



## Supporting students with Medical Needs

### Aim of the Trust

'One community. Many ideas. Everyone's future.'

We aim to provide an exceptional education for every child in the Trust through an ethos of collaboration and high aspirations and through the principles of quality learning using curiosity, exploration and discovery.

The Arbib Education Trust aims to support and include all children with medical needs.

The policy follows the guidance laid out in the DFE's guidance, 'Supporting pupils at school with medical conditions', December 2015

### Related Policies:

Child Protection Policy

SEND Policy

Intimate Care Policy

### It also links to the following statutory guidance:

Keeping Children Safe in Education (KCSIE) (2019)

Statutory Framework for Early Years (2017)

SEND Code of Practice (2015)

Equality Act (2010)

### Rationale:

Section 100 of the Children and Families Act 2014 places a duty on academy schools to ensure arrangements of supporting pupils with their medical conditions are in place. The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported at school so that they can play a full and active role in school life, remain healthy and achieve their academic potential. Pupils with special medical needs have the same right to admission to school as other children and cannot be refused admission or excluded from an academy on medical grounds alone.

However, teachers and other academy staff in charge of pupils have a common law duty to act "*in loco parentis*" i.e. they must ensure the safety of all pupils in their care. We therefore reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or the health of the child involved.

## **Definitions:**

Pupil's medical conditions may be summarised as being one of two types:

**Short term** – this can affect pupil participation in school activities while they are on a course of medication. This usually requires parents to complete an administration of medication in school form.

**Long term** – potentially limits pupil access to education and requiring extra care and support. This usually requires an Individual Healthcare Plan.

## **Responsibilities**

### **Parents/carers:**

The prime responsibility for a child's health lies with the parents, who are responsible for the child's medication and must supply the school with all the relevant information need in order for proficient care to be given to the child.

Parents will be encouraged to co-operate in training their children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative. Parents are responsible for advising and training staff on the administration of prescription medication (in line with the printed advice that accompanies the medication).

Parents/carers should:

- Ensure that their child is fit to attend school; seeking immediate medical advice when the health and wellbeing of the child is at risk.
- Inform school of any changes to medical conditions, showing medical evidence.
- Provide the academy with the adequate information about the child's condition and support the school as needed, either prior to the child starting at the school or immediately when the child is diagnosed with a new condition
- Complete an intimate care policy where appropriate.
- Support, as appropriate, the SENDCO in developing the Individual Healthcare Plan (IHCP) for the child, liaising with staff and healthcare professionals as appropriate.
- Engage with school where there is any situation where the school feels they are unable to support the child safely.
- Complete a consent form for school to administer prescribed medication for their child. Medicines must be handed to the school office in their original packaging with the signed consent form.
- Update the school of any changes to their child's medical needs.

### **Students/children:**

- Where possible, children will be responsible for managing their own medicines/procedures. This will be with support where necessary of staff and as part of a medical plan.
- Where appropriate, children will carry their own devices and equipment. This to be managed in an age appropriate way. Medicines and other items will be stored safely in each school, where children are able to access it safely.
- Should be part of discussions about their medical support needs where appropriate and help to provide information about their condition.

**Schools will:**

- Welcome and support children with medical conditions and make arrangements for them based on good practice
- Ensure relevant staff across the school are made aware of and, where appropriate, trained to support children with medical needs whilst considering the child's right to privacy.
- Not create unnecessary barriers to prevent children participating in any aspect of school life
- Allow children to assist in managing their medical condition effectively in line with their Individual Health Care Plans
- Assist parents in providing medical care for their children by developing Individual Health Care Plans on notification of their child's medical condition
- Educate staff and children in respect of providing support to children with medical conditions
- Arrange suitable training for staff, as required, to support pupils with medical conditions
- Liaise, as necessary, with parents and medical professionals in support of the individual pupil
- Provide emergency support to children in line with their Individual Health Care Plans
- Ensure that all children with medical conditions participate in all aspects of school life. This may involve making reasonable adjustments to facilitate inclusion in lessons
- Monitor and keep appropriate records
- Ensure that children absent due to a medical condition are supported with their reintegration to school, liaising with the family and SENDCo.

**Governors:**

The Board of Trustees, Executive Principal and School Governors will ensure that the policy enables provision of effective support for medical conditions and focusses on the needs of individuals in ensuring that pupils and parents have confidence in our school's ability to provide effective support.

