insurance arrangements provide cover for staff to act within their school employment

The Headteacher

- Is responsible for implementing the Governing body's policy and for developing detailed procedures
- Should ensure all staff are aware of this policy and understand their role in its implementation
- Is responsible for ensuring Individual Healthcare Plans (IHPs) are developed for all students with a medical condition and ensuring these are monitored
- Should ensure that all staff who need to know are made aware of the student's condition
- Should ensure that sufficient numbers of staff are suitably trained to implement the policy and deliver against all IHPs, have sufficient resources to support students with medical conditions and are appropriately insured
- Must ensure back-up cover is arranged when the member of staff responsible for a student with medical needs is absent or unavailable
- Should liaise with the school nursing service in supporting students with medical conditions

Teachers and other School Staff

- Teachers who have students with medical needs in their class should understand the nature of the condition, and when and where the student may need extra attention. They should be aware of the likelihood of an emergency arising and what action to take if one occur
- Staff will receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting students with medical conditions. Any member of school staff may be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so
- Staff must ensure reasonable adjustments are made to allow students with medical conditions to participate in sports, games, activities and visits whilst being aware of potential triggers for any medical condition and how to minimise these

The School Nursing Service is responsible for:

- Notifying the school when a student has been identified as having a medical condition which will require support in school. Wherever possible this should be done before the student starts school
- Providing support to staff on creating and implementing a student's IHP and providing advice and liaison including training as appropriate

Other healthcare professionals

The school will receive support and advice as necessary from the following in conjunction with meeting the needs of students with medical needs:

- The local health authority
- The school health nurse
- The general practitioner (with the consent of the child's parents)
- The community paediatrician

They should notify the school nurse when a student has been identified as having a medical condition that will require support at school. They may provide advice on healthcare plans. Specialist local teams may be able to provide support for particular conditions (e.g. Asthma, diabetes, epilepsy)

Parents

- must provide the school with sufficient and up-to-date information about their child's medical needs whether short term or more long term complex needs and provide consent for administering medication (see Appendix 1 of the Administration of Medication in School Policy)
- are the key partners and should be involved in the development and review of their child's IHP
- should carry out any action they have agreed to as part of the IHP implementation, e.g. provide relevant medication and equipment and keep the school fully up to date with any changes in their child's treatment or medication

Students

- Should, wherever possible, be fully involved in discussions about their medical support needs and contribute to their IHP and should inform a member of staff if they feel unwell
- Should comply with the IHP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents

Procedure when notification is received that a child has a medical condition

Notification of a medical condition may come via:

- the **Secondary School Entry – Health Review and Information** leaflet (appendix 3) with Health Review Questionnaire (appendix 4) completed by parents/carers prior to a student starting on roll

- a parent/carer notifying the school directly
- a health care professional informing the School

All notifications should be passed to the School Health Nurse who will make an initial assessment, including consulting with the parent/carer. Where it is agreed that an IHP is appropriate, the School Health Nurse or another person will liaise with the individual student, parents/carers, other health care professionals and agencies as appropriate to decide on the support to be provided to the student. This will be recorded in the IHP. Where it is agreed that an IHP is inappropriate and disproportionate, a record of the condition and any implication for the student will be kept on the School's medical records and the student's individual records.

Individual Healthcare Plans (Appendix 2)

The following information should be considered when writing an IHP:

- the medical condition, its triggers, signs, symptoms and treatments
- the student's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues
- specific support for the student's educational, social and emotional needs
- the level of support needed including in emergencies
- who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements
- Consideration of any impact of the medical condition on accessing the curriculum or other school provision
- parental consent for sharing the individual healthcare plan
- arrangements for written permission from parents for medication to be administered by a member of staff or self-administered (students who are competent should be encouraged to take responsibility for managing their own medicines and procedures, 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 student can participate
- what to do if a student refuses to take medicine or carry out a necessary procedure
- what to do in an emergency, who to contact and contingency arrangements
- where a student has SEN but does not have an Education, Health and Care plan, their special educational needs should be mentioned in their individual healthcare plan
- IHPs will be easily accessible to all relevant staff. A copy will be kept in the school medical office and on the secure IT system
- Where a pupil has an Education, Health and Care plan or special needs statement, the IHP will be linked to it or become part of it
- IHPs will be reviewed at least annually or when a student's medical circumstances change, whichever is sooner
- Where a student returns to school from a period of hospital education or alternative provision or home tuition, re-integration should be effective and student's needs identified on the Healthcare Plan. Collaboration between the LA provider and school is needed to ensure that the IHP identifies the support the student needs to reintegrate

Emergency Medication including Buccal Midazolam and Epipens

These are shared care protocols in association with Oxford Health Foundation Trust, Oxfordshire County Council and the young person's parent/carer and school. A copy of these procedures will be available to school but are the property of Oxford Health Foundation Trust. It is the responsibility of the School Health Nurse to ensure these are complete, up to date and reviewed annually.

