

Katharine Lady Berkeley's School

Supporting Pupils with Medical Conditions Policy

Introduction

In accordance with section 100 of the Children and Families Act 2014, the Board of Trustees has a duty to make arrangements for supporting pupils at Katharine Lady Berkeley's School (the "**School**") with medical conditions.

The School is committed to the fair and equal treatment of its school community and aims to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in life at the School, remain healthy and achieve their academic potential.

This policy has been drawn up in accordance with the Department for Education's statutory guidance "*Supporting Pupils at School with Medical Conditions*" (December 2015).

Principles

During the course of their education with the School, it is likely that most, if not all, pupils will experience a health condition which may affect their participation in school activities. For some this will be short-term and will be fully treated with a course of medication.

Other children however may experience a health condition that has the potential to limit their access to education. It is imperative that these children are properly supported to ensure that their conditions do not have a detrimental effect on their education. Most children with health conditions are able to attend school regularly and, with support from the School, can participate in most normal school activities. Staff may however need to provide extra supervision of some activities to make sure that these children are not put at risk.

This policy sets out the way in which the School supports the needs of its pupils with medical conditions, in partnership with the pupil, their parents and health professionals, as appropriate.

Aims

1. To ensure that all pupils with health conditions, in terms of both physical and mental health, are properly supported in School so that they can play a full and active role in School life, remain healthy and achieve their academic potential.
2. To establish relationships with local health services and healthcare professionals with a view to better supporting pupils with health conditions.
3. To provide guidance to all staff on how to effectively and appropriately support pupils with health needs.

4. To define the areas of responsibility of all parties involved.
5. Effectively manage absences associated with health conditions to ensure that the impact on the pupil's educational attainment and emotional wellbeing is minimised.
6. Ensure that all relevant staff are aware of the child's condition and the necessary cover arrangements in case of staff absence are in place.
7. To always ensure that the focus is on the needs of each individual pupil and how their health condition impacts on their own school life.

Roles and Responsibilities

Board of Trustees

The Board should:

- ensure that the School's Supporting Pupils with Health Conditions policy clearly identifies the roles and responsibilities of all those involved to ensure the pupil's fullest possible participation in school life
- keep at the forefront of their planning that support arrangements are not the sole responsibility of one person, but instead will require collaborative working arrangements between the School, healthcare professionals, the Local Authority, parents and the pupil
- ensure that sufficient staff have received suitable training and are competent, and that they are able to access support materials if needed, before they take on responsibility to support children with medical conditions

Head teacher

The Head teacher and senior leaders should:

- ensure that the School's policy is developed and is effectively implemented with partners. This includes ensuring that all staff are aware of the existence of this policy and understand the role that they play in its implementation
- ensure that all staff who need to know are aware of the pupil's condition
- ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. This may involve recruiting a specific member of staff for this purpose. At the School there is a 1:150 trained staff to pupil ratio so at least 10 staff within the School are trained to support pupils with day to day health care needs
- have overall responsibility for the development of individual healthcare plans
- ensure that School staff are appropriately insured and aware that they are insured

School staff

School staff should:

- be aware that any member of staff may be asked to provide support to pupils with health conditions, including the administering of medicines, although the School acknowledges that it cannot require staff to do so

- take into account the needs of pupils with health conditions that they teach
- receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children 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
- not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any individual healthcare plans). A first-aid certificate does not constitute appropriate training in supporting children with medical conditions
- allow the First Aid Secretary to consider their proficiency in delivering a medical procedure, or in providing medication
- working with the named person, ensure that risk assessments are carried out for school visits and other activities outside of the normal timetable, ensure that medical consent forms are taken on each authorised trip, if pupils have medical conditions for which there is a care plan in place at the School, ensure that copies of the plan are provided for school trips, and ensure that first aid kits are taken on trips and visits when required
- provide information about medical conditions to supply staff who will be covering their role where the need for supply staff is known in advance
- ensure that casualties are provided with medical attention either by going to reception (accompanied) if they are fit to get there or by notifying reception (by telephone or by sending a messenger with clear details) should assistance be required at the scene
- not treat an injury unless they are in possession of a current first aid certificate. Staff can apply emergency aid until a first aider arrives

