



West Kirby Grammar School

Supporting Students with Medical Conditions Policy

Administration Use:	
Statutory/Non-Statutory:	Statutory
Website:	Yes
GB Committee:	Behaviour, Attitude & Personal Development
Review:	Annually
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Contents

1. Aims	3
2. Legislation and statutory responsibilities.....	3
3. Roles and responsibilities	3
4. Equal opportunities	4
5. Being notified that a child has a medical condition	5
6. Individual healthcare plans	5
7. Managing medicines	6
8. Emergency procedures	8
9. Training	8
10. Record keeping	8
11. Children with Health Needs who cannot Attend.....	8
12. Liability and indemnity	9
13. Complaints	9
14. Monitoring arrangements	9
15. Links to other policies	10
Appendix 1: Being notified a child has a medical condition	11
Appendix 2: IHCP	12

1. Aims

This policy aims to ensure that:

- Students, staff and Parents/Carers understand how our school will support students with medical conditions
- Students with medical conditions are properly supported to allow them to access the same education as other students, including school trips and sporting activities. The governing board will implement this policy by:
 - Making sure sufficient staff are suitably trained
 - Making staff aware of students' conditions, where appropriate
 - Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions
 - Providing supply teachers with appropriate information about the policy and relevant students
 - Developing and monitoring individual healthcare plans (IHCPs)

The named person with responsibility for implementing this policy is Ms L Stowell/Mr S Clarke.

2. Legislation and statutory responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting students at their school with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on supporting students with medical conditions at school.

This policy also complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 The governing board

The governing board has ultimate responsibility to make arrangements to support students with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

3.2 The headteacher

The headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation

- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHCPs), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development of IHCPs
- Make sure that school staff are appropriately insured and aware that they are insured to support students in this way
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

3.3 Staff

Supporting students with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to students with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support students with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

3.4 Parents/Carers

Parents/Carers will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHCP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHCP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

3.5 Students

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHCPs. They are also expected to comply with their IHCPs.

3.6 Other healthcare professionals

Healthcare professionals, such as GPs and paediatricians, will liaise with the school and notify them of any students identified as having a medical condition. They may also provide advice on developing IHCPs.

4. Equal opportunities

Our school is clear about the need to actively support students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. In doing so, students, their Parents/Carers and any relevant healthcare professionals will be consulted.

5. Being notified that a child has a medical condition

When the school is notified that a student has a medical condition, the process outlined below will be followed to decide whether the student requires an IHCP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for students who are new to our school.

See Appendix 1.

6. Individual healthcare plans (IHCPs)

The Headteacher has overall responsibility for the development of IHCPs for students with medical conditions. This has been delegated to Miss L Windle (SENDCo) and Miss K Leighton (Assistant Headteacher – Behaviour & Culture).

Plans will be reviewed at least annually, or earlier if there is evidence that the student's needs have changed.

Plans will be developed with the student's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all students with a medical condition will require an IHCP. It will be agreed with a healthcare professional and the Parents/Carers when an IHCP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Headteacher will make the final decision.

Plans will be drawn up in partnership with the school, Parents/Carers and a relevant healthcare professional, such as a specialist or paediatrician, who can best advise on the student's specific needs. The student will be involved wherever appropriate.

IHCPs will be linked to, or become part of, any education, health and care plan (EHCP). If a student has SEN but does not have an EHCP, the SEN will be mentioned in the IHCP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board, the Headteacher and the SENDCo or Assistant Headteacher (Behaviour & Culture) will consider the following when deciding what information to record on IHCPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The student's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons

- Specific support for the student's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a student is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the student's condition and the support required
- Arrangements for written permission from Parents/Carers and the headteacher for medication to be administered by a member of staff, or self-administered by the student during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/student, the designated individuals to be entrusted with information about the student's condition
- What to do in an emergency, including who to contact, and contingency arrangements

7. Managing medicines

Prescription and non-prescription medicines will only be administered at school by a trained member of staff:

- When it would be detrimental to the student's health or school attendance not to do so and
- Where we have Parents/Carers/carers' written consent

The only exception to this is where the medicine has been prescribed to the student without the knowledge of the Parents/Carers.

Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a student any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents/Carers/carers will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Students will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to students and not locked away.

Medicines will be returned to Parents/Carers/carers to arrange for safe disposal when no longer required.

