



Saint Aidan's Church of England High School

Supporting Students with Medical Needs Policy

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1. Introduction & Aim

Section 100 of the Student and Families Act 2014 places a duty on the Governing Body and Senior Leadership Team to make arrangements for supporting students at the School with medical conditions. Students with special medical needs have the same right of admission to school as other students and cannot be refused admission or excluded from school on medical grounds alone.

The aim of this Policy is to ensure all students with medical conditions at Saint Aidan's are properly supported in both physical and mental health so they can play a full and active role in school life, remain healthy and achieve their academic potential.

Teachers and other school staff in charge of students have a common law duty to act in the place of the parent and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine. The prime responsibility for a student's health lies with the parent who is responsible for the student's medication and should supply the school with information.

This Policy will be reviewed regularly and will be readily accessible to parents/carers and staff through our School Website.

2. Policy Implementation

All schools and academies are expected to have a policy dealing with medical needs and to be able to demonstrate that this is implemented effectively. The overall responsibility for the successful administering and implementation of this Policy is given to Kate Bray, Assistant Headteacher. She will also be responsible for ensuring that sufficient staff are suitably trained and will ensure cover arrangements in case of staff absences or staff turnover to ensure that someone is always available and on site. She will be responsible for briefing supply teachers, overseeing risk assessments for school visits and other school activities outside of the normal timetable and for the monitoring of individual healthcare plans. All new members of staff will be inducted into the arrangements and guidelines set out in this Policy.

3. Definitions of Medical Conditions

Students' medical needs may be broadly summarised as being of two types:

- Short-term affecting their participation in school activities because they are on a course of medication;
- Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

4. The Role of Staff and the Governing Body at Saint Aidan's

Some students 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 an Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For students with SEND, this guidance should be read in conjunction with the SEND Code of Practice and the Saint Aidan's SEND Policy.

If a student is deemed to have a long-term medical condition, the school will ensure that arrangements are in place to support them. In doing so, we will ensure that such students can access and enjoy the same opportunities at school as any other student. The school, health professionals, parents/carers and other support services will work together to ensure that students with medical conditions receive a full education, unless this would not be in their best interests because of their health needs. In some cases this will require flexibility and involve, for example, programmes of study that rely on part time attendance at school in combination with alternative provision arranged by the Local Authority and health professionals. Consideration will also be given to how students will be reintegrated back into school after long periods of absence. Staff must not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any Individual Health Care Plans).

The school will ensure that our arrangements give parents/carers/students confidence in the school's ability to provide effective support for medical conditions in school. In making arrangements, it must be taken into account that many of the medical conditions that require support at school will affect the quality of life and may be life threatening. Some will be more obvious than others. The school will ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.

The arrangements will show an understanding of how medical conditions impact on a student's ability to learn, as well as increase their confidence and promote self-care. We will ensure that staff are properly trained to provide the support that students need. Arrangements will be clear and unambiguous 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 unless evidence from a clinician such as a GP states that this is not possible.

The school will clearly identify the roles and responsibilities of all those involved in the arrangements they make to support pupils at school with medical conditions as it requires partnership working between school staff, healthcare professionals (and, where appropriate, social care professionals) the local authority and parents and students.

We recognise that a first-aid certificate does not constitute appropriate training in supporting students with medical conditions. Healthcare professionals, including the school nurse, will provide training and subsequent confirmation of the proficiency of staff in a medical procedure, or in providing medication.

5. Procedures to be followed when notification is received that a student has a medical condition

We will ensure that the correct procedures will be followed whenever we are notified that a student has a medical condition. The procedures will also be in place to cover any transitional arrangements between schools, the process to be followed upon reintegration or when student's needs change and arrangements for any staff training or support.

For students starting at Saint Aidan's, arrangements will be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or students moving to Saint Aidan's mid-term, we will make every effort to ensure that arrangements are put in place within two weeks. We will therefore ensure that the focus is on the needs of each individual student and how their medical condition impacts on their school life.

In line with our safeguarding duties, we will ensure that students' health is not put at unnecessary risk from, for example, infectious diseases. We will therefore not accept a student in school at times where it would be detrimental to the health of that student or others.

If a student (regardless of whether they have an Individual Health Care Plan) needs to be taken to hospital, a member of staff should stay with the student until the parent/carer arrives, or accompany a student taken to hospital by ambulance.

6. Individual Health Care Plans

Individual Healthcare Plans will help to ensure that the school effectively supports students with medical conditions. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed.

