

JOHN MASEFIELD HIGH SCHOOL

SUPPORTING STUDENTS WITH MEDICAL NEEDS POLICY

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions. The key points of Section 100 state:

- 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 with medical conditions are effectively supported.

Some children with medical conditions may be disabled. Where this is the case governing bodies must comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this guidance should be read in conjunction with the SEN code of practice.

The Governing Body is responsible for:

1. Ensuring that arrangements are in place to support pupils with medical conditions. In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child.
2. Taking 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. Governors will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.
3. Ensuring that the school's 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 child's ability to learn, as well as increase their confidence and promote self-care.
4. Ensuring that staff are properly trained to provide the support that pupils need.
5. Ensuring there is a clear procedure to be followed whenever the school is notified that a pupil has a medical condition.
6. Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
7. Ensuring that relevant training provided by the school is delivered to staff members who take on responsibility to support children with medical conditions.
8. Guaranteeing that information and teaching materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
9. Keeping written records of any and all medicines administered to individual pupils and across the school population.
10. Ensuring the level of insurance in place reflects the level of risk.
11. Handling complaints regarding this policy as outlined in the school's Complaints Policy. The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures at John Masefield High School.

The Headteacher is responsible for:

1. Ensuring the policy is developed effectively with partner agencies.
2. Making staff aware of this policy.
3. Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.

The SENDCO is responsible for:

1. Leading on the implementation of a Healthcare Plan (HCP) for any student that comes to JMHS with a medical condition.
2. Ensuring that plans are reviewed by healthcare professionals at least annually or earlier if evidence is presented that the student's needs have changed.
3. Liaising with healthcare professionals, the school nursing service and other agencies to ensure that the HCP addresses the following:
 - a. what to do in an emergency, including whom to contact, and contingency arrangements. Some students may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their healthcare plan;
 - b. the medical condition, its triggers, signs, symptoms and treatments;
 - c. the students' 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 eg crowded corridors, travel time between lessons;
 - d. specific support for the student's educational, social and emotional needs eg 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;
 - e. the level of support needed, (some students will be able to take responsibility for their own health needs), including in emergencies. If a student is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;
 - f. 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;
 - g. who in the school needs to be aware of the student's condition and the support required;
 - h. the arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the student during school hours;
 - i. 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, eg risk assessments;
 - j. where confidentiality issues are raised by the parent/student, the designated individuals to be entrusted with information about the student's condition; and
4. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver HCPs in normal, contingency and emergency situations. Training will be reviewed on an annual basis.

5. Ensuring appropriate risk assessments are in place to enable students with medical needs to participate in school trips and visits, or in sporting activities, and not prevent them for doing so.
6. Making staff who need to know aware of a student's medical condition.

Staff members are responsible for:-

1. Taking appropriate steps to support students with medical conditions.
2. Where necessary, making reasonable adjustments to include students with medical conditions in lessons.
3. Administering medication, if they have agreed to undertake that responsibility.
4. Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
5. Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.

Parents and Carers are responsible for:-

1. Keeping the school informed about any changes to student's health.
2. Confirming parental agreement for school to administer medicine before bringing medication into school.
3. Providing the school with the medication their child requires and keeping it up to date.
4. Collecting any leftover medicine at the end of the course or year.
5. Discussing medications with child/children prior to requesting that a staff member administers the medication.

Definitions

1. "Medication" is defined as any prescribed medicine.
2. "Prescription medicine" is defined as any drug or device prescribed by a doctor.
3. "Staff member" is defined as any member of staff employed at John Masefield High School.
4. "medical needs" includes the following conditions:
 - Epilepsy
 - Diabetes
 - Cystic fibrosis
 - Asthma (which has required hospital admission in the past two years or that school /parents / students or GP/consultant feel warrants a specific care plan)
 - Inflammatory bowel disease (where school/ specialist/parent/student feel helpful leg student with toilet needs or colostomy etc)
 - Any student with continence issues
 - Children with significant visual or hearing disabilities
 - Severe skin conditions (where school /parent/ consultant/ GP / student request and support)
 - Cardiac disease (which school /parents/student / GP/specialist request and support- eg arrhythmias or cardiomyopathy)
 - Arthritic disease impairing function
 - Anaphylaxis / severe allergy
 - Any physical / mobility disability such as club foot; severe musculoskeletal injury eg fracture requiring prolonged treatment or other relevant injury where support deemed necessary