Administering Medicines and Record Keeping

- The School understands the importance of correctly prescribed medicines, dosage, administration, and relevant consent. Governors ensure detailed procedures are specified as part of the Wood Green School Administration of Medication in School policy
- Written records are kept of all medicines administered to students offering protection to staff and students and provide evidence that agreed procedures have been followed

- Full records are kept in accordance with the Administration of Medication in School policy and with the School Health Nurse as appropriate when working in conjunction with school staff

Day Trips, Residential Visits and Sporting Activities

- Clear/explicit arrangements should be made and be flexible enough to ensure students with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible
- To comply with best practice risk assessments should be undertaken, in line with H&S executive guidance on school trips, in order to plan for including students with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day IHP requirements for the school

Storing and Communication - Individual Health Care Plans

If a student has an Individual Health Care Plan this is indicated in the 'medical notes' section of their record on SIMs, the school secure data management system. The students will also have a * next to their name on their registers in PARS.

There are three types of plans kept in school:

- Individual Health Care Plan
- Diabetic Care Plan
- EpiPen Care Plan

All the plans are kept in the Main Office and also scanned/saved to the WGS computer system in the staff area in a folder titled 'Student Medical Information'.

Avoiding Unacceptable Practice

School staff are expected to use their judgement, based on their knowledge of an individual and any IHP, but school will not generally sanction practice that:

- prevents students from easily accessing their medication and administering it when and where necessary
- assumes students with the same condition require the same treatment
- ignores the views of the student, their parents; ignoring medical advice or opinion
- sends students with medical conditions home frequently or prevent them from staying for normal school activities (unless specified in IHP)
- if a child becomes ill, send them to the office or medical room unaccompanied or with someone unsuitable
- penalises students for their attendance record if their absences are related to their medical condition that is recognized under this policy
- prevents students from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively
- requires parents/carers to attend school to administer medication or provide medical support to their child, including toileting issues
- prevents students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips

Confidentiality

It is important to ensure confidentiality when supporting students with medical conditions however when it is in the best interests of the student relevant health information will be shared on a 'need to know' basis.

Staff Training

- The School will ensure the necessary number of staff, appropriately trained, are in place to meet daily needs, cover in times of staff absence and support for IHPs.
- Staff will be given suitable training before they take on responsibility of supporting students with a medical condition and this will be recorded
- The School Health Nurse will support, advise and deliver training on some conditions
- Staff will be appraised of the contents of this policy. Newly appointed staff including supply will receive this information which will form part of the induction procedure

Medical Emergencies

- A student's IHP will specify what constitutes an emergency and explain what to do, ensuring all relevant staff are aware of emergency symptoms and procedures
- Other students will be told what to do in general emergency including informing an adult if they think that help is needed
- Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware
- If a student needs to be taken to hospital, staff should stay with the student until a parent/carer arrives

