

# The Wren School

## Supporting students at school with medical conditions policy

### Purpose and Background

Governing bodies should ensure that all schools develop a policy for supporting students with medical conditions that is reviewed regularly and is readily accessible to parents/carers and school staff. Section 100 of The Children and Families Act 2014 requires Governing Bodies to ensure that arrangements are in place to support students with medical conditions. The DfE guidance 'Supporting pupils at school with medical conditions' (December 2015) can be found via the link below

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306952/Statutory\\_guidance\\_on\\_supporting\\_pupils\\_at\\_school\\_with\\_medical\\_conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf). This guidance contains both statutory and non-statutory advice. The non-statutory advice is presented in text boxes.

Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, The Wren School complies with their duties under that Act. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this policy should be read in conjunction with the Special educational needs and disability (SEND) code of practice.

Governing bodies should ensure that the arrangements they set up include details on how the school's policy will be implemented effectively, including a named person who has overall responsibility for policy implementation.

This policy takes account of all relevant legislation.

### Policy objectives

This policy includes:

- who is responsible for ensuring that sufficient staff are suitably trained;
- a commitment that all relevant staff will be made aware of a child's medical condition;
- cover arrangements in case of staff absence or staff turnover to ensure someone is always available;
- briefing for supply teachers;
- risk assessments for school visits, holidays, and other school activities outside of the normal timetable;
- monitoring of individual healthcare plans.

### Management of the policy

**School** This policy is implemented and managed by the headteacher

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|------------------------|---|
| <b>Governing body</b>  | The Governing Body has delegated management of this policy to the Head teacher. |
| <b>Approval</b>        | February 2017   |
| <b>Next review due</b> | February 2019   |

## Associated policies

Admissions policy

Anti-bullying policy

Attendance policy

CPD policy

Drugs policy

SEN/D Policy

## Practice and procedures

The Wren School is an inclusive community that supports and welcomes students with medical conditions.

- The Wren School is welcoming and supportive of students with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other students. No child will be denied admission or prevented from taking up a place at The Wren School because arrangements for their medical condition have not been made. We will support students who develop a medical condition during their time as a student at The Wren School in order to minimise any disruption to their education.
- The school listens to the views of students and parents/carers.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.

All staff understand and are trained in what to do in an emergency for children with medical conditions.

- All school staff, including temporary or supply staff, are aware of any medical conditions at The Wren School and understand their duty of care to students in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- Any children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at The Wren School will have an individual healthcare plan (IHP), which explains what help they need in an emergency. The IHP will accompany a student should they need to attend hospital. Parental/carer permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

- The Wren School has chosen not to hold an emergency salbutamol inhaler for use by students.

All staff understand and are trained in the school's general emergency procedures

- All staff should be aware of the content of this policy, know what action to take in an emergency and receive updates at least yearly. School nurses will provide annual training for common conditions eg asthma, allergies and epilepsy. The diabetic nurse specialist at the Royal Berkshire hospital can provide training in the care of students with diabetes and diabetes.
- If a student needs to attend hospital, a member of staff (preferably known to the student) will stay with them until a parent/carer arrives, or accompany a child taken to hospital by ambulance. They will not take students to hospital in their own car.

The Wren School has clear guidance on providing care and support and administering medication at school.

- The Wren School understands the importance of medication being taken and care received as detailed in the student's IHP.
- Medication will only be administered when it would be detrimental to a child's health or school attendance not to do so.
- The Wren School will make sure that there are sufficient members of staff who have been trained to administer the medication and meet the care needs of an individual child.
- The Wren School will not give medication (prescription or non-prescription) to a child under 16 without a parent's/carer's written or verbal consent except in exceptional circumstances.
- When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given.
- The Wren School will make sure that a trained member of staff is available to accompany a student with a medical condition on an off-site visit, including overnight stays.
- Parents/carers understand that they should let the school know immediately if their child's needs change.
- If a student misuses their medication, or anyone else's, their parent/carer is informed as soon as possible and the school's disciplinary procedures are followed.

There is clear guidance on the storage of medication and equipment at school.

