

# ST GEORGE'S CHURCH OF ENGLAND FOUNDATION SCHOOL



## SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS POLICY (STATUTORY)

***Date Reviewed:*** ***September 2020***

***Date for Review:*** ***September 2021***

**Governors Monitoring Group:** Behaviour and Safety

**SLT Responsible:** Head of School (Primary)

**Review Period:** Annually

*"For the body does not consist of one member but of many" 1 Corinthians 12:14*

HOPE

FORGIVENESS

COMPASSION

FRIENDSHIP

WISDOM

**ST GEORGE'S CHURCH OF ENGLAND FOUNDATION SCHOOL  
SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS POLICY**

**“Every moment, every day, every individual counts”**

**1. INTRODUCTION:**

Pupils with long-term and complex medical conditions may require on-going support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and short term interventions in emergency circumstances. Therefore, as a school, it is our duty to provide effective support for our pupils' medical conditions, ensuring that they feel safe and understood.

As a school, we will establish relationships with relevant local Health Services. We will consider advice from healthcare professionals and listen to and value the views of both parents and pupils.

Pupil's health needs may change over time and sometimes this may result in extended periods of absence. Pupils may be self conscious about their conditions and long term absences (due to health issues) and this can effect a pupil's educational achievements. It can also impact on their ability to reintegrate after absences.

Reintegration after an absence will be fully supported. We will ensure where possible that pupils do not fall behind with their academic studies. We will also support a pupil who has to attend regular medical appointments to limit the impact on a pupil's educational attainment and emotional well-being. As a school we will comply with the duties under the Equality Act.

Some pupils who are disabled may have special educational needs and an Educational Health Care Plan. We will do our best to ensure that all pupils are supported through their education.

**2. THE ROLE OF THE GOVERNING BOARD:**

St George's Church of England Foundation School Governing Board will ensure that arrangements are in place to support pupils with medical conditions. In doing so they will ensure that such children can access and enjoy the same opportunities as any other pupil, including school trips and sporting activities, where appropriate

The Governing Board will take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. Our Governing Board will ensure that the focus is on the needs of each individual pupil and how their medical condition impacts on their school life.

The Governing Board will ensure that their arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. The arrangements should show an understanding of how medical conditions impact on a pupil's ability to learn, as well as increase their confidence and promote self-care. They will ensure that staff are suitably trained to provide the support that pupils need.

Pupils and young people with medical conditions are entitled to a full education and have the same rights of admission to St George's Church of England Foundation School as other children.

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St George's Church of England Foundation School will not accept a pupil in school where it would be detrimental to the health of that pupil or of others.

St George's Church of England Foundation School Governing Board will ensure that the arrangements put in place are sufficient to meet their statutory responsibilities (Section 100 of the Children & Families Act 2014) and will ensure that policies, plans, procedures and systems are effectively implemented. This aligns with their wider safeguarding duties.

This Policy will be reviewed regularly and will be readily accessible to parents and staff.

### **3. POLICY IMPLEMENTATION:**

St George's Church of England Foundation School Governing Board will ensure that the school's policy will be implemented effectively, and will be the overall responsibility of the Deputy Headteacher in charge of Safeguarding:

### **4. PROCEDURES:**

The Governing Board will ensure that the school's policy sets out the procedures to be followed whenever a school is notified that a pupil has a medical condition. Procedures should also be in place to cover any transitional arrangements.

The school will endeavour to have everything in place for a new pupil starting the school.

In other cases, such as a new diagnosis or pupils moving to a new school mid-term, St George's Church of England Foundation School will ensure that arrangements are put in place within two weeks.

### **5. INDIVIDUAL HEALTHCARE PLANS**

5.1 St George's Church of England Foundation School Governing Board will ensure that the school's Policy covers the role of individual healthcare plans (HCP).

Formal health care plans provide clarity and support to school staff when considering learning activities for pupils and their school day. They are essential, in cases where medical conditions fluctuate, or where there is a risk that emergency intervention may be needed.

5.2 Health care plans may vary in order to provide individualised health care provision for the identified pupil. For example, in the case of pupils with anaphylaxis, Management Plans will be utilised instead, as per the local Health Trust instructions.

5.3 Health care plans will be offered to all entries accepting a place at St George's C of E Foundation School with an identified medical condition or, upon identification of any medical condition which may affect a pupil during the school term.

It is the parent's prerogative to accept or decline a HCP for their child, providing it does not impinge on the health, welfare and learning ability of that pupil in school, in which case, the safeguarding lead will determine the appropriate course of action.