7.1 Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine, methadone and Methlyphendiate.

A student who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another student to use. All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

7.2 Students managing their own needs

Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with Parents/Carers/carers and it will be reflected in their IHCPs.

Students will be allowed to carry their own medicines and relevant devices wherever possible, but they must not pass any medicines to another student. Staff will not force a student to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHCP and inform Parents/Carers so that an alternative option can be considered, if necessary.

7.3 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the student's IHCP, but it is generally not acceptable 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 their Parents/Carers
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHCPs
- 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 school to administer medication or provide medical support to their student, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring Parents/Carers to accompany their child
- Administer, or ask students to administer, medicine in school toilets

8. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All students' IHCPs will clearly set out what constitutes an emergency and will explain what to do.

If a student needs to be taken to hospital, staff will stay with the student until the parent arrives, or accompany the student to hospital by ambulance.

9. Training

Staff who are responsible for supporting students with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHCPs. Staff who provide support to students with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the SENDCo / Assistant Headteacher (Behaviour & Culture). Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the students
- Fulfil the requirements in the IHCPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs.

10. Record keeping

The governing board will ensure that records are kept of all medicine administered to students for as long as these students are at the school. Parents/Carers will be informed if their student has been unwell at school.

IHCPs are kept in a readily accessible place which all staff are aware of.

11. Children with Health Needs who cannot Attend

Initially, the school will attempt to make arrangements to deliver suitable education for children with health needs who cannot attend school.

Where a student is unable to attend school for an extended period due to a health need, the Assistant Headteacher (Behaviour & Culture) and SENDCo will work in collaboration with the young person, their

parents/carers, the school's pastoral team, relevant medical professionals, and the Local Authority to ensure that the young person continues to receive suitable educational input.

This is considered on a case-by-case basis, and arrangements are tailored to the health needs of the young person, their treatment regime, and its impact on the young person. The school will use a person-centred approach throughout the planning and implementation of arrangements to deliver suitable education for children with health needs who cannot attend school, always guided by medical advice from suitably qualified professionals.

Provision for children with health needs may include the following however this is not an exhaustive list:

- Temporary bespoke timetable arrangements i.e. adjusted start / finish times to accommodate treatment regimes, the impact of medication and any fatigue which may be associated with their condition.
- Temporary provision of work to be completed at home while a solution to a return to onsite education is sought.
- Referrals to alternative provision settings, including Wirral Hospital School, which is sometimes referred to as the Joseph Paxton Campus. These would usually be as part of a short-term solution aimed at reintegration to the home school.

Parents and carers will be integral to the planning and implementation of arrangements to deliver suitable education for children with health needs, and the school recognises that their role as carers for their child affords them with a unique insight into their child's health needs.

In addition to making suitable arrangements for students who are unable to attend school, the school recognises the importance of careful and thorough reintegration planning when medical professionals advise that a child can return to school on a part- or full-time basis. As appropriate, the school will convene a multiagency meeting to plan reintegration, utilising external agencies to ensure that a child is fully supported as they return to school.

12. Liability and indemnity

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The details of the school's insurance policy are Department for Education's risk protection arrangement (RPA) and the school ensures that continuity of cover is maintained at all times.

All parties are indemnified provided that the school complies with the statutory guidance on supporting pupils at school with medical conditions, December 2015 or similar amending statutory guidance.

13. Complaints

Parents/Carers with a complaint about their child's medical condition should discuss these directly with the SENDCo in the first instance. If the SENDCo cannot resolve the matter, they will direct Parents/Carers to the school's complaints procedure.