First Aid Secretary

The member of staff who is responsible for children with medical conditions is the First Aid Secretary. This person is responsible for:

- informing relevant staff of medical conditions
- arranging training for identified staff
- overseeing the secure storage of any pupil medication held on the premises and ensuring that medication held is within date
- overseeing the Medical Consent Form process for pupil medication
- ensuring that the Medical Register is produced and circulated at the start of each school year
- overseeing the management of the school's defibrillators
- ensuring the Medical Room is suitable staffed and stocked
- ensuring that the School's first aid boxes are suitably identified, available and stocked
- ensuring that staff are aware of the need to communicate necessary information about medical conditions to supply staff and where appropriate, taking the lead in communicating this information
- assisting with risk assessment for school visits and other activities outside of the normal timetable
- developing, monitoring and reviewing Individual Healthcare Plans
- working together with parents, pupils, healthcare professionals and other agencies

The Heads of Year are responsible for notifying the First Aid Secretary of any pupils who have a medical condition and for ensuring that where necessary a suitable evacuation plan is in place as required by the school's Fire Safety Policy.

Qualified First Aiders

Qualified First Aiders will ensure that they:

- maintain their qualifications
- familiarise themselves with the first aid facilities and the procedures for recording incidents and accidents (formal accident reporting system)
- attend incidents as requested and treat the casualty to the best of their ability and to seek additional help when required (other first aiders or the emergency services)
- follow safe practice procedures when dealing with casualties and the aftermath/clean up of an incident
- provide guidance to parents/carers following any injury to the head with regard to seeking further medical attention and symptoms of which they should be aware
- when on duty and an ambulance has been called that the casualty is suitably accompanied if a family member is not in attendance
- maintain the medical room in a clean and safe state
- do not put themselves at risk
- do not administer any medication unless there is a consent form in place and is within date. When medication is administered a record shall be kept on the consent form and on the medical register / SIMs

Facilities Manager

The School's Facilities Manager shall ensure that an up to date first aid risk assessment is available and sufficient members of the School's Site Team are first aid trained to provide first aid cover for evening events where staff and pupils are present.

Healthcare Professionals

The School has access to the school nursing service who:

- are responsible for notifying the School when a pupil has been identified as having a health condition which will require support in School, ideally before the child starts at the School, wherever possible
- may support staff on implementing a pupil's individual healthcare plan and provide advice and liaison, for example on training
- liaise with lead clinicians locally on appropriate support for the pupil and regarding associated staff training needs

Other healthcare professionals, including GPs and paediatricians should notify the First Aid Secretary when a child has been identified as having a medical condition that will require support at School. They may also provide advice on developing healthcare plans, as required. Specialist local health teams may be able to provide support for children with particular conditions (e.g. asthma, diabetes).

Pupils

Pupils (of a certain age) with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

Parents

A child's parent/s should:

- ensure that the School is provided with sufficient and up-to-date information about their child's medical needs
- act as a key partner and should be involved in the development and review of their child's individual healthcare plan, including with its drafting where appropriate
- carry out any action that has been agreed to as part of the implementation of the individual healthcare plan, for example, providing the School with medicines and equipment, ensure these are replaced when close to expiry and ensure they or another nominated adult are contactable at all times, and collect any leftover medicine at the end of the course or year
- complete a parental agreement for the School to administer medicine before bringing medication into the School
- discuss medications with their child prior to requesting that a staff member administers the medication

External Agencies

The School will work with external agencies, including the Local Authority to support pupils with medical conditions.

Individual healthcare plans

Individual healthcare plans assist the School in effectively supporting pupils with medical conditions by providing clarity on what needs be done, when, and by whom.

When notification is received that a pupil has a medical condition, the First Aid Secretary will liaise with relevant individuals, including as appropriate parents, the individual pupil, health professionals and other agencies to decide on the support to be provided to the pupil. Where appropriate, the First Aid Secretary will draw up an individual healthcare plan. The School, healthcare professionals and parents should agree, based on evidence whether an individual healthcare plan would be proportionate or disproportionate. If consensus cannot be reached, the Head of the School will decide.

