



POLICY: Supporting Students with Medical Needs Policy

STATUTORY: Yes

DATE AGREED: 10 July 2018

REVIEW DATE: 10 July 2019

RESPONSIBLE MEMBER OF STAFF: K Barker

GOVERNOR COMMITTEE: Personnel & Welfare (approval by FGB)

SIGNED HEADTEACHER: A Evans

SIGNED CHAIR OF GOVERNORS: D Hiley



JMHS 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. The support should be developed and led by the professionals involved.

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 appropriately trained within reasonable and practical parameters to provide the support that pupils need.
5. Ensuring there are clear procedures to be followed whenever the school is notified that a pupil has a medical condition.
6. Ensuring that the Supporting Pupils with Medical Needs 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, appropriate and practical training provided by the school is delivered to staff members who take on responsibility to support children with medical conditions. The school will be led by the professionals involved as to what training is necessary.
8. Ensuring that staff make reasonable adaptations in their teaching and materials for students with medical needs where appropriate. This need is guided by professionals involved.

9. Keeping written records of first aid 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 Needs Policy and procedures at John Masfield High School.

The Headteacher is responsible for:

1. Ensuring the policy is developed effectively with partner agencies. This also relies on good provision by the local Clinical Commissioning Group (CCG).
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 Medical Care Plan (MCP) 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. Overseeing the MCP which is developed primarily by HC professionals and educational professionals. Parental and student input is always welcome but the process must be finalised and agreed by the professionals. The SENDCO will therefore be involved in and be the lead on liaising with healthcare professionals, the school nursing service and other agencies to ensure that the MCP 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 medical care plan. Some MCPs may be bespoke from health departments and be used alongside the JMHS MCP;
 - b. the medical condition, its triggers, signs, symptoms and treatments;
 - c. 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 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; these needs will be advised by HC professionals;
 - g. who in the school needs to be aware of the student's condition and the support required;

- h. the arrangements for written permission via the MCP from parents and the SENDCO 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;
- 4. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver MCPs in normal, contingency and emergency situations. Training will be reviewed on an annual basis and guided by professional instructions.
- 5. Ensuring appropriate risk assessments are in place to enable students with medical needs to participate in school trips and visits where this is appropriate, 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. As guided by SENDCO and MCP.
- 2. Where necessary and appropriate, making reasonable adjustments to include students with medical conditions in lessons.
- 3. Administering emergency medication, if they have agreed to undertake that responsibility.
- 4. Undertaking training to achieve the necessary competency for supporting students with medical needs if they have agreed to undertake that responsibility and the SENDCO judges this to be appropriate.
- 5. Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs urgent help and being aware of how their condition may impact on their learning, well-being and progress.

Parents and Carers are responsible for:-

- 1. Keeping the school informed about any changes to student's health and ensuring we have contact details and consent to liaise with the relevant HC professionals.
- 2. Confirming parental agreement for school to administer emergency medicine as agreed by the MCP.
- 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 medicine – prescribed or "over the counter".
- 2. "Prescription medicine" is defined as any drug or device prescribed by a doctor.
- 3. A "Staff member" is defined as any member of staff employed at John Masfield High School.

Training of Staff

- 1. Where relevant, staff will receive training on the Supporting Students with Medical Needs Policy as part of their new starter induction.

2. Staff will receive regular and ongoing training as part of their development as appropriate and overseen by SENDCO.
3. Staff who undertake responsibilities under this policy with a first aid role will receive the following training:
 - a. Epipen Training
 - b. First Aid Training
 - c. Other as required
 Other staff may receive any additional training deemed practical, relevant and necessary by the SENDCO, based on the MCP.
4. No staff member may undertake any Health Care specific/specialised 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, where there is always a trained first aider.
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. Keeping the student safe is paramount here.
4. Where appropriate, students will be encouraged to take their own medication.

Medical Care Plans (MCPs)

1. Where necessary, a Medical Care Plan (MCP) will be developed in collaboration with the pupils, parents/carers, Headteacher, Special Educational Needs and Disability Co-Ordinator (SENDCO) and medical professionals. The input of students and carers is most helpful but the recommendations must come from the HC professionals and the educational professionals at JMHS.
2. MCPs will be easily accessible whilst preserving confidentiality.
3. MCPs 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. It is important that families communicate with us and share contacts and information regarding difficulties.
5. A model process for developing MCPs is attached at annex 1.
6. A JMHS MCP 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, staff will receive appropriate training on administering the

medicine, what to do if the child suffers an adverse reaction to the medicine, how it is to be stored and any other necessary medical advice. The School and parents/carers will agree the terms under which the medicine will be given.

