SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY

This policy was formally adopted by the governing body at Kings Heath Boys after due consultation with the Senior Leadership Team. It is the intention of the governing body that it be reviewed every two years. It is a statutory policy.
This policy should be read in conjunction with the Kings Heath Boys Special Educational Needs & Disabilities Policy, the Medication Administration Policy and the school Accessibility Plan.
Supporting Students with Medical Conditions:

Students with long-term and complex medical conditions may require on-going support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. In making decisions about the support we provide, Kings Heath Boys will establish relationships with relevant local health services to help us.

In addition to the educational impacts, there are social and emotional implications associated with medical conditions. Students may be self-conscious about their condition and some may develop emotional disorders such as anxiety or depression around their medical condition.

The Legal Framework:

This policy takes careful account of the statutory provisions covering supporting students with medical conditions. They are:

- The Equality Act 2010
  - Some students with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010
- The Children & Families Act 2014, Section 100:
  - Students with medical conditions should be properly supported so 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 students at school with medical conditions
  - Governing bodies should ensure that school leaders consult health and social care professionals, student and parents/carer to ensure that the needs of children with medical conditions are effectively supported

Aims:

Kings Heath Boys 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 school life, remain healthy and achieve their academic potential.

We aim to:

- provide effective support for medical conditions in school
- ensure that arrangements are in place to support students with medical conditions, allowing each student to access and enjoy the same
opportunities at Kings Heath Boys as any other student, including participation in school visits and sporting activities

- ensure that support is focused on the needs of each individual student and how their medical condition impacts on their school life
- ensure that staff are properly trained to provide the support that students need
- ensure that Individual Healthcare Plans are kept up to date and are accessible to all staff members of the school
- ensure that we assess and manage risks to the student’s education, health and social wellbeing
- ensure that, where appropriate, students are able to manage their own health needs and medicines

**Individual Healthcare Plans:**

Individual Healthcare Plans (IHP) help to ensure that schools effectively support students with medical conditions. They provide clarity about what needs to be done, when and by whom. They are essential, particularly in cases where there is a high risk that emergency intervention will be needed. Not all students will require an IHP and the school, healthcare professional and parent/carer will agree whether a healthcare plan is appropriate.

At Kings Heath Boys IHPs can be found displayed in the staffroom. These include:

- Personal Care Plans
- Alert Cards
- Emergency Procedures

These documents will record:

- The medical condition, triggers, signs, symptoms and treatments
- The student’s resulting needs, including medication, dietary requirements, environmental issues and other treatments
- Specific support for student’s educational, social and emotional needs
- The level of support needed including in emergencies
- Who will provide support and their training needs
- Permission for medication to be administered by a member of staff or self-administration by student
- Arrangements for school trips
- What to do in an emergency, including whom to contact
Developing Individual Healthcare Plans

1. Parent/carer or healthcare professional informs Kings Heath Boys that student has been newly diagnosed, or is due to attend a new school, or is due to return to school after a long-term absence, or that needs have changed.

2. Headteacher or Medical Coordinator leads meeting to discuss student’s medical support needs; and identifies member of school staff who will provide support to student.

3. Meeting to discuss and agree on need for IHP to include key school staff, student, parent/carer, relevant healthcare professional and other medical/health clinician as appropriate (or written evidence provided by them).

4. Develop IHP in partnership – agree who leads on writing it. Input from healthcare professional must be provided.

5. School staff training needs identified.

6. Healthcare professional commissions/delivers training and staff signed-off as competent – review date agreed.

7. IHP implemented and circulated to all relevant staff.

8. IHP reviewed annually or when condition changes. Parent/carer or healthcare professional to initiate.
Roles & Responsibilities:

Supporting a student with a medical condition during school hours is not the sole responsibility of one person. Partnership working between school staff, healthcare professionals, local authorities, parents/carers and students will be critical. At Kings Heath Boys we will work collaboratively between all those involved with the student to ensure needs are effectively met.