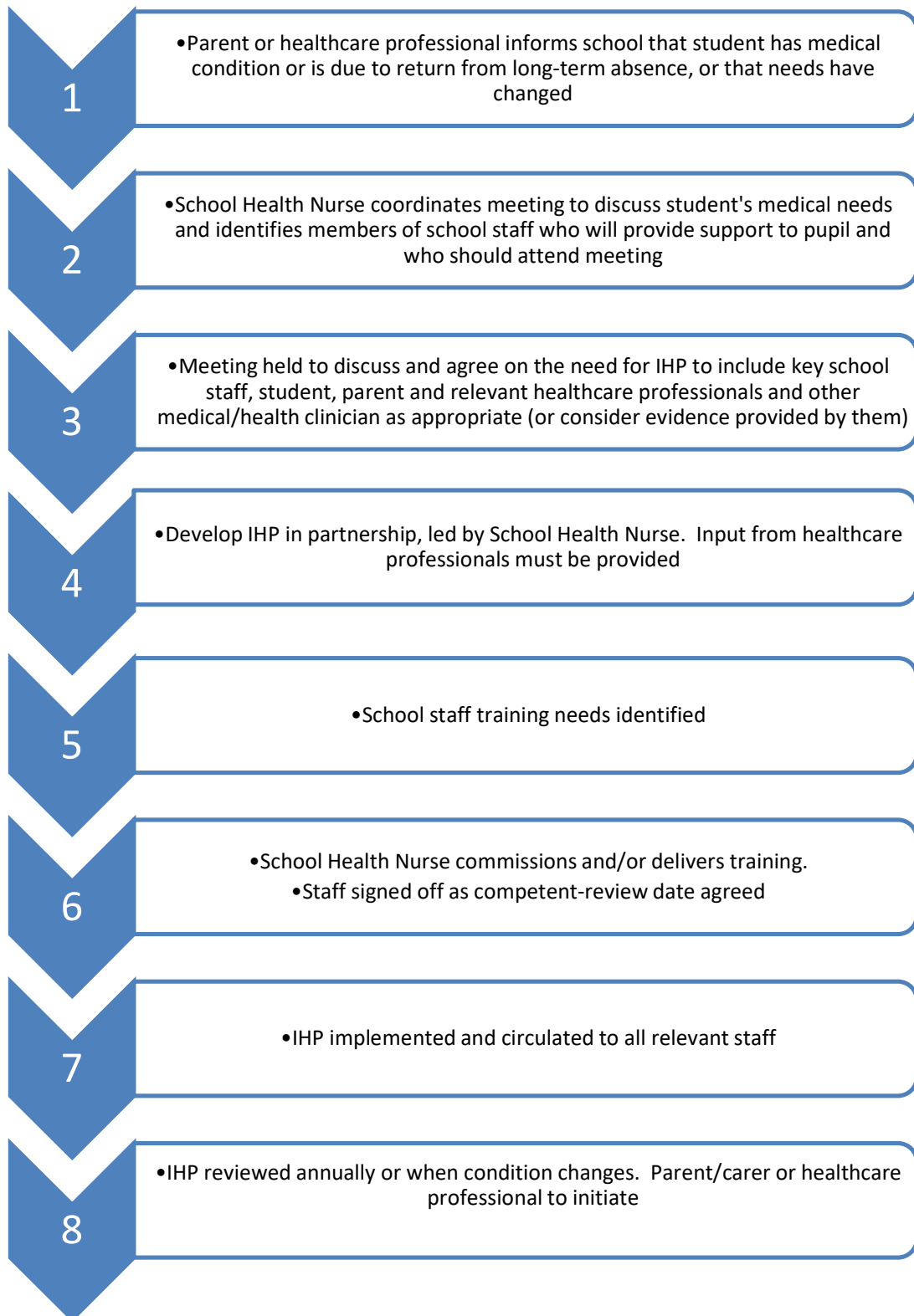
Insurance

Insurance policies are in place and renewed annually for all staff undertaking responsibilities within this policy working with students with medical conditions

Complaints

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

Appendix 1 Individual Healthcare Plan (IHP) outline planning process



Appendix 2 Individual Healthcare Plan (IHP)



Individual Healthcare Plan

This form is to be completed by school staff in conjunction with the child/young person and/or their parents or carer. Advice from the School Health Nurse can be sought in completion of this form if needed.

DETAILS:

Childs Name:	
Date of Birth:	
School Name:	
Year group/ Class:	
Home Address:	
Medical Diagnosis/ Condition:	

CONTACT DETAILS:

Name:	
Relationship to child:	
Telephone:	

GP AND CLINIC DETAILS

GP Name:	
Address:	
Telephone:	

Consultant/Clinic/Hospital Details (if applicable):	
Address:	
Telephone:	

DESCRIBE MEDICAL NEEDS AND DETAILS OF CHILD'S SYMPTOMS:

DAILY CARE REQUIREMENTS (e.g before lunch/after sport etc. State any medication that is required to be taken during the school day and whether this will be stored and administered by the school or the pupil):

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

Describe what constitutes an emergency for the child and any action to be taken:

Follow up care:

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State who is responsible in the case of an emergency:

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Staff training needed / undertaken - who, what, when expectation of their role:

--

Arrangements for school visits/trips/activities outside of the normal school timetable etc.