- Any student having prolonged treatments eg repeated surgeries for a condition ; cancer treatments ; prolonged physiotherapy for more serious injuries)
- Mental health issues where GP/ parent / school/student / specialist feel relevant – eg eating disorders such as anorexia or marked bulimia; moderate –severe depression/ anxiety / OCD
- Other mental health / behavioural conditions such as ASD/ ADHD etc
- Any chronic condition whereby staff/ student/ parent/ GP/specialist feel it is warranted

Training of Staff

1. Where relevant, staff will receive training on the Supporting Students with Medical Conditions Policy as part of their new starter induction
2. Staff will receive regular and ongoing training as part of their development
3. Staff who undertake responsibilities under this policy will receive the following training:
 - a. EpiPen Training
 - b. First Aid Training
 - c. Other as required
4. No staff member may undertake any Health Care Procedures without undergoing training specific to responsibility
5. No staff member may administer drugs by injection unless they have received training in this responsibility

The role of the student

1. Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures
2. Where possible, students will be allowed to carry emergency medicines and devices. Other prescription medication will be located in a locked cabinet in Reception.
3. 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.
4. Where appropriate, students will be encouraged to take their own medication under the supervision of the First Aider

Healthcare Plans (IHCPs)

1. Where necessary, a Healthcare Plan (HCP) will be developed in collaboration with the pupils, parents/carers, Headteacher, Special Educational Needs Co-Ordinator (SENDCO) and medical professionals
2. HCPs will be easily accessible whilst preserving confidentiality
3. HCPs will be reviewed at least annually or when a student's medical circumstances change, whichever is sooner
4. 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 we provide the support the student needs to reintegrate
5. A model process for developing HCPs is attached at annex 1.
6. A JMHS HCP is attached at annex 2.

Medicines

1. Where possible it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
2. Medicines should only be administered at school when it would be detrimental to a student's health or school attendance not to do so. If this is not possible, prior to staff members administering any medication, the parents/carers of the student must complete and sign a parental agreement for a school to administer medicine form.
3. No students will be given any prescription medicines without written consent except in exceptional circumstances
4. No student under 16 should be given prescription or non-prescription medicines without their parent's written consent - except in exceptional circumstances where the medicine has been prescribed to the student without the knowledge of the parents. In such cases, every effort should be made to encourage the student to involve their parents while respecting their right to confidentiality. No student under 16 years of age will be given medication containing aspirin without a doctor's permission.
5. Medicines MUST be in date, labelled and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
6. A maximum of two weeks supply of the medication may be provided to the school at any one time.
7. Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt and under the JMHS Drug Policy
8. Medication will be stored in the First Aid Room or locked in Reception.
9. Any medications left over at the end of the course will be returned to the student's parents/carers
10. Written records will be kept of any medication administered to students
11. Students will never be prevented from accessing their medication
12. JMHS cannot be held responsible for side effects that occur when medication is taken correctly

Emergencies

1. A first aid trained member of staff will lead the emergency and will call 999.
2. If a student needs to be taken to hospital, a member of staff will remain with the student until their parent/carer arrives.
3. Where a Healthcare Plan (HCP) is in place, it should detail:
 - a. What constitutes an emergency
 - b. What to do in an emergency
4. Students will be informed in general terms of what to do in an emergency such as telling a member of staff

Avoiding unacceptable practice

JMHS understands that the following behaviour is unacceptable:

1. Assuming that students with the same condition require the same treatment
2. Ignoring the views of the students and/or their parents/carer
3. Ignoring medical advice or opinion
4. Sending students home frequently or preventing them from taking part in activities at school
5. Sending the student to the medical room or school office alone if they become ill

6. Penalizing students with medical conditions for their attendance record where the absences relate to their condition
7. Making parents/carers feel obliged or forcing parents/carers to attend school to administer medication or provide medical support, including toilet issues
8. Creating barriers to students participating in school life, including school trips,
9. Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

Insurance

1. Staff who undertake responsibilities within this policy are covered by the school's insurance
2. Zurich Insurance is our insurance providers, details are available from the Finance Office.

