



Queen Elizabeth High School Policy

Supporting Students with Medical Conditions

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Policy and Document Links:

Accessibility Plan
Data Protection Policy
Equality Policy
Health and Safety Policy
Safeguarding and Child Protection Policy
School Ethos Statement
School Premises Management Policy
SEND Policy

Policy Type: Statutory

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Amendments: See Policy Amendment Record

(1) 01.09.17

Rationale

Queen Elizabeth High School wishes to ensure that students with medical conditions receive appropriate care and support at School. This policy has been developed in line with the Department for Education's guidance released in April 2014 "Supporting Students at School with Medical Conditions", and supports the revisions of the September 2014 update to the same guidance document. Additional elements of the policy draw on guidance found within The Equality Act (2010), The Special Educational Needs and Disability Code of Practice (2014), The Education Act (1996 and 2002), The Children's Act (1989 and 2004) and The NHS Act (2006).

Queen Elizabeth High School places a clear emphasis on meeting the needs of students with SEN and/or disabilities, including students with medical conditions.

Aims

Queen Elizabeth High School aims to ensure students with medical conditions are properly supported so that they can have full and equal access to education, including trips, physical education and enrichment activities.

Clear arrangements are in place to support students at Queen Elizabeth High School with medical conditions, so that they can play a full and active role in school life, remain healthy and achieve fully their academic potential.

Queen Elizabeth High School seeks to form valuable partnerships with health and social care professionals, parents or carers and students to ensure that their specific medical needs are met and the student is effectively supported.

Queen Elizabeth High School will provide ongoing support that is regularly monitored and reviewed to students, and where applicable their families, with long term and complex medical conditions.

Queen Elizabeth High School will ensure a clear procedure is in place to supply and/or raise emergency intervention when required, and that all appropriate staff are aware of such a procedure.

The school will ensure that all staff are aware of the social and emotional implications of long term ill health for students with medical conditions, ensuring appropriate support and counselling where needed is available.

Students who have suffered absence due to their condition should have planned reintegration strategies to ensure that they return to school life as smoothly as possible. Where such conditions lead to short term absence or where the need for medical release is required, Queen Elizabeth High School will endeavour to limit the impact to the students educational attainment whilst ensuring their emotional well-being.

Key Roles and Responsibilities

The Local Authority (LA) has a responsibility for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions
- Providing support, advice and guidance to schools and their staff
- Making alternative arrangements for the education of students who need to be out of School for 15 days or more due to a medical condition

The Headteacher and Governing Body are responsible for:

- Overall implementation of the Supporting Students with Medical Conditions Policy and procedures of Queen Elizabeth High School
- Ensuring that the Supporting Students with Medical Conditions Policy, as written, does not on any grounds including, but not limited to: ethnicity, national origin, culture, religion, gender, disability or sexual orientation
- Ensuring that no student with a medical condition is denied admission or prevented from taking up a place at Queen Elizabeth High School as a result of their needs having not been met
- Handling complaints regarding this policy as outlined in the Compliments and Complaints Policy ensuring that all students with medical conditions are able to participate fully in all aspects of School life
- Ensuring that relevant training is delivered to staff members who take on responsibility to support students with medical conditions
- Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities for this policy
- Ensuring that the relevant staff are keeping written records of any and all medicines administered to individual students and across the school population
- Ensuring that Parents/Carers and students remain confident in the school's ability to provide effective support for children and young people with medical conditions at the School
- Ensuring the level of insurance in place reflects the level of risk, and that suitable risk assessments are in place for school trips and other activities outside of the normal timetable

The Senior Leadership Team and Health and Safety Officer are responsible for:

- The day to day implementation and management of this policy and procedures associated with it
- Ensuring the policy is developed effectively with partner agencies
- Making staff aware of this policy
- Liaising with healthcare professionals regarding the training required for staff including ensuring that the school nursing service is consulted in the case of any student who has a medical condition
- Making staff who need to know aware of a student's medical condition
- Developing and implementing Individual Healthcare Plans (IHCPs) in conjunction with the Health and Safety Officer and in the case of students with SEN, Education Health Care Plans in conjunction with the SENCO
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy
- Ensuring staff are able to store and distribute medications safely