3. No students will be given any prescription medicines without written consent, eg as in a MCP except in exceptional circumstances.
4. No student under 16 should be given non-prescription or prescription medicines, eg as in a MCP, without their parent's written consent except in exceptional circumstances including 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 medication they need.
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 Medical Care Plan (MCP) 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, lying down, needing food etc.

Avoiding unacceptable practice

JMHS understands that the following behaviour is unacceptable:

1. Assuming that students with the same condition require the same treatment
2. Not considering the views and concerns of the students and/or their parents/carer
3. Not following medical advice or opinion
4. Sending students home frequently or preventing them from taking part in activities at school where this is avoidable
5. Sending the student to the medical room or school office alone if they become ill
6. Not monitoring visits to the medical room for frequency and other concerns
7. Penalising students with medical conditions for their attendance record where the absences relate to their condition.

8. Making parents/carers feel obliged or forcing parents/carers to attend school to administer medication or provide medical support, including toilet issues.
9. Creating barriers to students participating in school life, including school trips.
10. Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

Insurance

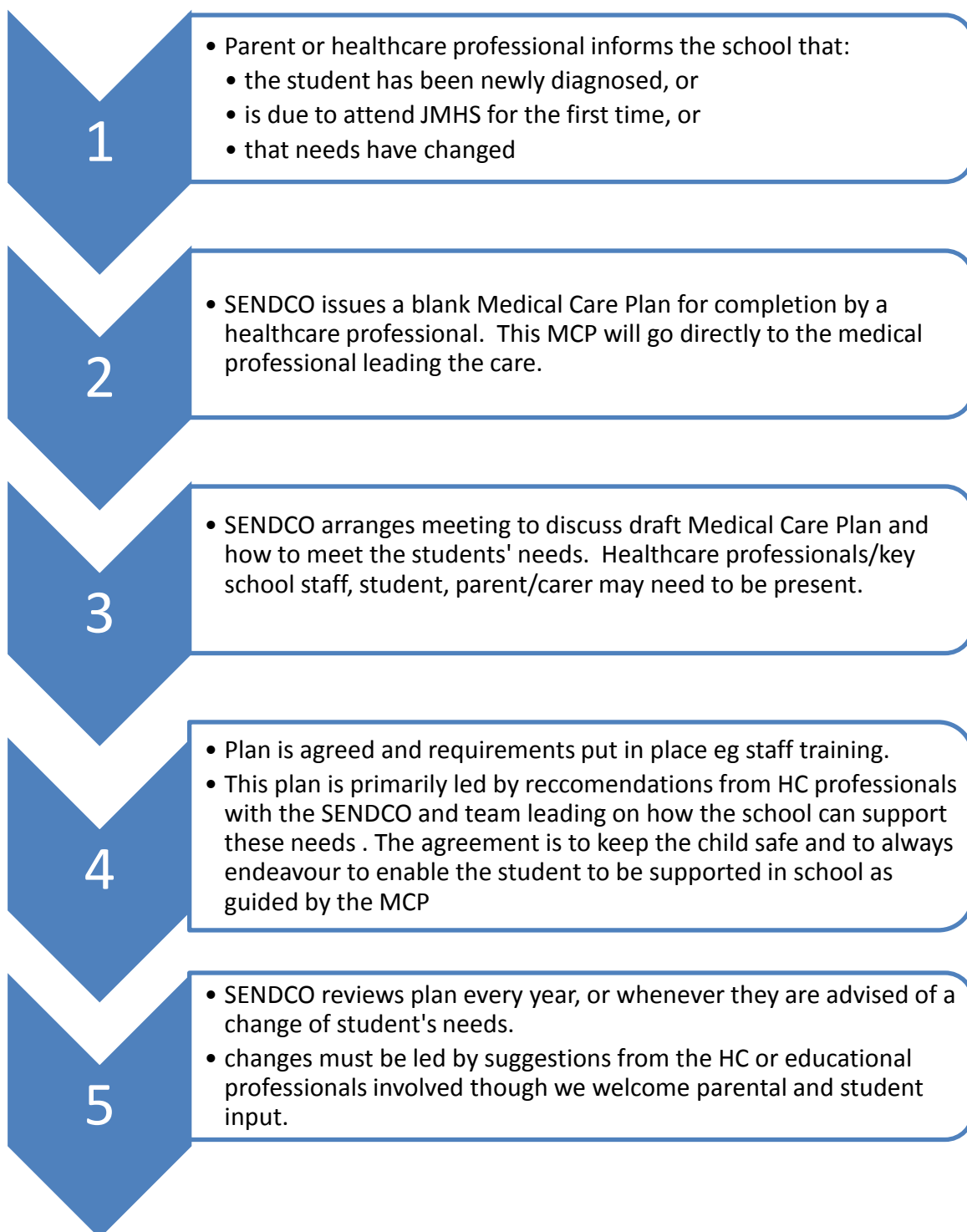
1. Staff who undertake responsibilities within this policy are covered by the school's insurance.
2. Zurich Insurance is our insurance provider, details are available from the Finance Office.

