



Growth Through Understanding

**Thomas Bewick School
Supporting Pupils at School with Medical Conditions
Policy and Procedures
2015-17**

Rationale

Thomas Bewick School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full time curriculum or as much as their medical condition allows. This policy has been developed in line with the Department for Education's statutory guidance released in April 2014 – "Supporting pupils at school with medical conditions" under a statutory duty from section 100 of the Pupils and Families Act 2014. The statutory duty came into force on 1st September 2014. The school will have regard to the statutory guidance issued. We take account of the guidance, carefully consider it and we make all efforts to comply. Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities, also including those pupils with medical conditions. All pupils at Thomas Bewick School have a diagnosis of autism and are at different points on the spectrum. However all pupils have difficulties with communication, social interaction, imagination and sensory processing. As such many of our pupils are extremely vulnerable and staff need to be diligent in the safe storage and administration of medication.

Key roles and responsibilities

The Local Authority (LA) is responsible for:

1. promoting co-operation between relevant partners regarding supporting pupils with medical conditions;
2. providing support, advice /guidance and training to schools and their staff to ensure Individual Healthcare Plans (IHP) are effectively delivered;
3. working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

The Governing Body of Thomas Bewick School is responsible for:

1. ensuring arrangements are in place to support pupils with medical conditions;
2. ensuring the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively;
3. ensuring that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/national/ origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation;

4. ensuring the policy covers arrangements for pupils who are competent to manage their own health needs;
5. ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential;
6. ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support pupils with medical conditions and that they are signed off as competent to do so. Staff should have access to information, resources and materials as required;
7. ensuring written records are kept of all medicines administered to pupils;
8. ensuring the policy sets out procedures in place for emergency situations;
9. ensuring the level of insurance in place reflects the level of risk;
10. handling complaints regarding this policy as outlined in the school's Complaints Policy.

The Headteacher is responsible for:

1. ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy;
2. the day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures of Thomas Bewick School;
3. liaising with healthcare professionals regarding the training required for staff;
4. identifying staff who need to be aware of a pupil's medical condition;
5. developing Individual Healthcare Plans (IHPs);
6. ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal and emergency situations;
7. ensuring the correct level of insurance is in place for teachers or teaching and learning assistants who support pupils in line with this policy;
8. continuous two way liaison with school nurses and school in the case of any pupil who has or develops an identified medical condition;
9. ensuring confidentiality and data protection;
10. assigning appropriate accommodation for medical treatment/ care;
11. voluntarily holding 'spare' salbutamol asthma inhalers for emergency use.

Staff members are responsible for:

1. taking appropriate steps to support pupils with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help;
2. knowing where medication and controlled drugs are stored and where the key is held;
3. taking account of the needs of pupils with medical conditions in lessons;
4. undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility;
5. allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.

School nurses/health care professionals are responsible for:

1. collaborating on developing an IHP in anticipation of a pupil with a medical condition starting school;

2. notifying the school when a pupil has been identified as requiring support in school due to a medical condition at any time in their school career;
3. supporting staff to implement an IHP and then participate in at least annual reviews of the IHP;
4. giving advice and liaison on training needs;
5. liaising locally with lead clinicians on appropriate support. Assisting the Head Teacher in identifying training needs and providers of training.

Parents and carers are responsible for:

1. keeping the school informed about any new medical condition or changes to their pupil/pupil's health;
2. participating in the development and regular reviews of their pupil's IHP;
3. completing a parental consent form to administer medicine or treatment before bringing medication into school;
4. providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine;
5. carrying out actions assigned to them in the IHP with particular emphasis on, they or a nominated adult, being contactable at all times.

Where applicable pupils are responsible for:

1. providing information on how their medical condition affects them;
2. contributing to their IHP;
3. complying 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.

Training of staff

Newly appointed teachers, supply or agency staff and support staff will receive training on the 'Supporting Pupils with Medical Conditions' Policy as part of their induction.

The clinical lead for each training area/session will be named on each IHP.

No staff member may undertake healthcare procedures without undergoing training specific to the condition and signed off as competent.

School will keep a record of medical conditions supported, training undertaken and a list of staff qualified to undertake responsibilities under this policy.

Medical conditions register /list

The school admission form requests information on pre-existing medical conditions. Parents can inform the school via the school office or a member of the senior leadership team about any new or changing medical conditions during the school year.

A medical conditions list or register will be kept, updated and reviewed regularly by a nominated member of staff and will be available to class teachers and teaching and learning assistants.

Supply staff and other support staff should similarly have access on a need to know basis. Parents should be assured data sharing principles are adhered to.

For pupils on the medical conditions list transition meetings should take place in advance of the transfer to enable parents, school and health professionals to prepare/review IHP and train staff if appropriate.

Individual Healthcare Plans (IHPs)

Where required an Individual Healthcare Plan (IHP) will be developed in collaboration with the pupil, parents/carers, headteacher/deputy head teacher and multi-agency professionals including medical professionals.

