



## **Broadfield Specialist School / Medical Conditions Policy**



### **Supporting Pupils at School with Medical Conditions**

Section 100 of the **Children and Families Act 2014** places a duty on governing bodies of maintained schools to make arrangements for supporting pupils at their school with medical conditions.

#### **Definition**

Pupils' medical needs may be broadly summarised as being of two types:

- Short-term – affecting their participation in school activities when they are on a course of medication.
- Long-term – potentially limiting their access to education and requiring extra care and support (**special medical needs**).

#### **Key Points**

- **Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.**
- **Governing bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.**
- **Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children / young adults with medical conditions are effectively supported.**

#### **Rationale**

LAs and schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. **Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.** However, teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent / carer who is responsible for the child's medication and should supply the school with information. The school takes advice and guidance from the DfE statutory guidance for **'Supporting pupils at school with medical conditions' – September 2014.** Contact details for our School Nurse can be found through the school office and a copy of this policy is available to parents.

## **Aims**

The school aims to:

- assist parents in providing medical care for their children;
- educate staff and children in respect of medical needs;
- adopt and implement the LA policy of Medication in Schools;
- arrange training for staff to support individual pupils;
- liaise as necessary with medical services in support of the individual pupil;
- ensure access to full education if possible;
- monitor and keep appropriate records.

## **The Role of Governing Body**

The governing body must ensure that arrangements are in place to support pupils with medical conditions. In doing so they should ensure that such pupils can access and enjoy the same opportunities at school as any other child.

In making their arrangements, governing bodies should take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others. Governing bodies should therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.

The governing body should 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 should ensure that staff are properly trained to provide the support that pupils need.

The Governing Body should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support pupils with medical conditions.

## **Individual Healthcare Plans**

At Broadfield Specialist School the individual healthcare plans are presented on yellow coloured paper. These are developed by the School Nurse in conjunction with other professionals. Individual healthcare plans help to ensure that school effectively support pupils with medical conditions. They 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, and are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex. They should be easily accessible to all who need to refer to them, while preserving confidentiality.

The governing body should ensure that plans are revised at least annually or earlier if evidence is presented that the pupil's needs have changed. The individual healthcare plans are developed with the pupil's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing, and minimises disruption.

## **Staff Training and Support**

Staff will be trained in carrying out their role to support pupils with medical conditions from the School Nurse and other medical professions. The School Nurse provides medical training on an annual basis for general medical issues and for staff supporting particular complex pupils. All members of school staff providing support to a pupil with medical needs should receive suitable training. If a member of the school staff needs training or support for a pupil with a medical condition, it is their responsible to inform a member of the Senior Leadership Team and the School Nurse.

The relevant healthcare professional should normally lead on identifying and agreeing with the school the type and level of training required, and how this can be obtained.

**Staff must not give prescription medicines or undertake healthcare procedures without appropriate training.**

The **Staff Handbook in Section 6** contains:

- The Asthma Policy
- The Bodily Fluids Policy
- The Drugs Policy
- The Epilepsy Policy
- The Infection Control Policy
- The Medical Guidance Policy
- The Bumped Head Letter for Parents
- The School Procedures for Adminstrating Medicine Policy
- The Spread of Infectious Diseases Policy

Staff should be familiar with the **Broadfield Specialist School Emergency Plan**. This includes arrangements in place for dealing with emergencies for all school activities wherever they take place, including on school trips within and outside the UK.

## **The Pupil's Role in Managing their own Medical Needs**

After discussions with parents, pupils who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This will be reflected within individual healthcare plans.

## **Entitlement**

The Ofsted Framework places a clear emphasis on meeting the needs of disabled pupils and pupils with SEN and considers the **quality of teaching and the progress** made by these pupils in comparison to other groups of pupils.

The school believes that pupils with medical needs should be **enabled to have full attendance** and receive necessary proper care and support.

The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- choose whether or not they are prepared to be involved;
- receive appropriate training;
- work to clear guidelines;
- have concerns about legal liability;
- to bring to the attention of Senior Leadership Team any concern or matter relating to supporting pupils with medical needs.

## **Expectations**

It is expected that:

- parents will be encouraged to co-operate in training children to self-administer medication if this is practicable;
- members of staff will only be asked to be involved if there is no alternative; for example, due to the pupil's cognitive level or physical difficulties;
- where parents have asked the school to administer the medication for their child they must ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for school use. The prescription and dosage regime should be typed or printed clearly on the outside. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff. Pupils should not bring in their own medicine. This should be brought into school by the parent / carer/ bus escort;
- that employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately;

- the school will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil;
- any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

### **Unacceptable Practice**

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

- prevent pupils from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every pupil with the same condition requires the same treatment;
- ignore the views of the pupil or their parents; or ignore medical evidence or opinion;
- send pupils with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plan;
- penalise pupils for their attendance record if their absences are related to their medical condition.

### **Liability and Indemnity**

The Governing Body should ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.

### **Policy into Practice**

There is a need for proper documentation at all stages when considering the issues of support for pupils with medical needs in school.

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.

Governing bodies should ensure that the arrangements include details on how the school's policy will be implemented effectively, including a named person who has overall responsibility for policy implementation (see box below).

Written by:	Implemented by:	Date approved by Governors:
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