

# Wellbeing procedures and guidelines

This policy applies to the whole school and is published to parents

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## **The RGS is an inclusive community that aims to support and welcome students with medical condition**

The RGS understands that it has a responsibility to make the school welcoming and supportive to students with medical conditions who currently attend and to those who may enroll in the future. The RGS understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill-managed or misunderstood.

The RGS strives to ensure that:

- all students with medical conditions enjoy the same opportunities as the others at school;
- students with medical conditions are encouraged to take control of their condition and that they feel confident in the support they receive from the RGS to help them do this;
- all students with medical conditions are included in school activities;
- parents/guardians of students with medical conditions feel secure in the care their children receive at school;
- all staff understand their duty of care to students in the event of an emergency;
- all staff feel confident in knowing what to do in an emergency;
- all staff understand the common medical conditions that affect children at the RGS and receive training on the impact this can have on students; and
- the medical conditions policy is understood and supported by the whole of the RGS.

## **All staff understand and are trained in what to do in an emergency for the most common medical conditions at the RGS.**

This means that all staff:

- understand their duty of care to students in the event of an emergency. In an emergency situation school staff are required by common law duty of care to act like any reasonable prudent parent. This may include administering medication;
- who are in contact with students at the school receive training and know what to do in an emergency for the students with medical conditions; and
- have access to information regarding emergency situations, for example displays in prominent locations including classrooms, kitchens and staff room.

In addition, the RGS uses health care plans to inform the appropriate staff of students who may need emergency help and has procedures in place so that a copy of the student's health care plan is sent to the emergency setting with the student.

## **All staff understand and are trained in the RGS's general emergency procedures.**

All staff know what action to take in the event of a medical emergency. This includes:

- How to contact emergency services and what information to give
- Who to contact within the school

If a student needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives.

Staff should not take students to hospital in their own car.

## **The RGS has clear guidance on the storage and administration of medication at the school**

- See Drugs Policy
- See Protocol for administering controlled drugs on trips
- See Education Visits Policy

## **The RGS has clear guidance about record keeping and communication**

- See Student Medical Information Policy
- See Staff Medical Information Policy
- See Data Protection Policy

## **A number of forms may be completed during a student's time at the school to help the school provide appropriate medical care:**

### • **Enrolment Forms**

Parents at RGS are asked to provide information if the student has any condition or health issues on the enrolment form. In addition, parents are asked to provide copies of letters from medical professionals and may be asked to consent for the school to contact medical professionals to better help the student at school. Where students are "Gillick competent" i.e. have the maturity is judged intellectually and emotionally mature to give consent, their consent will also be sought.

### • **Health Care Plans**

The RGS has a centralised register of students with medical needs.

The RGS uses health care plans to support students with medical needs at school. Parents, health care professionals and students are asked to fill out the student's health care plan together with the school medical team.

#### • **Storage and Access to Healthcare Plans**

- Healthcare Plans are kept in the School Nurse's room securely
- Parents, students and specified members of staff (e.g. Heads of Year) hold copies of Healthcare Plans securely
- All members of staff who work with the students have access to the Healthcare Plan of students in their care

#### • **Ongoing Communication and review of Healthcare Plans**

Every student at RGS with a Healthcare Plan has their plan reviewed at least once a year and parents and students are encouraged to talk to the school medical team about their plan should there be need for change at any time.

#### • **Educational Visits**

Parents are asked for up to date information on the student's condition on the visit consent form. This provides essential information for the relevant staff on the trip and enables parents give consent to administer medication if required. Copies of individual Healthcare Plans are taken on school trips.

#### • **Sports (team form)**

Parents are asked to complete up to date medical information at the start of the school year so that students may attend sports fixtures without separate consent being required each time. It is the responsibility of parents to update the school if medical conditions change.

## **The RGS ensures that the whole school environment is inclusive and favourable to students with medical conditions.**

This includes the physical environment as well as social, sporting and educational activities, including extra-curricular activities. It may mean that planning and risk assessments are adapted appropriately in communication with the school health team. The school recognises the importance of all students taking part in physical exercise and ensures physical activity is accessible to all students.

## **The Medical Conditions Policy is regularly reviewed.**