HCPs will be identified by the School Nurse then written and agreed, in consultation with the parent, pupil and relevant healthcare professional, as available/required.

The School Nurse will ensure that all plans are reviewed regularly and as necessary.

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- 5.4 The ultimate aim of a HCP is to empower the pupil to manage their medical condition independently. With such support in place the pupil should be able to overcome any potential barriers to gain the most from the education on offer. Plans will be developed with the pupil's best interests in mind. The school will assess and managed any risks to the pupil's education, health and social well-being ensuring minimal disruption to their school day.

Where the pupil has a special educational need identified in a EHC plan, the individual healthcare plan will be linked to, or become part of that EHC plan.

- 5.5 If a pupil is returning to school following a period of hospital education or alternative provision (including home tuition), the school will work with the local authority and education provider to ensure that the individual healthcare plan identifies the support the pupil will need to reintegrate effectively.
- 5.6 Information that is recorded on individual healthcare plans will be decided by the following key areas:
- 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 their condition, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons;
  - specific support for the pupil'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 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 will be clearly stated with appropriate arrangements for monitoring;
  - To promote independence, pupils with Type 1 Diabetes will be encouraged to keep a copy of their NHS health care plan on them at all times. Pupils with anaphylaxis will be likewise encouraged to keep a copy of their management plan on them at all times.
  - Confidentiality will be maintained to ensure that only necessary staff are aware of a pupil's medical needs.

## 6. ROLES AND RESPONSIBILITIES:

- 6.1 St George's Church of England Foundation School Governing Board are aware of their roles and responsibilities and who are involved in the arrangements they make to support pupils at school with medical conditions.

It is the responsibility of the School Nurse to organise First Aid cover when on training or otherwise unavailable. If cover is not available staff trained in First Aid will be expected to support the medical room.

School Nurse will maintain and update the school's Medical Audit regularly so the Year Team, Designated Safeguarding Lead and Pastoral Support will be aware of pupils conditions and whether support is required (via the HCP on SIMs).

School Nurse will be responsible for organising consent from parents regarding prescribed medication to be administered during school hours.

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- 6.2 First Aiders will consult with the School Nurse regarding aspects of pupil health and individual medical conditions.
- 6.3 The School Nurse and the Year Team are responsible for supporting pupils with medical conditions and health care plans. -It is their responsibility, along with the Designated Safeguarding Lead to ensure that there is a partnership working between school staff, healthcare professional, local authorities, parents and pupils. An essential requirement for any policy therefore will be to identify collaborative working arrangements between all those involved, showing how they will work in partnership to ensure that the needs of pupils with medical conditions are met effectively.

**Some of the most important roles and responsibilities are listed below:**

- St George's Church of England Foundation School Governing Board will make arrangements to support pupils with medical conditions in school, and they will be supported with these conditions through their healthcare plans. They will ensure that enough staff have received suitable training in order to support these pupils.
- The Headteacher will ensure that all pupils that need a healthcare plan will have one in place with the correct support available to these pupils.
- St George's Church of England Foundation School Nurse will liaise with lead practitioners with the appropriate support for pupils and ensure that the necessary staff training takes place in order to support the pupils.
- Pupils with medical conditions and their parents will be involved in the formulation of healthcare plans as they are the people who are aware of their needs of their child.
- It is the parent's responsibility to inform the school of any change that take place.

**7. STAFF TRAINING AND SUPPORT:**

St George's Church of England Foundation School Governing Board will ensure that the correct training needs for the staff are carried out by qualified practitioners.

St George's Church of England Foundation School may choose to arrange training itself and will ensure this remains up to date. This training will ensure that staff are competent and confident in their ability to support pupils with medical conditions and to fulfil the requirements set out in the individual healthcare plans.

It will be the School Nurse's responsibility to identify their own support and clinical training needs in order to fulfil the expectations of their role, and their relevant nursing qualification. Confirmation of proficiency will be attained by attending training relevant to the pupils medical needs.

**8. THE PUPIL'S ROLE:**

Pupils who are competent in managing their own health needs and medication after discussion with parent are encouraged to do so. This will be reflected in individual healthcare plans. Pupils carrying out their own self-medication will be supported by the School Nurse to ensure they manage these procedures appropriately. Should a pupil refuse to take their medication they will not be forced to do so but parents will be informed and advice gained from them on what action they wish the school to take.