Complaints

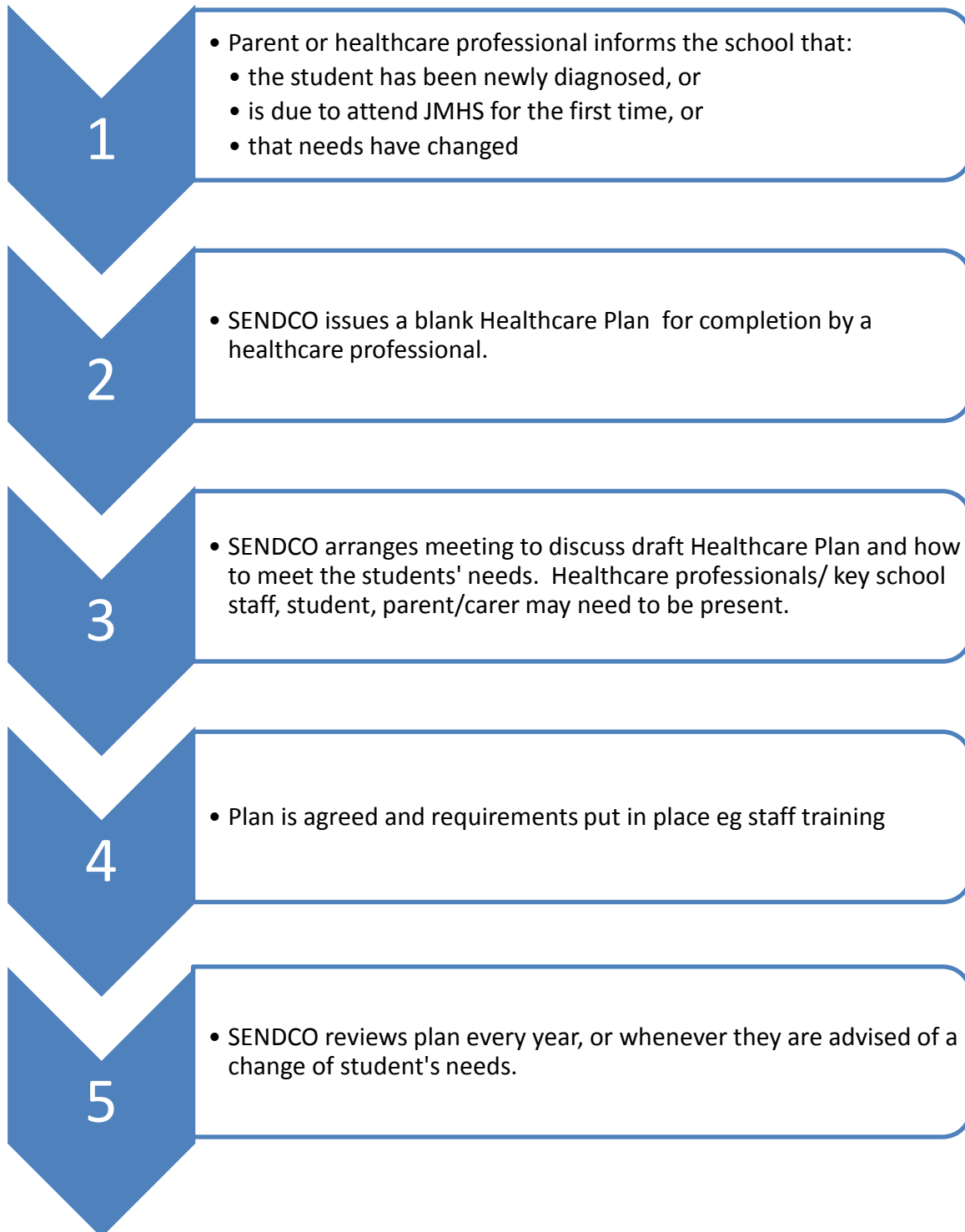
The details of how to make a complaint can be found in the Complaints Policy:

Policy developed by:

School Business Manager
SENDCO
Chair of Governors

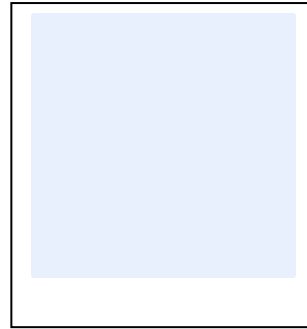
July 2017

Annex 1: Model process for developing individual healthcare plans





John Masefield High School
Healthcare Plan



Name of Student:

Click or tap here to enter full name of student.

Date of Birth:

Click or tap to enter a date.

Health Condition:

Click or tap here to enter brief summary of health condition.

1. Emergency Details

Please state circumstances that would need a 999 emergency call	<ol style="list-style-type: none">1. Click or tap here to enter brief details2. Click or tap here to enter brief details.3. Click or tap here to enter brief details.4. Click or tap here to enter brief details.
What are the symptoms?	<ol style="list-style-type: none">1. Click or tap here to enter symptom to look out for.2. Click or tap here to enter additional text.3. Click or tap here to enter additional text.4. Click or tap here to enter additional text.
What are the triggers?	<ol style="list-style-type: none">1. Click or tap here to enter the circumstances that trigger the condition.2. Click or tap here to enter additional text.3. Click or tap here to enter additional text.4. Click or tap here to enter additional text.