14. Monitoring arrangements

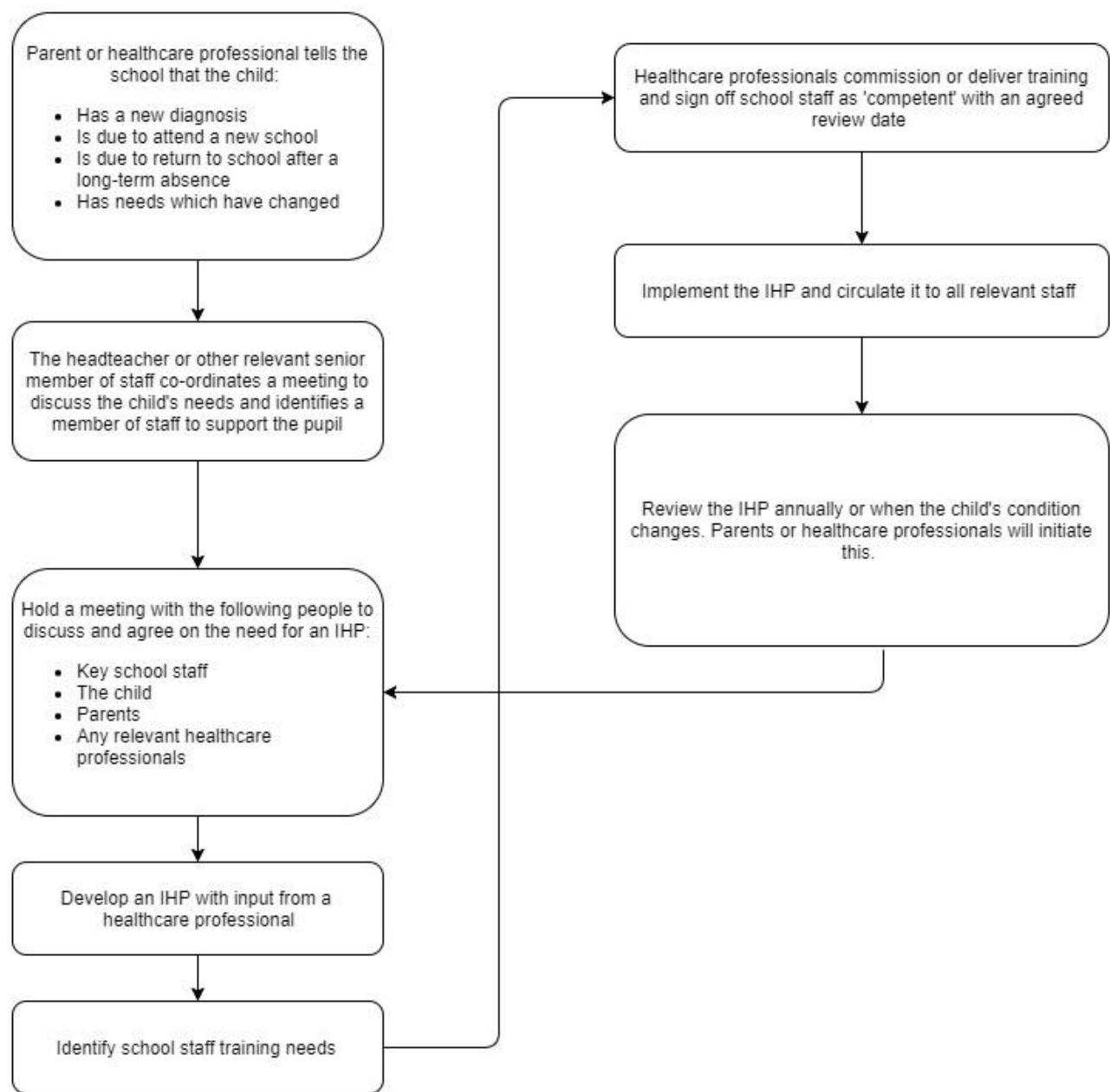
This policy will be reviewed and approved by the governing board every year.

15. Links to other policies

This policy links to the following policies:

- Accessibility Policy
- Complaints Policy
- Equality Policy
- First Aid Policy
- Health and Safety Policy
- Safeguarding Policy
- Special Educational Needs Information Report and Policy

Appendix 1: Being notified a child has a medical condition.



Appendix 2: Administration of Medicines

Name		Date of birth	
Address			
GP			
Allergies			

Date	Name of person who brought it in	Name of Medication	Form supplied	Expiry date	Dosage Regime	Quantity of tablets or medication received

Register of medication administered:

Date	Medication	Amount given	Amount left	Administered by	Comments/Action/Side Effects



Children & Young People's Department

Specialist Support Team: Medical/Physical Needs



www.localofferwirral.org

INDIVIDUAL HEALTH CARE PLAN

**School must have regard to the following DFE Statutory Guidance Document:
‘Supporting Pupils at School with Medical Conditions’.**

