

Supporting Pupils with Medical Conditions

March 2019

This policy should be read in conjunction with the Administering Medicines Policy, the SEN Policy and the Keeping Children safe in education (KCSiE) and safeguarding policy

This policy is written in regard to Supporting Children at school with medical conditions (December 2015) and to Section 100 of the Children and Families Act 2014 which places a duty on Governing Bodies to make arrangements for supporting pupils with medical conditions at their school.

Aim:

- To ensure pupils at school with medical conditions, in terms of both physical and mental health, are properly supported so 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.

Procedure

Whenever the school is notified that a pupil has a medical condition, the Head teacher is responsible for ensuring:

- Sufficient staff are suitably trained.
- 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 are carried out for visits and activities outside the normal timetable.
- Individual protocols and/or healthcare plans are monitored and remain current.
- Transitional arrangements between schools/settings are carried out.
- Changes to the pupil's needs will result in plans and protocols being updated.

When pupils join Bettridge School at the start of a new academic year, the arrangements above should be in place for the start of the term. When a pupil joins mid-term or a new diagnosis given, interim arrangements may be required whilst plans, protocols and training are put into place.

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 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 the normal school timetable to ensure the pupil has the opportunity to 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

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 make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented.

- Must ensure sufficient staff receive suitable training and are competent to support pupils with medical conditions.
- Must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk.

The Head teacher

- Should ensure all staff are aware of this policy and understand their role in its implementation.
- Should ensure all staff who need to know are informed of a pupil's condition.
- Should ensure 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.
- Should ensure records of training are maintained and regularly updated
- Is responsible for ensuring individual plans/protocols are monitored.

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 should be responsible to ensuring any pupil with a medical needs has a care plan, completed as agreed (See appendix 1)

Currently the process for ensuring staff are adequately trained and have been assessed as confident and competent to carry out all tasks is under review and development. This should be completed by September 2019. Meanwhile, 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 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 (these need to be written and shared immediately if any changes are made).
 - In-date, correctly labelled medication.
 - Medical equipment necessary to manage their child's medical needs e.g. 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 following practices are considered to be good practice:

- Ensuring pupils/staff have easy access to required medication and administer it when and where necessary.
- Ensuring pupils are treated as individuals, even if some have similar conditions.
- Listening to the views of the pupil and their families.
- Supporting pupils with medical conditions to remain in school whenever possible (unless specified in their individual plans/protocols).

- Not penalising pupils for their attendance record if absences are related to their medical condition.
- Allowing pupils to drink, eat or take toilet breaks whenever they need in order to manage their medical condition effectively.
- Whenever possible, manage pupils medical conditions without requiring parents to attend school to administer medication or provide medical support.
- To enable all pupils to participate in any aspect of school life, including school trips.

Complaints

Should parents, carers or pupils have concerns about the support provided, they should discuss these directly with the school.

If their concerns are not resolved, they may wish to make a formal complaint via the school's complaint procedure.

Monitoring, Evaluation and Review

This policy undergoes a review annually by Full Governing Body from the date of this document.

Appendix 1

Medical Needs Care Plan. Contents of folder.

PUT PUPIL PHOTO HERE

SLOT THIS PAGE IN FRONT OF FOLDER

Bettridge School

Medical and Feeding File

Name: _____

D.O.B.: _____

List of Key People PUT THIS PAGE AT THE VERY FRONT OF THE FOLDER

Parents/Carers: (name and relationship to pupil, and phone numbers)

Consultant Paediatrician: (name and contact details)

Specialist Nurse(s): (e.g. feeding/diabetic/respiratory, name and contact details)

Key People: (e.g. SALT/Physio/OT, name and contact details)

Does student have direct access to PAU? (**direct access to the paediatric assessment unit at the hospital**) _____

Does student have advanced care plan? _____

Contents (tick if included)

- | | |
|--------------------------|---|
| <input type="checkbox"/> | 1. Emergency Protocols(Epilepsy etc) |
| <input type="checkbox"/> | 2. Advanced Care Plan |
| <input type="checkbox"/> | 3. Feeding plans(plans written and provided by the dietician, or by speech therapist) |
| <input type="checkbox"/> | 4. Other condition specific information/protocols (diabetes, respiratory etc) |
| <input type="checkbox"/> | 5. Paediatrician letters (only the most recent, any old ones please store in a separate folder.) |
| <input type="checkbox"/> | 6. Drug/feed charts(the charts you sign when giving feeds or medications) |
| <input type="checkbox"/> | 7. Medicine signing in and out charts(please use the form provided) |
| <input type="checkbox"/> | 8. Epilepsy recording sheets (use whatever method you have at the moment, but these are going to be standardised soon.) |
| <input type="checkbox"/> | 9. Oral Feeding recording sheets(oral feeding, recording if needed/appropriate) |
| <input type="checkbox"/> | 10. Communication placemat |
| <input type="checkbox"/> | 11. Staff competency certificates |