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## 9. MANAGING MEDICINES ON SCHOOL PREMISES:

**No staff will give out prescribed medicines or undertake healthcare procedures unless they have been deemed competent to do so.**

- Prescribed medicines will only be administered at school when it would be detrimental to a pupil's health or school attendance not to do so:
- School Nurse will obtain written consent from parents for medication to be administered regularly within school to those pupils with valid health care plans or management plans.
- Prescribed medication will be administered by the School Nurse or another designated proficient member of staff, during school hours. Correct administration remains the individual member of staff's responsibility.
- Non-prescription medication or over the counter medication will no longer be accepted for administering to pupils, except for those pupils with health care plans, management plans or those with explicit consent from the Head of School.
- In some cases consent may be accepted verbally from parents of those pupils with Health Care Plans, but only at the School Nurse's/delegated person's discretion and assessment.
- Whilst it is not legally necessary to obtain written consent from parents for prescribed medication (providing it meets the requirements below) good practice identifies written consent is preferable and should be obtained whenever feasible. The main exception to this includes antibiotics where the delay of administering is detrimental to the child's health, as the child's welfare and health is paramount. Providing the medication is in a container dispensed by a pharmacist and labelled with the child's name and administration details this medication may be given. Consent in this instance is taken as 'implied' and the School Nurse is able to administer in these situations.
- Other instances of administration without written consent include where the medicine has been prescribed to the pupil without the knowledge of their parents. However, we will encourage the pupil to involve their parents while respecting their right to confidentiality.
- A pupil under 16 should never be given medicine containing aspirin unless prescribed by a doctor, e.g. for pain relief, Analgesia should never be administered without first checking maximum dosages and when the previous dose was taken. If a pupil is unable to supply accurate information or there is doubt, the parents should be contacted on how to proceed.
- Parents will be informed where necessary, of prescribed medication administered. The pupil's school diary will be used to record medication if needed.
- Ideally medicines should be prescribed in dose frequencies which enable them to be taken outside school hours
- St George's Church of England Foundation School will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exceptions to this are insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container. Or in a situation where a pupil's physical life is at imminent risk.
- All medicines will be stored using the correct system dependant on their classification.
- For general medication this involves a level one cupboard, meeting BS2881 standards at the Primary site.
- For medication like insulin, requiring a lower than room temperature a suitable fridge should be utilised. This must not be used for foodstuffs. The refrigerator temperature must be checked regularly to ensure the cold chain is not jeopardised.
- For controlled medication, class B (and Class A if appropriate) this involves a cabinet which meets the statutory requirements for the storage of controlled drugs "The Misuse of Drugs (Safe Custody) Regulations 1973". BS3621 at the Secondary site.

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- Pupils should be aware where their medicines are being stored. They should know the person who will be administering their medication.
- Medicines and devices such as Asthma inhalers and adrenaline pens should be with the pupil concerned and back-ups always readily available and not locked away during the school day. This is particularly important when outside the school premises, e.g. on school trips.
- Pupils with Diabetes have access to a suitable private place to check their blood sugars and administer their insulin.
- Parents will remain accountable if they provide medication for their child for use in school and that child fails to convey the medication to a staff member.

#### **CONTROLLED DRUGS:**

- Controlled drugs arriving on the school premises must be identified and the amount recorded on arrival. A record book is held in reception for this purpose. The member of staff accepting the medication should notify the School Nurse or another suitably proficient member of staff. Two signatures are required, one of these may be the parent/carer bringing in the medication. Any controlled medication leaving the school is subject to the same procedure of recording.
- Ideally controlled medication should arrive via a parent/adult, but it is recognised that some pupils do bring in their own medication. This practice should be discouraged wherever possible unless the pupil is deemed responsible by their parent. In such cases the parent remains accountable for any stock that goes missing prior to staff signatures.
- St George's Church of England Foundation School will only store individual prescriptions for pupils on the premises. These will be stored in a suitable cabinet (see above).
- The School Nurse will maintain individual drug record sheets for both prescribed and controlled drugs. Records sheets will include the pupil's name, named drug and dosage, time and date of administration and in the case of controlled drugs, stock balance.
- When the controlled medication for that individual pupil is no longer required in school, or expired, it is the parent's responsibility to collect and dispose of it safely using authorised methods.
- Stock levels of controlled drugs will be checked and recorded on a regular basis by two proficient members of staff, one of which must be the School Nurse.
- The School Nurse will organise disposal of all expired medication. Controlled drug not collected by parents, will be signed over into the care of a local registered pharmacist for destruction.