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 2018
To be approved by Governors

Annex 1: Model process for developing individual healthcare plans



Annex 2 JMHS Medical Care Plan form



Attach photo of child
here

John Masfield High School

Medical Care Plan

Name of Student:

Date of Birth:

Health Condition:

Sections 1 – 3 medical professional to complete

Sections 4 - 5 JMHS to complete

Sections 6 – 11 medical professional to complete in conjunction with JMHS

1. Emergency Details

Please state circumstances that would need a 999 emergency call	1. 2. 3. 4.
What are the symptoms?	1. 2. 3. 4.
What are the triggers?	1. 2. 3. 4.
What action must be taken?	1. 2. 3. 4.

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?

Are there any side effects of the medication?

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3. Essential Information Concerning This Child's Health Needs

Specialist nurse (if applicable)

Consultant paediatrician (if applicable)

GP

School Nurse

Any other provider of medical care

Name	Contact details

4. Child's Information

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date form completed

Review date

5. Family Contact Information

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

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

Some medical conditions will require monitoring to help manage the child's condition.

What care/monitoring is required?	
When does it need to be done? How will school support this?	
Does it need any equipment? How will school support this?	
Does the child need any help with care/monitoring and what training will be necessary to support and provide help required? How will school provide / enable this?	

7. Physical Activity

Are there any physical restrictions caused by the medical condition(s)? How will school support and manage these needs?	
Is any extra care needed for physical activity? How will school manage and support any needs?	

8. Trips and Activities

These will be considered on an individual basis.

9. School Environment

Can the school environment, including moving around the school, affect the child's medical condition?	
What reasonable adjustments can school consider to support the student with this?	
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? Are there any ongoing treatments?	
How can school support and help manage this time off, including "catching up"?	
Does this child need to be referred to the hospital education service?	
Does the school feel this may be necessary?	
How does the child's medical condition affect learning?	
How can the school monitor this and support where appropriate?	
Does the child require any further assessment of their learning?	
This may be a decision best made by a clinician or the SENDCO (or joint).	
Does treatment of the medical condition affect behaviour or concentration?	
How can school best support and monitor this area and provision?	

<p>Does this child require extra time or support (including emotional support) for keeping up with work?</p> <p>This may be a decision which is joint or led by HC or education depending on condition and other factors.</p>	
<p>Is there a situation where the child's medical condition necessitates them leaving the classroom?</p> <p>How will the school manage this safely?</p>	

11. Staff Training

<p>What training is essential?</p> <p>What training would be desirable?</p> <p>How will school facilitate?</p>	
<p>Who needs to be trained?</p>	
<p>Has the training been completed? (sign and date)</p>	

Please use this section for any additional information for this child

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Plan developed with

The healthcare plan will be developed by the relevant professionals (HC and Educationalist/SENDCO and team) and then shared and discussed with parents/student as appropriate to ensure their input is considered.

Plan developed by

	Name	Signature	Job Title	Date
HC Professional				
School Representative				

Plan shared with

	Name	Signature	Date
Parent / Carer			
Student			

Notable feedback from meeting with parent/carer and student

[illegible]