- The Wren School makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment, eg asthma inhalers, epi-pens etc are readily available wherever the child is in the school and on off-site activities, and are not locked away.
- Students may carry their own medication/equipment, or they should know exactly where to access it. Those students deemed competent to carry their own medication/equipment with them will be identified and recorded through the student's IHP in agreement with parents/carers.
- The Wren School will store controlled drugs securely in a non-portable container, with only named staff having access. Staff can administer a controlled drug to a student once they have had specialist training.

- The Wren School will make sure that all medication is stored safely, and that students with medical conditions know where they are at all times and have access to them immediately.
- The Wren School will only accept medication that is in date, labelled and in its original container including prescribing instructions for administration.
- Parents/carers are asked to collect all medications/equipment when they expire, and to provide new and in-date medication when required.
- The Wren School disposes of needles and other sharps in line with local policies.

There is clear guidance about record keeping.

- As part of the school's admissions process and annual data collection exercise parents/carers are asked if their child has any medical conditions. These procedures also cover transitional arrangements between schools.
- The Wren School will use an IHP to record the support an individual student needs around their medical condition.
- The Wren School makes sure that the student's confidentiality is protected.
- The Wren School seeks permission from parents/carers before sharing any medical information with any other party.
- The Wren School keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

The Wren School ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- The Wren School is committed to providing a physical environment accessible to students with medical conditions.
- The Wren School makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that students with medical conditions may experience and use this knowledge, alongside the school's anti bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- The Wren School understands the importance of all students taking part in off site visits and physical activity and that all relevant staff make reasonable and appropriate adjustments to such activities in order they are accessible to all students. This includes out-of-school clubs and team sports. Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual student needs.
- The Wren School understands that all relevant staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students who have been advised to avoid/take special precautions during activity, and the potential triggers for a student's medical condition when exercising and how to minimise these.

The Wren School makes sure that students have the appropriate medication/equipment/food with them during physical activity and offsite visits.

- The Wren School makes sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a student's medical condition.
- The Wren School will not penalise students for their attendance if their absences relate to their medical condition.
- The Wren School will refer students with medical conditions who are finding it difficult to keep up educationally to the SENDCo who will liaise with the student (where appropriate), parent/carer and the student's healthcare professional.
- The Wren School makes sure that a risk assessment is carried out before any out-of-school visit. The needs of students with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

The Wren School is aware of the common triggers that can make common medical conditions worse or can bring on an emergency.

- The Wren School is committed to identifying and reducing triggers both at school and on out-of-school visits.
- The Wren School reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy. Key roles and responsibilities are outlined in Appendix 1.

Should parents and students be dissatisfied with the support provided they should discuss these concerns to the Headteacher.

## Associated documents

Section 100 of The Children and Families Act 2014

DfE guidance 'Supporting pupils at school with medical conditions' (December 2015)

Equality Act 2010

SEND code of practice

## Appendices

Appendix 1: Roles and responsibilities

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**Governing bodies** – must make arrangements to support students with medical conditions in school, including making sure that a policy for supporting students with medical conditions in school is developed and implemented. They should ensure that students with medical conditions are supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They should also ensure that any members of school staff who provide support to students with medical conditions are able to access information and other teaching support materials as needed.

**Headteacher** – should ensure that their school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation. Headteachers should ensure that all staff who need to know are aware of a child's condition. They should also ensure that sufficient trained staff are available to implement the policy and deliver against individual healthcare plans. Headteachers have overall responsibility for the development of individual healthcare plans. They should also make sure that school staff are appropriately insured and are aware that they are insured to support students in this way. They should contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.

**School staff** – 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. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of students with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

**School nurse** – every school has access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they will do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs - for example, there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition.

**Other healthcare professionals** - including GPs, paediatricians, nurse specialists/community paediatric nurses – should notify the school nurse and work jointly when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Anyone dealing with the medical care of a student in school should contact the named school nurse for that school to ensure a coordinated approach.

**Students** – with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support

needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other students will often be sensitive to the needs of those with medical conditions.

**Parents/carers** – should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents/carers are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, eg provide medicines and equipment and ensure they or another nominated adult are contactable at all times.