<p>What action must be taken?</p>	<ol style="list-style-type: none"> 1. Click or tap here to enter text. 2. Click or tap here to enter text. 3. Click or tap here to enter text. 4. Click or tap here to enter text.
-----------------------------------	--

2. Medical Condition(s)

This child has the following medical condition(s) and requires the following treatment

Medical Condition	Drug	Dose	When	How it is administered?	Who administers?
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Are there any side effects of the medication?

Click or tap here to enter text.

3. Child's Information

Child's name	Click or tap here to enter text.
Group/class/form	Click or tap here to enter text.
Date of birth	Click or tap to enter a date.
Child's address	Click or tap here to enter text.
Medical diagnosis or condition	Click or tap here to enter text.
Date form completed	Click or tap here to enter text.
Review date	Click or tap to enter review date.

4. Family Contact Information

Name Click or tap here to enter text.

Relationship to child	Click or tap here to enter text.
Phone no. (work)	Click or tap here to enter text.
(home)	Click or tap here to enter text.
(mobile)	Click or tap here to enter text.
	Click or tap here to enter text.
Name	Click or tap here to enter text.
Relationship to child	Click or tap here to enter text.
Phone no. (work)	Click or tap here to enter text.
(home)	Click or tap here to enter text.
(mobile)	Click or tap here to enter text.

5. Essential Information Concerning This Child's Health Needs

	Name	Contact details
Specialist nurse (if applicable)	Click or tap here to enter text.	Click or tap here to enter text.
Consultant paediatrician (if applicable)	Click or tap here to enter text.	Click or tap here to enter text.
GP	Click or tap here to enter text.	Click or tap here to enter text.
School Nurse	Click or tap here to enter text.	Click or tap here to enter text.
Any other provider of medical care	Click or tap here to enter text.	Click or tap here to enter text.

6. Additional Needs/Routine Care/Monitoring (if applicable)

Some medical conditions will require monitoring to help manage the child's condition. Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. Staff will also only be required to support specific medical conditions if they have received the appropriate training and have agreed to undertake that responsibility.

What care/monitoring is required?	Click or tap here to enter text.
When does it need to be done?	Click or tap here to enter text.
Does it need any equipment?	Click or tap here to enter text.
Does the child need any help with care/monitoring if so what training will that help require?	Click or tap here to enter text.

7. Physical Activity

Are there any physical restrictions caused by the medical condition(s)?	Click or tap here to enter text.
Is any extra care needed for physical activity?	Click or tap here to enter text.

8. Trips and Activities

These will be considered on an individual basis.

9. School Environment

Can the school environment affect the child's medical condition?	Click or tap here to enter text.
How does the school environment affect the child's medical condition?	Click or tap here to enter text.
What changes could the school consider making to deal with these issues?	Click or tap here to enter text.
Location of school medical room	By main reception

10. Educational, Social and Emotional Needs

Is the child likely to need time off because of their condition?	Click or tap here to enter text.
Does this child need to be referred to the hospital education service?	Click or tap here to enter text.
How does the child's medical condition affect learning?	Click or tap here to enter text.
Does the child require any further assessment of their learning?	Click or tap here to enter text.
Does treatment of the medical condition affect behaviour or concentration?	Click or tap here to enter text.
Does this child require extra time for keeping up with work?	Click or tap here to enter text.
Does this child require any additional support in lessons? If so what?	Click or tap here to enter text.
Does this child require any emotional support?	Click or tap here to enter text.

Is there any on-going treatment that is not being administered in school? If so what are the effects?	Click or tap here to enter text.
What is the process for catching up on missed work caused by absences?	Click or tap here to enter text.
Is there a situation where the child will need to leave the classroom?	Click or tap here to enter text.
Does this child require rest periods?	Click or tap here to enter text.
Does this child require a 'buddy' eg to help carry bags to and from lessons?	Click or tap here to enter text.

11. Staff Training

What training is required?	Click or tap here to enter text.
Who needs to be trained?	Click or tap here to enter text.
Has the training been completed?(sign and date)	Click or tap here to enter text.

Please use this section for any additional information for this child

Click or tap here to enter text.

Plan developed with

The healthcare plan will be developed with parents and the school once we have received medical information from a healthcare professional
Click or tap here to enter text.

Plan agreed with

	Name	Signature	Date
Child	Click or tap here to enter text.		Click or tap to enter a date.
Parent/Carer	Click or tap here to enter text.		Click or tap to enter a date.
Healthcare professional	Click or tap here to enter text.		Click or tap to enter a date.
School representative	Click or tap here to enter text.		Click or tap to enter a date.

Form copied to

To be completed by JMHS in conjunction with the parent/carers