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Other Information:

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Form completed by:

Name:			
Signed:			
Date:			

Jackie Jenkins, School Health Nurse Wood Green school

Review date:

--

Permission given to share this information on the school IT system:

Date:

Signed:

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Appendix 3

Secondary School Entry – Health Review and Information

As your son or daughter is now entering secondary school, we would like to ensure that we can be fully supportive of any medical issues that he or she may encounter whilst at school. This includes any long term condition, the need to take medicine whilst at school or injury requiring First Aid. Systems for First Aid and medicines may be different at Wood Green from your child's primary school, recognising his or her growing independence. It is our priority to ensure that your child is safe and nurtured at school.

This sheet gives information about medical issues and has an important form attached for you to return to school by Friday 26th April 2019.

Students with Medical Conditions:

Some students are managing medical conditions during their time at school. It is important that the school is aware of any medical condition your child may have prior to starting. When you return the attached form, please indicate these clearly. You will then be contacted to discuss this further. We will set up a Care Plan with you if we agree this will be helpful. Wood Green School follows National Guidance for managing Medical Conditions in school and more information can be found in our 'Supporting Pupils with Medical Conditions Policy' on our website.

Medication in School:

It may be necessary for your child to take medication during the school day regularly, occasionally or for a limited period of time. Wood Green School is able to administer medication but this must only be done through our First Aid Team. If your child needs to take medication during the school day, the medication needs to be labelled with your child's name and the dose clearly stated. You will also need to complete a consent form available from the school office. Students must not carry medication and self-medicate unless this has been agreed as part of a Health Care Plan. For full information please see the 'Administration of Medication in School' Policy on our website.

First Aid:

First Aid and administration of medicines in school is managed by a team of staff, one of whom will always be on duty. The team can be contacted via the Office.

If your child becomes unwell or sustains a minor injury you will be contacted and asked to collect them. No student will be sent home unless we have been able to contact you. With this in mind it is essential that you give an emergency contact number where we can reach you during the day.

School Health Nurse:

We are also fortunate to have a School Health Nurse, Jackie Jenkins based in school from the Oxford Health Trust. Her role is funded by Oxfordshire County Council. She has a wider brief advising students on health issues as well as supporting staff.

The School Health Nurse's contact details are as follows:

Telephone: 01993 702355 or 774961.

Email: j.jenkins@wgswitney.org.uk or jackie.jenkins@oxfordhealth.nhs.uk.

Mobile: 07557606976.

Attached is the Health Review Questionnaire that must be completed for every student starting at Wood Green School.

HEALTH REVIEW QUESTIONNAIRE

Please complete and return this questionnaire to Wood Green School. This information is confidential and will be shared only with the school.

Secondary School:	WOOD GREEN SCHOOL		
Child's Surname:	Child's First Name:	Date of Birth:	Male/Female/Transgender
Parent/Carer's Names:			
Home Address:		Contact telephone numbers:	
Postcode:			
Email:			
GP Name and Address:		NHS Number (if known):	
<p>Medical Conditions: Please indicate below if your child has any of the following medical conditions or difficulties. If your answer is YES, please give details of any medication required and which health professionals help manage your child's condition e.g. Hospital team, GP or other service. Please provide details if their condition may affect their participation in school activities, e.g. Sports and swimming.</p>			
	YES	Please give details – medications required/ managed by hospital or GP/if this may affect school activities.	
Asthma			
Diabetes			
Epilepsy			
Serious allergies			
Does this require Adrenaline in school (Epipen/Jext?)			
	YES	Please give details – medications required/ managed by hospital or GP/if this may affect school activities.	
Skin condition			
Bladder or bowel problems			

Mobility		
Sensory or attention deficient disorders (ADHD)		
Hearing		
Speech		
Vision <ul style="list-style-type: none"> • Wears glasses in general • Wears glasses for reading 		
Other medical conditions		

Will your son/daughter need medication during school hours?

YES – details	NO

All forms will be screened and where appropriate followed up by a school staff member or the school health nurse.

You are also welcome to contact the school health nurse to discuss your son/daughter’s health review within the first term of your child starting school. Please use the contact number/email provided on the Health Review and Information sheet.

Thank you for completing this form.