Name of Pupil:	School:
Medical/Physical Condition or Diagnosis:	Author of IHCP:
D.o.B:	Date of IHCP:
Year Group:	Date for IHCP Review:
A copy of the school policy for supporting pupils with medical needs can be obtained through: School Office School Website Other:	
Named person at school with overall responsibility for policy implementation:	

Contacts: Family and Professional		
Name	Contact Details: Telephone & E-mail	Attended IHCP Meeting

Jayne Catton	Specialist Teacher for Children with MPN Tel: 666 4577 Email: jayne.catton@wirral.gov.uk	

<u>Additional Support</u> provided through:	EHCP: Education, Health & Care Plan	PFA: Pupil Funding Agreement	School Provision Only
<u>Support Worker/s</u>		<u>Back-up Support Worker</u>	
Name:		Name:	
Designation:		Designation:	
Hours:		Hours:	

<u>Important Information about the Pupil's Medical/Physical Condition or Diagnosis</u>
CAMHS
History of issues in school

Pupil's View of their Health Needs and Support for those Needs (Likes and Dislikes)

If the pupil currently has a Person Centred Plan, please attach it to this IHCP

Medication Administered in School

Medication:	Medication:
Dose & Method:	Dose & Method:
Timing:	Timing:
Side Effects:	Side Effects:
Expiry Date:	Expiry Date:
Storage:	Storage:
Administered By:	Administered By:
Other Instructions:	Other Instructions:

Parental Agreement for School to Administer Medication to the Child Named in this IHCP

The information contained in the above section 'Medication Administered in School' is, to the best of my knowledge, accurate at the time of writing. I give consent to school staff to administer the medication detailed above in accordance with school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medication is stopped.

I understand that I must deliver the medication personally to:

Parental Signature:

Print:

Date:

Governing bodies should ensure that written records are kept of all medicines administered to children.

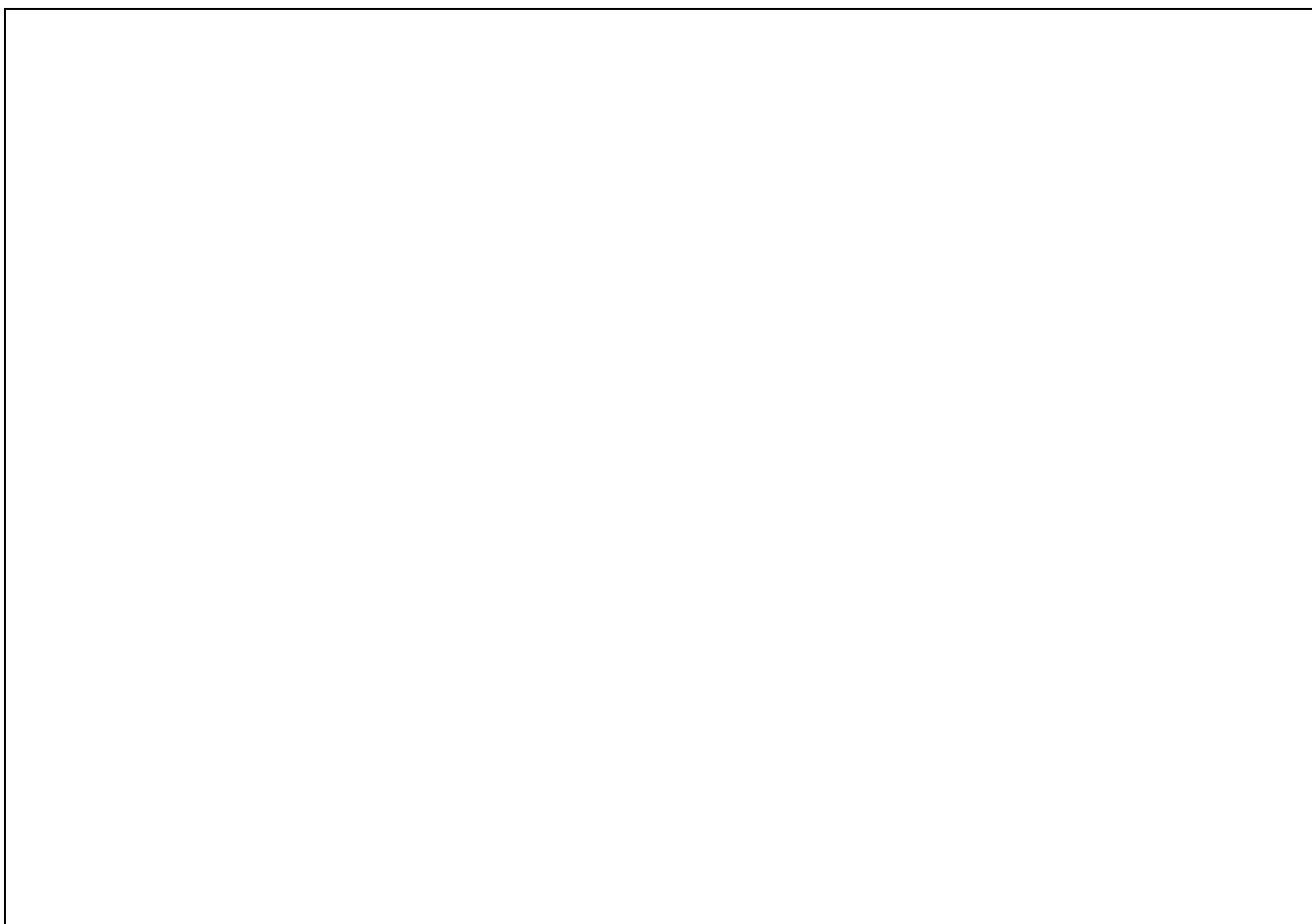
Health Related Emergency Situations and Intervention