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions
- Where necessary, making reasonable adjustments to include students with medical conditions into lessons administering medication, if they have agreed to undertake that responsibility
- Undertaking training to achieve the necessary competency for supporting students with medical conditions where the support may be emergency in nature, e.g. administering an EpiPen or calling an ambulance
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help

- Referring students to the duty First Aid Officer or Health and Safety Officer if they have any concerns about a student's health and if applicable the safeguarding team and Designated Lead for Child Protection

School nurses are responsible for:

- Notifying the school when a child has been identified with requiring support in school due to a medical condition
- Liaising locally with lead clinicians on appropriate support

Parents/Carers are responsible for:

- Keeping the School informed about any changes to their child/children's health
- Completing a parental agreement for School to administer medicine form before bringing medication into school
- Providing the School with the medication their child requires and keeping it up to date
- Collecting any leftover medicine at the end of the course or year
- Discussing medications with their child/children prior to requesting that a staff member administers the medication
- Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Health and Safety Officer, SENCO, other staff members and healthcare professionals

Definitions

"Medication" is defined as any prescribed or over the counter medicine.

"Prescription medication" is defined as any drug or device prescribed by a doctor.

A "staff member" is defined as any member of staff employed at Queen Elizabeth High School.

Training of Staff

Teachers and support staff will receive training on the Supporting Students with Medical Conditions Policy as part of their new starter induction.

Teachers and support staff will receive regular and ongoing training as part of their development.

Teachers and support staff who undertake responsibilities under this policy will receive the First Aid at Work 3 Day training programme externally and subsequent refresher courses.

No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility.

No staff member may administer drugs by injection unless they have received training in this responsibility.

The Academy Business Manager and the Health and Safety Officer will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.

The Role of the Student

Students who are competent will be encouraged to take responsibility for managing their own

medicines and procedures.

Where possible, students will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.

If students refuse to take medication or to carry out a necessary procedure, Parents/Carers will be informed so that alternative options can be explored.

Where appropriate, students will be encouraged to take their own medication under the supervision of a teacher.

Individual Healthcare Plans

Where necessary, an Individual Healthcare Plan (IHCP) or EHCP (SEN) will be developed in collaboration with the student, Parents/Carers Health and Safety Officer, Special Educational Needs Officer (SENCO) and healthcare professionals.

All Individual Healthcare Plans will be signed off by Health and Safety Officer and the Academy Business Manager.

IHCPs will be easily accessible whilst preserving confidentiality.

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

Where a student has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.

Where a student is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the student needs to reintegrate.

Unacceptable Actions

Queen Elizabeth High School understands that in respect of this policy the following list of actions are deemed unacceptable:

- Assuming that students with the same condition require the same treatment
- Ignoring the views of the student and/or their parents and carers
- Ignoring medical evidence or opinion from recognised healthcare professionals
- Sending students home frequently or preventing them from taking part in activities at school
- Sending the student to the medical room or school office alone if they become ill
- Penalising students with medical conditions for their attendance record where the absences relate to their condition
- Making Parents/Carers feel obliged or forcing Parents/Carers to attend school to administer medication or provide medical support, including toilet issues, unless it is necessary to do so
- Creating barriers to children participating in school life, including school trips
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition

Insurance and Liability

Staff who undertake responsibilities within this policy are covered by the school's insurance arrangements.

Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact the Academy Business Manager.

This policy will be reviewed annually to take account of legal and/or other developments or sooner if it contravenes in any way legal compliance.

Policy Amendment Record

Number:	Date:	Amended by:	Details and Location:
1	19.03.17	M Farmer	Style change to incorporate change to school name. References to old name changed to reflect new name. Shelf ready from September 1 st 2017.