When deciding what information should be recorded on individual healthcare plans, the School follows the Department for Education's "*Supporting pupils with medical conditions*" guidance. Individual healthcare plans should be easily accessible to all who need to refer to them in School, whilst preserving confidentiality. Individual healthcare plans will be reviewed annually or earlier if evidence is provided that a pupil's needs have changed.

Staff training

Any training needs for staff providing support to a pupil with medical needs will be identified during the development or review of individual healthcare plans. The First Aid Secretary will customarily lead on identifying and agreeing with the School, the type and level of training required, and agree if the First Aid Secretary is able to lead on the identified training.

The School will ensure that training provided is sufficient to ensure that staff are competent and have confidence in their ability to provide support to pupils with medical conditions and to fulfil the requirements of the individual healthcare plan.

The School arranges whole school awareness training so that all staff are aware of the policy for supporting pupils with medical conditions and their role in implementing that policy. This will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

The child's role in managing their own medical needs

The School encourages children who are competent to take responsibility for managing their own medicines and procedures. This should be agreed with parents and reflected within individual healthcare plans.

Wherever possible, children will be allowed to carry their own medicines and medical devices or should be able to access their medicines for self-medication quickly and easily. The School will provide an appropriate level of supervision to those children.

If it is not appropriate for a child to self-manage their medication, the School will identify staff to help to administer medicines and manage procedures for them.

In the event that a child refuses to take medicine or carry out a necessary procedure, staff will not force them to do so, but will instead follow the procedure agreed in the individual healthcare plan, and notify parents of the incident so that alternative options can be considered.

Managing medicines on school premises

The School adheres to the Department for Education's "*Supporting pupils with medical conditions*" guidance regarding the management of medicines in School. This includes the following:

- the School does not keep, or make available, over-the-counter medicines or remedies and school staff are not obliged to administer any medicines to pupils. The School must be informed in writing of any medicines that a pupil may need during the school day or on the School premises, ideally using the School's Medical Consent form
- if a pupil suffers regularly from acute pain, such as migraine or menstrual pain, subject to the School's agreement, parents/carers should authorise and supply appropriate painkillers for their child's use, with written instructions about when the pupil should take the medication. A member of staff should supervise the pupil taking the medication
- pupils who are prescribed a controlled drug to manage their condition will have their medication stored in a separate medical cabinet together with a parental consent form
- the parents/carers of pupils prescribed medicines for a short period (e.g. antibiotics) should inform the first aid team of the medication and the method and frequency of administration and, in some circumstances may request that the School administers it
- medicines taken orally can, if necessary, be administered by school staff with specific training in the method of administering that medicine. A record will be maintained of all medication taken by pupils under the supervision of a first aider
- medicines will only be administered at the School when it would be detrimental to a child's health or attendance not to do so
- no pupil under 16 is to be given prescription or non-prescription medicines without their parent's written consent, except in exceptional circumstances, for example where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort should be made to encourage the pupil to involve their parents while respecting their right to confidentiality

- a pupil under 16 will never be given medicine containing aspirin unless prescribed by a doctor. Medication will never be administered without first checking maximum dosages and when the previous dose was taken. Parents will also be informed
- the School will only accept prescribed medicines (with the exception of insulin) that are in-date, labelled with the pupil's name, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage
- the School will store medicines safely in a locked medical cabinet with the exception of the individual diabetic boxes (which must be accessible at all times) and those requiring refrigeration, and ensure that the relevant pupil knows where the medicines are located and that they can access them immediately and be aware of who holds the key to the storage facility. This is particularly important to consider when outside of School e.g. on school trips. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children and staff and will not be locked away
- any medicines that need to be refrigerated can be kept in a refrigerator containing food but should be kept in an airtight container, clearly labelled. Access to the refrigerator will be restricted
- pupils who need access to medication on a continuing basis (e.g. asthma inhalers or ventilators, sickle cell treatment, or insulin for diabetics) are allowed to bring their medication to school in suitable tamper-proof containers. Where able to do so, they will be able to self-medicate with the agreement of their parents/carers
- the School will permit a pupil to possess a prescribed controlled drug if they are competent to do so but passing it to another child for their use is an offence. Clear monitoring arrangements are in place. Controlled drugs are easily accessible in an emergency and a record is kept of any doses used and the amount of the controlled drug held in School
- staff may administer a controlled drug to a pupil for whom it has been prescribed in accordance with the prescriber's instructions. The School keeps a record of all medicines administered to children, stating what, how and how much was administered, when and by whom
- pupils who suffer from anaphylactic reactions may need emergency adrenaline treatment. Staff who volunteer to administer this treatment will be given training. This treatment is unlikely to be harmful if given too soon or in multiple doses
- parents/carers will be held responsible for the regular collection of any unused medication at the end of each term, and also for the disposal of date expired medicines (checks made by the Firsts Aiders). Sharps boxes are always to be used for the disposal of needles and other sharps