IHPs will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. Staffrooms are inappropriate locations (under Information Commissioner's Office (ICO) advice) for displaying IHP as visitors /parent helpers etc. may enter. If consent is sought from parents a photo and instructions may be displayed. More discreet location for storage such as Intranet or locked file is more appropriate. However, in the case of conditions with potential life-threatening implications the information should be available clearly and accessible to everyone.

IHPs will be reviewed at least annually or when a pupil's medical circumstances change, whichever is sooner.

The IHP will become part of the Education Health and Care Plan and reviewed at the same time.

Where a pupil is returning from a period of hospital education, alternative provision or home tuition, collaboration between the LA /AP provider and school is needed to ensure that the IHP identifies the support the pupil needs to reintegrate.

Transport arrangements

Where a pupil with an IHP is allocated school transport the school should invite a member of Newcastle LA Transport team who will arrange for the driver or escort to participate in the IHP meeting if appropriate. A copy of the IHP will be copied to the Transport team and kept on the pupil record. The IHP must be passed to the current operator for use by the driver /escort and the Transport team will ensure that the information is supplied when a change of operator takes place.

When prescribed or controlled drugs need to be sent in to school, parents will be responsible for handing them over to the adult in the minibus/car in a suitable bag or container. They must be clearly labelled with name and dose etc.

All medicines, including controlled drugs will be kept under the supervision of the adult in the car throughout the journey and handed to a school staff member on arrival.

Medicines

- Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the pupil must complete and sign a parental consent to administration of medicine form.
- Thomas Bewick School will only accept prescribed medicines and no pupil will be given any prescription medicines without written parental consent.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of four weeks' supply of the medication may be provided to the school at one time.
- Medications will be stored in the Medical room in a locked cabinet or fridge. The key for both the Medical room and the locked cabinet/fridge is available via the school office.
- Controlled drugs that have been prescribed for a pupil will be securely stored in the locked inner cupboard of the medicine cabinet in the medical room.
- Any medications left over at the end of the course will be returned to the pupil's parents.
- Written records will be kept of any medication administered to pupils.
- Pupils will never be prevented from accessing their medication.
- Emergency salbutamol inhaler kits may be kept voluntarily by school
- Thomas Bewick School cannot be held responsible for side effects that occur when medication is taken correctly.
- Staff will not force a pupil, if the pupil refuses to comply with their health procedure, the resulting actions will be clearly written into the IHP which will include informing parents.
- Any member of staff requiring to take medication at school is responsible for their own medication. Medicine should be stored in a car or staff locker out of the reach of pupils. Controlled drugs must be stored in the medical room in the inner locked cupboard of the medicine cabinet. Again staff are responsible for the safe storage and administration of their own controlled drugs.
- Members of staff with a medical condition that involves taking medication at school regularly or where conditions may need an emergency response must inform the Head Teacher so that an agreed plan can be put in place.

Emergencies

- In the event of a medical emergency staff should follow the emergency procedure attached. School has named first aiders in each 'leg' of the school. Emergency services should be contacted if needed (see procedure). Emergency medication should be administered by trained staff and as specified on the label and in the IHP.

- If a pupil needs to be taken to hospital, a member of staff will remain with the pupil until their parents arrive. Pupils should not be taken to hospital in staff cars.

Trips, residential visits and sporting activities

- Arrangements should be made to ensure pupils with medical conditions can participate in school trips, residential stays and sports activities.
- Risk assessments should be undertaken in order to plan for including pupils with medical conditions. Consultation with parents, healthcare professionals etc. about trips and visits will be separate to the normal day to day IHP requirements for the school day.

Avoiding unacceptable practice

Each case will be judged individually but in general the following is not considered acceptable at Thomas Bewick School.

1. Preventing pupils from easily accessing their inhalers and medication and administering their medication when and where necessary.
2. Assuming that pupils with the same condition require the same treatment.
3. Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion.
4. Sending pupils home frequently or preventing them from taking part in activities at school.
5. Sending the pupil to the medical room or school office alone or with an unsuitable escort if they become ill.
6. Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
7. Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
8. Creating barriers to pupils participating in school life, including school trips.
9. Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.
10. No medicines (either pupils' or staff) should be left in the classroom or teaching areas.

Complaints

All complaints should be raised with the school in the first instance.

The details of how to make a formal complaint can be found in the School Complaints Policy.

Definitions

'Parent(s)' is a wide reference not only to a pupil's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of, a pupil.

'Medical condition' for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the pupil or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. Being 'unwell' and common childhood diseases are not covered.

'Medication' is defined as any prescribed or over the counter treatment.

'Prescription medication' is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.

A 'staff member' is defined as any member of staff employed at Thomas Bewick School.

Linked Policies

- Equalities Policy
- SEN Policy
- Accessibility Policy
- Data Protection Policy

Revision Record of Published Versions			
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D Scott	February 2015	1.0	Approval by H&S committee 05.02.15
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Medical Emergency Protocols (to be completed)