#### **10. INTIMATE CARE PROCEDURE:**

At St George's C of E Foundation School we recognise that children have different rates of development and differing needs during their time at school. Some children remain dependent on long-term support for personal care.

All children have the right to be treated with courtesy, dignity and respect and to be able to access all aspects of school life and St George's C of E Foundation School will work:

- To ensure that all pupils with continence difficulties are not discriminated against in line with the Equalities Act 2010
- To provide help and support to pupils in becoming fully independent in personal hygiene
- To treat continence issues sensitively so as to maintain the self-esteem of the child
- Work with parents in delivering a suitable care plan where necessary
- To ensure that staff dealing with continence issues work within guidelines that protect themselves and the pupil involved

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## **11. RECORD KEEPING:**

St George's Church of England Foundation School Governing Board will ensure that written records are kept of all medicines administered to pupils. These provide evidence that agreed procedures have been followed.

## **12. EMERGENCY PROCEDURES:**

11.1 The Governing Board will ensure that the school's policy sets out what procedures should be followed in an emergency situation. As part of general risk management processes, the schools will have arrangements in place for dealing with emergencies.

11.2 Where a pupil has an individual healthcare plan, this will clearly define what constitutes an emergency and explain the process, including ensuring that all relevant staff are aware of emergency symptoms and procedures. All pupils in the school should know what to do, such as informing a teacher immediately if they think help is needed.

11.3 If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany a pupil taken to hospital by ambulance.

## **13. DAY TRIPS, RESIDENTIAL VISITS AND SPORTING ACTIVITIES:**

St George's Church of England Foundation School Governing Board will ensure that arrangements are clear and unambiguous about actively supporting pupils with medical conditions to enable them to participate in school trips and visits, or in sporting activities, rather than preventing them from doing so.

Teachers will be aware of how a pupil's medical condition will impact on their participation, but there needs to be enough flexibility for all pupils to participate according to their abilities with reasonable adjustments. A risk assessment will take place before any residential visits or day trips to ensure that the medical needs of the pupil are met.

Trip organisers will provide the School Nurse with a list of pupils taking part in any activities offsite. Subsequently, the School Nurse will ensure trip organisers are aware of pupils with medications/medical conditions going on school trip or other school activities outside the school timetable. Such information, will enable the pupil to participate in planned events/trips, e.g, risk assessments, medication, radar key etc.

Trip organisers must take a copy of the pupil's HCP/Management Plan with them. This is essential if the trip includes overnight arrangements.

## **14. OTHER ISSUES FOR CONSIDERATION:**

- Defibrillators – St George's Church of England Foundation School maintains a defibrillator on site. This is stored in the Admin office and staff members, who are first aid proficient, should ensure they attend training on the use of defibrillators during CPR techniques. The local NHS ambulance service has been informed of the location of our defibrillator.
- Conjunctivitis - It is not necessary to exclude a child from school if they have conjunctivitis. (Public Health England directive 31/01/2019).

## **15. UNACCEPTABLE PRACTICE:**

St George's Church of England Foundation School Governing Board will ensure that the school follow all the acceptable codes of conduct with regards to supporting pupils at school with medical conditions.

## **16. LIABILITY AND INDEMNITY:**

St George's Church of England Foundation School Governing Board will ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk by differing groups of staff.

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## 17. COMPLAINTS:

St George's Church of England Foundation School Governing Board will ensure that the school's policy sets out how complaints may be made and will be handled concerning the support provided to pupils with medical conditions. Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

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## PROCESS FOR DEVELOPING INDIVIDUAL HEALTHCARE PLANS

Parents or healthcare professional informs school that child has been newly diagnosed, or is due to attend new school, or is due to return to school after a long-term absence, or that needs have changed.



School Nurse co-ordinates meeting to discuss child's medical support needs and the SENCO identifies member of school staff who will provide support to pupil.



Meeting to discuss and agree on needs for Individual Healthcare Plan (HCP) to include key school staff, pupil, parents, relevant healthcare professional and other medical/health clinician as appropriate (or to consider written evidence provided by them).



Develop HCP in partnership – agree who leads on writing it. Input from healthcare professional must be provided.



School staff training needs identified



Healthcare professional commissions/delivers training and staff signed-off as competent – review date agreed.



HCP implemented and circulated to all relevant staff



HCP reviewed annually or when condition changes. Parent or healthcare professional to initiate

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