**Commitment**

Our schools accept that pupils with medical conditions:

- Should be assisted if at all possible
- Have a right to the full education available to other pupils
- Should be enabled and supported (where appropriate) to achieve full attendance
- Receive necessary proper care and support

The Trust accept that all employees have rights in relations to supporting medical needs as follows:

- Unless specific to their role, can choose whether or not they are prepared to be involved
- Receive training as appropriate and work to clear guidelines
- Bring to the attention of management any concern or matter relating to supporting pupils with medical conditions

**Unacceptable practice**

While staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent children from accessing their medication
- Assume every child with the same condition requires the same treatment
- Ignore the views of the child or their parents/carers; ignore medical advice
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities (including lunch) unless this is specified in their Individual Healthcare Plans following risk assessment.
- Penalise children for their attendance record where this is related to their medical condition
- Prevent children with medical conditions accessing the full curriculum, unless specified in their

Individual Healthcare Plan.

- Prevent children from eating, drinking or taking toilet breaks where it is part of effective management of their condition.
- Require parents, or otherwise make them feel obliged, to attend school to administer prescribed medication or provide essential medical support to their child
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part.

### **Individual Health Care Plans**

Individual Health Care Plans (IHCPs) are designed to keep children with medical conditions safe, well and involved at school. It is a document which sets out a pupil's medical needs and how they should be handled.

We may take advice and guidance from a range of sources (such as Health professionals or the child's GP) in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected (for example, class mates).

IHCPs should be monitored and reviewed at least annually and managed by the SENDCo or appropriate staff member.

Individual healthcare plans (and their review) may be initiated, in consultation with the parent, by a member of school staff or healthcare professional involved in providing care to the child. Plans should be drawn up in partnership with the school, parents and a relevant healthcare professional who can best advise on the particular needs of the child.

The child should be involved where possible in order to help them to manage their condition.

Where the child has a special educational need identified in a statement or EHCP, the IHCP should be linked to or become part of that statement or EHCP.

Where a child is returning to school following a period of hospital education or alternative provision, schools should work with the local authority and education provider to ensure that the IHCP identifies the support the child will need to reintegrate effectively.

#### **The IHCP should consider:**

- The medical condition, it's triggers, signs, symptoms and treatment
- The child's resulting needs, including medication and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition.
- Specific support for the child's educational, social and emotional needs, for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions.
- The level of support.
- Who will provide support and how they will be trained and provision for cover arrangements if they are unavailable
- Who in the school needs to be aware of the child's condition
- What to do in an emergency

### **Staff training**

The Trust will ensure that the appropriate number of staff members are suitably trained and available to implement the policy and to support those children with medical needs.

- Staff who provide support to pupils with medical conditions should be included in meetings where this is discussed
- Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions and to fulfil the requirements set out in IHCPs.
- Staff will need to have an understanding of the medical condition they are supporting and the implications and preventative measures
- Whole school awareness training should be provided on supporting children with medical needs.

### **First Aid/Emergency situations**

In an emergency situation staff will provide all possible first aid support by utilising the information contained within a child's care plan.

Where a care plan does not exist, staff will use their own judgement and knowledge based on their first aid training. This may include accessing emergency medical support by calling emergency services or for an ambulance.

All efforts will be made to contact parents at the earliest opportunity should a medical emergency occur. It is imperative that parents ensure the school is kept up to date with emergency contact details.

### **Administering and storage of medicines**

- Only named staff will administer medicines to pupils
- Before administering any medicine, staff must check that the medicine belongs to that child, that the dosage they are giving is correct, and that written permission has been provided by the parent (s)/carer (s).
- Any child refusing to take medicine in school will not be made to do so, and parents will be informed of the dose being missed.
- All prescribed medicines, including those requiring refrigeration, will be stored securely and access restricted to the named person
- All medicines must be clearly labelled and in the original container as dispensed by the pharmacy including, where appropriate, dosage sticker.
- Staff will record any doses of medicines given
- Pupils must have easy and appropriate access to their medicines at all times (including school trips, PE, sporting events and during before and after school clubs).

## **Trips**

The Trust will make every effort to support children with medical needs to participate in sporting events, trips and visits. Teachers must be aware and informed of how a medical need might impact on participation. There must be enough flexibility for all children to participate, including where reasonable adjustment is needed, unless indicated otherwise by a medical professional. An appropriate staff member, who has been trained, to attend on the trip so that they are not excluded from this.

Parents/carer must ensure that the appropriate staff member is fully informed of medical needs and relevant medical procedures.

## **Liability and indemnity**

The Trust insurance arrangements cover staff providing support to children with medical conditions.

## **Complaints Procedure**

Any parental complaints are to be made in writing as per the school's complaint policy, a copy of which is available on our website.

**Review Date:** June 2020

**Ratified Date:** 25<sup>th</sup> June 2020

**Date of next Review:** June 2022

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