The governing body will ensure that:

- arrangements are made to support students with medical conditions in school
- the policy for supporting students with medical conditions in school is developed and implemented
- students with medical conditions are supported to enable the fullest participation possible in all aspects of school life
- sufficient staff have received suitable training and are competent before they take on responsibility to support students with medical conditions

The Headteacher has responsibility for:

- ensuring that the policy is developed and effectively implemented with all partners
- ensuring that all staff are aware of the policy and understand their role in its implementation
- ensuring that sufficient trained numbers of staff are available to implement the policy and deliver against all IHPs, including in contingency and emergency situations
- ensuring that school staff are appropriately insured to support students
- ensuring written records are kept of all medicines administered to students

The Medical Needs Co-ordinator (Assistant Headteacher, Learning Support) is responsible for:

- overseeing of the day-to-day operation of the policy
- overseeing the provision for students with medical conditions
- ensuring that all staff who need to know are aware of a student's condition
- liaising with and working collaboratively with other healthcare professionals
- liaising with and advising other school staff
- working with healthcare professionals to identify students with medical conditions
- overseeing the development of IHPs
- liaising closely with parents of students with medical conditions to agree strategies for support
- maintaining the school's medical register and records
- assisting in the monitoring and evaluation process of students with medical conditions through the use of school assessment information
• ensuring all students are fully involved in discussions about their medical support needs

Class teachers and other school staff are responsible for:
• understanding the needs of the students with medical conditions they teach
• partaking in sufficient and suitable training to achieve the necessary level of competency required to treat students with medical conditions
• ensuring they are aware of where IHPs are displayed and reading them regularly
• ensuring they are able to respond accordingly when they become aware that a student with a medical condition needs help

Admissions & Students with Medical Conditions:

The admissions’ policy for Kings Heath Boys is that of the Local Authority (LA). Allocation of places to the school is administered by the LA in Year 7. Students with medical conditions are entitled to a full education and have the same rights of admission to school as other children. No student with a medical condition will be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made.

Staff Training

Any member of Kings Heath Boys staff providing support to a student with medical needs will receive suitable training. This will be identified by the relevant healthcare professional in conjunction with the Medical Coordinator and Continued Professional Development Coordinator.

At Kings Heath Boys all staff will receive annual statutory epi-pen administration and asthma awareness training. Staff who agree to administer an epi-pen, following this training, will make themselves known by signing a consent form.

Only staff who have received appropriate training can give prescription medicines or undertake healthcare procedures. These staff will be listed on each individual students’ IHP as appropriate.

Managing Medicines on School Premises:

Administration of medicines by school staff will only occur when the school is satisfied that parents/carer have exhausted every other possible means and it would be detrimental to a student’s health or school attendance not to do so.
The school, with written consent, will only administer medicines prescribed by a medical practitioner. The school will not administer over the counter medicines (e.g. Calpol, Benylin Cough mixture, or other painkillers) and will not administer any form of homeopathic drug. We do not allow children to self-administer these medicines during school time.

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

- It should be the exception rather than the rule for prescribed medicines to be brought into school. Staff cannot be directed to administer medication to students. Any staff who administer prescribed medicines, do so voluntarily.
- Kings Heath Boys will only accept prescribed medicine that is in-date, labelled, provided in the original container as dispensed by a pharmacist and includes instructions for administration, dosage and storage. (The only exception to this is insulin which will generally be available inside an insulin pen or pump).
- All medicines will be stored safely in the main office, where it needs to be locked away, the key will be kept in the same location known to all staff.
- Students will know where their medicines are at all times and will be able to access them immediately.
- Asthma inhalers should not be locked away. Wherever possible students should be responsible for their own inhalers with a spare inhaler for the main office this should be clearly marked with the student’s name. All inhalers should be stored in the cabinet in the main office.
- A student who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another student for use is an offence.
- Where possible the school will store controlled drugs for students, these will be easily accessible in an emergency. A record will be made of any doses used and the amount of the controlled drug that is held in school.
- School staff may administer a controlled drug to a student for whom it has been prescribed. Staff administering the drug will do so in accordance with the prescriber’s instructions.
- Written records will be kept of all medicines administered to students.
- When no longer required, medicines will be returned to the parent to arrange for safe disposal.
- Sharps boxes will be used for the disposal of needles and other sharps.
- Whether agreeing or refusing to administer medicines in school, the Head’s decision will be defensible if it is clear that he or she has acted reasonably.
- Any staff who agree to administer medication are aware of the risks and legal liabilities involved.
- Members of staff will not be required to administer medication to a child who is persistently refusing the treatment, unless the situation is an acute emergency. In this situation, the assistance of the emergency services will
also be called. Birmingham Education Service as part of Birmingham City Council indemnifies its staff against claims of alleged negligence when administering prescribed medicines providing they are acting in a reasonable manner and in the best interests of pupils and have received training where appropriate.

Unacceptable Practice

Kings Heath Boys staff will use their discretion and judge each case on its merits with reference to the student’s IHP, however, it is not generally acceptable practice 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 parent/carer; 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 IHP
- 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 conditions, 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 conditions effectively
- Require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their son, including with toileting issues. No parent/carer should have to give up working because the school is failing to support their sons 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