Fire – Personal Emergency Evacuation Plan (PEEP)

NO YES **If 'YES' has been ticked, please attach PEEP to this IHCP.**

Wirral's Personal Emergency Evacuation Plan format can be found on Wescom.

Daily Management Issues/Summary of Additional Support



Specific Moving/Handling Advice

School should make reference to Wirral Local Authority's Health & Safety Policy & Guidance Document HS/ECS/014 - 'Safer Lifting & Handling Techniques'.

School should consider, in liaison with the pupil's occupational therapist and physiotherapist, the need to draw up a Manual Handling Plan to supplement this IHCP.

Equipment Used in School

New equipment may need to be set up by the occupational therapist who ordered it. School should liaise with the Occupational Therapy Department once the equipment has been delivered.

Wheelchairs – staff involved in moving children in wheelchairs should have access to the wheelchair's user manual to familiarise themselves with the wheelchair's operation. This will be available from parents.

<u>Educational Needs</u>	Yes	No
Is the pupil on the school's SEN Register?		
Has advice been sought from external agencies to support learning?		
If advice has been sought, please detail:		
Detail any identified barriers to learning and Advice to Subject Areas:		

Exam Dispensation or Special Considerations:

Off Site Activities (School Trips, Residential and Work Experience)

For advice about accessible transport contact Wirral Local Authority's Transport Department

Social and Emotional Needs

Identified Training Implications for School Staff

Wirral Training Directory

Transition Planning

Any Other Issues

Risk Assessment

A risk assessment/s may need to be carried out in support of this plan – for guidance and advice, School should contact Wirral Local Authority Health & Safety Department.

Parents Declaration

I agree to provide school with sufficient and up-to-date information about my child's medical needs. I will, where possible, attend IHCP meetings and reviews for my child. I agree to the support outlined in this IHCP and will carry out any action I have agreed to as part of its implementation.

Parental Signature:

Date:

Child or Young Person's Signature:
(where appropriate)



Wirral's Local Offer provides information for children and young people with special educational needs and/or disabilities and their families.
Many children with health needs meet the definition of 'disability'
as defined by the Equality Act 2010.

Wirral's Local Offer website provides families with the opportunity to add a child's name to the **Children and Young People's Disability Register**; adding a child's name is voluntary. The register lists children and young people in Wirral who have special educational needs and/or disabilities and who receive, or may one day need to use, services from health, social care, education, or voluntary organisations.

The register is important because it helps Wirral Council Children's Services to better understand and plan for the needs of local children and young people with disabilities.



Please visit Wirral's Local Offer website, and if appropriate, consider adding your child's name to the Children and Young People's Disability Register.

Wirral's Local Offer can be found at: www.localofferwirral.org The Council for Disabled Children has produced a factsheet about the purpose of the Local Offer, which can be found at:
www.councilfordisabledchildren.org.uk