Record keeping

Written records are kept of all medicines administered to pupils. Parents will always be contacted when any of the following apply:

- there is any suggestion of contagion
- there is any head injury
- the pupil is distressed
- there is any suggestion of needing further attention
- the pupil is unable to return to lessons
- an ambulance has been called

Age can be a factor in making the final decision and this should be left to the discretion of the first aiders and the pastoral team.

Emergency procedures

The School will follow the pupil's individual healthcare plan regarding what constitutes an emergency and how to manage it.

When deciding whether to call an ambulance, an assessment should be made (ideally by a person qualified in first aid if one is available) and an ambulance should be called in the following circumstances:

- when there has been an accident/incident and the casualty is in pain such that they cannot move or be moved
- where there may be a risk of serious spinal and/or neck injury
- dislocations to knee, hip, shoulder, elbow
- open or other serious fractures
- suspected heart problems
- severe bleeding or internal bleeding
- suspected overdose
- severe asthma that is not responding to inhaler
- where there has been a loss of consciousness following a sustained injury
- where movement or transport may make the injury worse (including internal bleeding)

For an incident which involves a pupil, if a parent is readily available and is able to transport the pupil or for an incident which involves an adult (e.g. member of staff) and a suitable adult (e.g. colleague) is available and able to transport the injured adult, an ambulance need not be called for:

- bleeding that may require further treatment (not severe)
- minor breaks (e.g. fingers)
- injuries that require hospital and/or doctor assessment but where the amount of pain or movement would allow a parent to transport the pupil and would, ultimately, reduce waiting time

The relevant member of the first aider team will record those incidents for which an ambulance is called in the accident log which is monitored by SLT and trustees.

This is a guide and cannot cover all eventualities and it is accepted that in many cases there will be an element of judgement on the part of the staff attending the injured person. Where there is uncertainty about which is the correct decision then it is best operate on the side of caution and call an ambulance.

Day trips, residential visits and sporting activities

The School actively encourages pupils with medical conditions to participate in school trips and visits, or take part in sporting activities, and will not prevent them from doing so, wherever possible.

The School will ensure that staff are aware of how a pupil's medical condition will impact on their participation but will be flexible and adapt the situation to allow pupils to participate according to their own abilities and with any necessary reasonable adjustments. The School will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included, in advance. This includes consultation with parents and pupils and taking advice from the relevant healthcare professional to ensure that pupils can participate safely.

Unacceptable practice

The School will not:

- 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, (although this may be challenged)
- 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 plans
- if the child becomes ill, send them to the medical room unaccompanied or with someone unsuitable
- penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- require parents, or otherwise make them feel obliged, to attend School to administer medication or provide medical support to their child, including with toileting issues; or
- prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of School life

Liability and indemnity

All members of staff that are required to provide support to pupils with medical conditions are covered through the School's insurance policies. Details of the School's insurance policy can be requested from the School's finance office.

Complaints

Should parents be dissatisfied with the support provided by the School they should discuss their concerns directly with the School in the first instance. If for whatever reason this does not resolve the issue, they may make a formal complaint under the School's complaints procedure, which is available on our website.

Reviewed by: Community and Wellbeing

Date: July 2022

Next review: July 2024