



WELLSWAY
SCHOOL

Supporting Students with Medical Conditions Policy

For review by: Assistant Principal, Pastoral Care

Approved by: The Governing Body

Date of last review: November 2018

Date of next review: November 2020

Section 1

Context

Wellsway School believes that students with medical conditions should be properly supported so that they have full access to all educational opportunities and experiences. Section 100 of the Children and Families Act 2014 and the Equality Act 2010 places a duty on the Academy Governance Committee and Senior Leadership Team to make arrangements for supporting students with medical conditions in their school. This policy sets out the arrangements that are in place at Wellsway School to support those students with short term, long term and complex medical needs.

Section 2

Legislation and Guidance

All action is taken in line with the following legislation/guidance:

- Children's and Families Act 2014
- The Equality Act 2010
- Mental Capacity Act 2005
- Special Educational Needs and Disability code of Practice: 0-25 2014
- DfE Supporting Pupils at School with Medical Conditions 2014
- BANES Supporting Pupils at School with Medical Conditions 2017
- Working Together to Safeguard Children 2018
- Managing medicines and providing medical support in schools and early years settings

Section 3

The Role of Staff at Wellsway School

Academy Governance Committee

- Ensure that arrangements are in place to support students with medical conditions.
- Monitor staff training in order to provide the support that students need.
- Assign the role and responsibilities for implementing this policy within the school.
- Ensure that their arrangements give parents and students confidence in the school's ability to provide effective support for medical conditions in school.

The Academy Governance Committee at Wellsway School have decided that the Principal should have overall responsibility for the creation and implementation of this policy. The senior leader with responsibility for implementing this policy in conjunction with the Principal is the Assistant Principal (Student Support).

Assistant Principal (Student Support)

- Ensure that all staff are aware of the policy for supporting students with medical conditions.
- Line manage the Student Welfare Officer to ensure the responsibilities assigned to this role are completed.

Student Welfare Officer (SWO)

- Create Individual Health Care Plans (IHCP) for appropriate students.
- Work with the school nurse or specialist nurse in the case of any student who has a medical condition that may require specialist support at school.
- Bring the IHCP to the attention of all relevant members of staff and ensure it is accessible at all times.
- Monitor the number of students with medical needs and the types of conditions to ensure that adequate numbers of first aiders are available and appropriately trained.
- Make appropriate arrangements so that a member of staff is always available to support a student with medical conditions.
- Induct new staff into the arrangements and guidelines set out in this Policy.
- Work with the EVC to ensure that risk assessments are completed for school visits, residential activities and other activities outside of the normal timetable.
- Be responsible for ensuring supply teachers are briefed in relation to student's medical needs.

First Aiders

- Hold valid first aid qualifications and be assessed by an appropriate healthcare professional before carrying out any medical procedure.
- Read and understand the student's IHCP and be willing to undertake the tasks outlined in it.

School Staff

- Comply with the universal duty for staff to respond to an emergency. Training should be given to all staff concerning how to respond in emergency circumstances.
- Read and adhere to the expectations in an IHCP for all relevant students.

Every student who has an IHCP is clearly identified to staff using the # symbol on the register. Staff must ensure they read the IHCP for every student they teach. Copies of each IHCP can be accessed either using paper copies in Student Support or in the Safeguarding folder on the desktop.

- Staff should not deliver care if: they are unfamiliar with the IHCP, if the student's condition is unstable, if information or training has been inadequate, or if there is parental concern.

- Students with medical needs are vulnerable to bullying: all staff should be watchful and act on any concerns in accordance with bullying policy.

Parents and Carers

- Disclose full information about their child's health to the school.
- Ensure medications and any necessary equipment is available for their child to use at school from the supplies available to the family at home.
- Work together with the school to ensure agreed support programs are followed.

Students

- Be involved in developing their IHCP to help ensure compliance with their care.

Every student should be consulted in a way appropriate to their level of understanding about their wishes and what is important to them when receiving medical care. Where appropriate, arrangements should be made for students who are competent to manage their own health needs and medicines.

School Nurse or specialist nurse

- Notify the school, when notified by parents/carers that a student has been identified as having a medical condition which requires support in school.
- Help the school in implementing the student's IHCP. Where the medical needs are more complex school will also liaise with specialist nurses such as Dietetic nurses or the Lifetime nurses.

GPs and Paediatricians

- Notify the school nurse when a student has an identified medical condition and what effects the medical condition may have on schooling.

Section 4

Procedures to be followed when notification is received that a student has a medical condition

Wellsway School will ensure that the correct procedures will be followed whenever we are notified that a student has a medical condition.

The Executive Assistant will oversee identification of students with medical conditions as part of the school admissions process, and then bring them to the attention of the Student Welfare Officer and the School Nurse. For students starting at Wellsway School, arrangements will be in place in time prior to commencing as a student at the school. A Team Around the Child meeting may be held to ensure a smooth transition from one setting to another.

If a student's medical needs change then the parent/carer or member of staff should bring this to the attention of the Student Welfare Officer, who will then liaise with the School Nurse to ensure any amendments to IHCPs and/or arrangements for any staff training or support can be made.

The school will make sure that no student with a medical condition is denied admission or prevented from attending the school because arrangements for their medical condition have not been made. However, in

line with our safeguarding duties, we will ensure that students' health is not put at unnecessary risk from, for example, infectious diseases. We will therefore not accept a student in school at times where it would be detrimental to the health of that student or others. On these occasions the SWO, in liaison with the Assistant Principal (Student Support) will seek advice from The Health Protection Agency.