However, not all children will require one. The school, healthcare professional and parent should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the Headteacher is best placed to take a final view.

Individual Health Care Plans will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will include the key information and actions that are required to support the student effectively. The level of detail within plans will depend on the complexity of the student's condition and the degree of support needed.

It is best practice for a student's Individual Health Care Plan to be completed alongside a member of school staff and a health care professional who can advise on the particular needs of the student. Students should be involved whenever appropriate. The completion of the Individual Health Care Plan is the responsibility of the parent/carer who knows the needs of their child best. It is the school's responsibility to ensure it is shared and implemented appropriately.

It is the responsibility of parents/carers to ensure that 'long term' or 'emergency' medication that is held on site is always in date.

The school will ensure that Individual Health Care Plans are reviewed at least annually or earlier if evidence is presented that the student's needs have changed. They will be developed and reviewed with the student's best interests in mind and ensure that the school assesses and manages risks to the student's education, health and social wellbeing and minimises disruption. Where the student has SEND identified in an EHC plan, the Individual Health Care Plan should be linked to or become part of EHC plan.

It is advised that the Individual Health Care Plan includes;

- the medical condition, its triggers, signs, symptoms and treatments;
- the student's resulting needs, including medication (dose, side-effects and storage);
- 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/noisy conditions, 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 tests, use of rest periods or additional support in catching up with lessons, counselling sessions;
- 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 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 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 parents/carers or student, the designated individuals to be entrusted with information about the student's condition;
- what to do in an emergency, including whom to contact, and contingency arrangements. Some students may have an Emergency Health Care Plan prepared by their lead clinician that could be used to inform development of their Individual Health Care Plan. The Emergency Health Care Plan will not be the School's responsibility to write or review.

7. The Student's Role in managing their own Medical Needs

If it is agreed, after discussion with the parents/carers, that a student is competent to manage their own health needs and medicines, the school will encourage them to take responsibility for managing their own medicines and procedures. This will be reflected within Individual Health Care Plans.

If a student refuses to take medicine or carry out a necessary procedure, staff should not force them to do so but instead follow the procedure agreed in the Individual Health Care Plan. Parents/carers should be informed, outside of the review, so that alternative options can be considered.

8. Managing Medicines on the Saint Aidan's Site

The following are the procedures to be followed for managing medicines:

- Staff will not give prescription medicines or undertake health care procedures without appropriate training which will be kept updated to reflect any individual healthcare plans and/or changes;
- Medicines should only be administered at school when it would be detrimental to a student's health or school attendance not to do so;
- No student under 16 should be given prescription or non-prescription medicines without their parents/carers written consent;
- The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container;
- All medicines will be stored safely in a locked cupboard at Reception. Students should know where their medicines are at all times and be able to request access to them immediately. Where relevant, they should know who holds the key to the storage facility, which will be a member of the Administration Team;
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to student and not locked away;

these will be stored at reception where both teachers and students know how to access them. If a student requires an asthma inhaler, they may carry it with them but it is crucial that there is a spare inhaler in the school at all times;

- During school trips, the first aid trained member of staff will carry all medical devices, spare inhalers and medicines required;
- Staff administering medicines should do so in accordance with the prescriber's instructions. The school will keep a record of all medicines administered to individual students, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at the school should be noted. Written records are kept of all medicines administered to students. These records offer protection to staff and students and provide evidence that agreed procedures have been followed;
- When no longer required, medicines should be returned to the parent/carer to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps;
- All students will be made aware that at no time should they pass prescription medicines to another student.

9. Emergency procedures

School has clearly defined guidelines as to what should happen in an emergency situation and all staff are made aware of this process.

10. Day trips, residential visits and sporting activities

Teachers will be made aware of how a student's medical condition will impact on their participation, but there should be enough flexibility for all students to participate according to their own abilities and with any reasonable adjustments.

Arrangements will be put in place for the inclusion of students in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.

A risk assessment will be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. Parents and students will be consulted and advice sought from the relevant healthcare professional to ensure that students can participate safely.

11. Unacceptable Practice

Although school staff should use their discretion and judge each case on its merits with reference to the student's Individual Health Care Plan, it is not generally acceptable practice to:

- prevent students from easily accessing their inhalers and medication;
- assume that every student with the same condition requires the same treatment;
- ignore the views of the students or their parents/carers or ignore medical evidence or opinion, (although this may be challenged);
- send students 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 student becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- 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, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, 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 the student.

12. Complaints

Should parents/carers or students be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the complaints procedure.