The school does not have to wait for a formal diagnosis before providing support to students. In cases where a student's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence. This would normally involve some form of medical evidence and consultation with parents/carers and the student. Where evidence and information available varies, negotiation may be necessary to ensure that the appropriate support can be put in place. This will usually be led by the SWO in conjunction with the School Nurse. Following the discussions an IHCP or guidelines will be put in place.

Section 5

Individual Health Care Plans

IHCPs (Appendix A) will be written and reviewed by The SWO in conjunction with the School Nurse. Parent/carers and the student will be involved in this process. It will be the responsibility of all members of staff supporting the individual students to ensure that the Plan is followed. Every student who has an IHCP is clearly identified to staff using the # symbol on the register. Staff must ensure they read the IHCP for every student they teach. Copies of each IHCP can be accessed either using paper copies in Student Support or in the Safeguarding folder on the desktop.

IHCPs will help to ensure that the school effectively supports students with medical conditions. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex.

IHCPs will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will capture the key information and actions that are required to support the student effectively. The level of detail within plans will depend on the complexity of the student's condition and the degree of support needed. This is important because different students with the same health condition may require very different support. Where a student has SEN but does not have a statement or Education Health Care Plan (EHCP), his/her SEN should be mentioned in the IHCP. Where the student has a SEN identified in a EHCP, the Director of Inclusion will ensure the Individual Health Care Plan is linked to or becomes part of that EHCP.

The SWO in conjunction with the School Nurse will ensure that IHCPs are reviewed at least annually or earlier if evidence is presented that the student's needs have changed.

Section 6

The student's role in managing his/her own medical needs

If it is deemed, after discussion with the parents/carers, that a student is competent to manage his/her own health needs and medicines, the school will encourage him/her to take responsibility for managing his/her own medicines and procedures. Where appropriate this will be reflected within the IHCP.

Wherever possible, students should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily; these will be stored in the cupboard in the Medical Room to ensure that the safeguarding of other students is not compromised. Wellsway School does also recognise that students who can take their medicines themselves or manage procedures may require an appropriate level of supervision. This might be the case for students with asthma or Attention Deficit Hyperactivity Disorder. If a student is not able to self-medicate then relevant staff should help to administer medicines and manage procedures for them. If a student refuses to take medicine or carry out a necessary procedure, staff should not force them to do so but instead follow the procedure agreed in the IHCP. Parents/carers should be informed, outside of the review, so that alternative options can be considered.

The following are the procedures to be followed for managing medicines:

- All parents/carers should submit Appendix B to the SWO if they would like medicine to be administered at school.
- No students under 16 should be given prescription or non-prescription medicines without written consent of a parent/carer.
- The school will only accept 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 exception to this is insulin which must still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container.
- All medicines will be stored safely in the Medical Room. Students should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility, which will be all First Aiders.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to students and not locked away; these will be stored in the Medical Room in Student Support where both the First Aiders and students know how to access them.
- Students with asthma are unlikely to have an individual health care plan. In this instance an authorisation to Administer Medication form should be completed by parent/carer. A spare inhaler(s) should be kept in Student Support and inhaler(s) carried by student. Each student should be aware that s/he must tell staff if his/her asthma is becoming worse and be reviewed in Student Support by a First Aider.
- During educational visits, the first aid trained member of staff/member of staff in charge of first aid will carry all medical devices and medicines required. Students will bring the medication they usually carry on them (i.e. inhaler, epipen). When educational visits are abroad school will translate basic medical emergency information in to the country's native language; be familiar with the country's emergency procedures and the nearest hospital/medical treatment centre.
- Staff administering medicines should do so in accordance with the prescriber's instructions. The school will keep a record of all medicines administered to individual students, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at the school should be noted. Written records are kept of all medicines administered to students (Appendix C). These records offer protection to staff and students and provide evidence that agreed procedures have been followed.
- When no longer required or expired, medicines will be returned to the parent/carer to arrange for safe disposal and they will ensure provision of necessary medication if appropriate. Sharps boxes should always be used for the disposal of needles and other sharps.

Section 7

Unacceptable Practice

Although school staff should use their discretion and judge each case on its merits with reference to the student's IHCP, it is not generally acceptable practice to:

- prevent students from easily accessing their inhalers and medication and administering their medication when and where necessary.
- assume that every student with the same condition requires the same treatment.
- ignore the views of the student or his/her parents/carers; or ignore medical evidence or opinion, (although this may be challenged).
- send students with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
- send an ill student to student support or medical room unaccompanied or with someone unsuitable. Students with epilepsy, diabetes, Epipens or asthma must be escorted by a member of staff to Student Support. A member of the Student Support team can assist members of staff with this if required.
- penalise students for their attendance record if their absences are related to their medical condition e.g. hospital appointments.
- prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- require parents/carers, or otherwise make them feel obliged, to attend the school to administer medication or provide medical support to their child, including with toileting issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs; or prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including educational visits, e.g. by requiring parents/carers to accompany the child.

Section 8

Complaints

Should parents/carers or students be dissatisfied with the support provided they should refer to the school's complaints procedure. A copy of this document can be found on the Wellsway School website.

Appendix A

Wellsway Multi Academy Trust: Individual Healthcare Plan

Name of school/setting

Student's name

Group/class/form

Date of birth

Student's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to student

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

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Describe medical needs and give details of student's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix B

**Wellsway Multi Academy Trust:
parental agreement for setting to administer medicine**

The school/setting will not give your student medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of student	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to student	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Appendix C

Wellsway Multi Academy Trust: record of medicine administered to all students

Name of school/setting

Date	Student's name	Time	Name of medicine	Dose given	Any reactions	Signature of staff	Print name

