



# Hedgewood School

## Supporting pupils with medical conditions

Date policy last reviewed: January 2024

Signed by:

\_\_\_\_\_ Co-headteachers      Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors      Date: \_\_\_\_\_

Last updated: 14 January 2024

## **1. Introduction**

This policy is written in line with the requirements of:

- Children and Families Act 2014 - section 100
- Supporting pupils at school with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England, Department for Education (DfE), December 2015
- 0-25 SEND Code of Practice, DfE January 2015
- Mental Health and Behaviour in schools: departmental advice for school staff, DfE March 2015
- Equalities Act 2010, Schools Admissions Code, DfE December 2014

This policy should be read in conjunction with the following school policies:

Child Protection and Safeguarding Policy, Off-site visits Policy, Personal and Intimate Care Policy, Asthma Policy.

The Governing Body of Hedgewood School are committed to ensuring that arrangements are in place to support pupils at school with medical conditions. School leaders will consult with health and social care professionals, pupils and parents to ensure the needs of children with medical conditions are properly supported.

## **2. Aims**

Hedgewood School aims to support pupils with medical conditions effectively so they have full access to relevant and broad educational experiences, including school trips and wider school activities.

Definitions of medical conditions:

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

- Short-term, affecting their participation at school because they are on a course of medication.
- Long-term, potentially limiting access to education and requiring on-going support, medicines or care while at school to help them to manage their condition and keep them well, including monitoring and intervention in emergency circumstances. It is important that parents feel confident that the school will provide effective support for their child's medical condition and that pupil's feel safe.

Children with a wide range of medical conditions are commonly supported at Hedgewood and include, epilepsy, nut allergy, anaphylaxis, asthma, eczema, tracheotomy, gastrostomy feeds and dietary needs associated with autism. This list is not exhaustive as children may have specific medical conditions alongside their special educational needs.

### **3. Staff training and support**

Hedgewood has a commitment to ensuring all relevant staff are made aware of a child's medical condition.

Whole school awareness training will be arranged so that staff are aware of the school's policy for supporting pupils with medical conditions and their role in implementing the policy. Whole school asthma and anaphylaxis training is delivered by our School Nursing Team annually. Where a child has Individual Healthcare Care Plans devised by healthcare professionals, training from health professional teams will be arranged promptly on transition to school or identification of a new condition for an existing pupil, including preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

Responsibility for ensuring sufficient staff are suitably trained is with Hedgewood's Senior Leadership Team who liaises with the designated Teaching Assistant responsible for medical and healthcare management.

Due to the nature of relationship building and trust with our young people, **all** staff at Hedgewood are required to provide support to pupils for medical conditions. The training need will be identified by the healthcare professional during the development or review of the Individual Healthcare Plan.

Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements set out in the individual healthcare plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

For the protection of both staff and pupil a second member of staff will be present while more intimate procedures are being followed.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans). Healthcare professionals, including the school nurse, can provide confirmation of proficiency of staff in a medical procedure, or in providing medication.

### **4. Individual Healthcare Plans**

Hedgewood School will develop Individual Healthcare Plans to support pupils with medical conditions. The responsibility for writing individual healthcare care plans lies with the designated Teaching Assistant responsible for medical and healthcare management with support from Hedgewood's Senior Leadership Team. This will be in collaboration with the child's parent /carer alongside reports from medical professionals where available. Senior Leadership Team will take responsibility for monitoring plans. The Individual Healthcare Plan aims to ensure the school manages the risk to a child's health, education, and well-being and minimises disruption.

The Individual Healthcare Plan will provide clarity of what needs to be done, when and by whom. Plans should capture key information about the nature of the condition and actions required to support a child effectively. Current medication, and dosage for administration should be included on the plan alongside pupils GP details. Plans should be reviewed at least annually, or earlier if evidence is given that a child's needs have changed. Healthcare professional views will inform healthcare plans and Hedgewood School will require in writing, relevant diagnosis, medication regime and subsequent changes for the child via the GP or hospital consultant.

Parents views will be sought and will agree and sign, initial and updated healthcare plans.

#### **5. Managing medicines on school premises and record keeping**

Medicines should only be administered at Hedgewood School when it would be detrimental to a child's health or school attendance not to do so.

No child should be given prescription or non-prescription medicines without their parents written consent, except in exceptional circumstances where permission will be sought via telephone.

With parental written or verbal recording consent, we will administer non-prescription Calpol or Ibuprofen for pain relief. Medication for pain relief, should never be administered without first checking maximum dosage and when previous dose was taken. Parents should be informed by telephone followed by in writing (including Seesaw) when dosage was given. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours;

We will only accept prescribed medicines, with written permission from parent/carer 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 or an Epipen, which must be in-date, but may available to schools inside a pen or a pump, in a named wallet rather than its original container;

Medicine must be handed to a member of staff as soon as the pupil arrives at school, either via parents or Local Authority school transport. In the case of home – to-school transport it is the responsibility of the local authority to be aware of pupil healthcare plans and its implications for pupils. All medicines will be stored safely in classroom medical box or in the main refrigerator in the office. All non-emergency medication will be kept in a refrigerator/cupboard in the main office where there is restricted access to a refrigerator holding medicines.

Medicines and devices, as listed on the child's Individual Healthcare Plan, such as asthma inhalers, blood glucose testing meters and Epipen's should be always readily available in named wallets/bags in the individual pupil's classroom wall mounted medical box. Asthma inhalers should be marked with the child's name. All pupil

medication will transition across the school via class teaching assistants at playtimes and other locations such as gym hall/studio and computer suite.

We will keep all controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff will have access. The name of the person(s) responsible for the cabinet or administering medication should be stated on the cabinet. Controlled drugs should be easily accessible in an emergency. In cases of emergency the key must be readily available to all members of staff to ensure access. A record should be kept of any doses used and the amount of the controlled drug held in the school.

Staff administering medicines should do so in accordance with the prescriber's instructions. Hedgewood will keep a written record of all medicines administered to individual pupils, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted. Written records are kept of all medicines administered to pupils. These records offer protection to staff and pupils and provide evidence that agreed procedures have been followed;

- Only one member of staff at any one time should administer medicines (to avoid the risk of double dosing).
- Arrangements should be made to relieve this member of staff from other duties while preparing or administering doses (to avoid the risk of interruption before the procedure is completed).
- In the unlikely event of more than one person administers medicines throughout the school day, a system will be arranged to avoid the risk of double dosing, e.g. a rota, routine consultation of the individual pupil's medicine record before any dose is given, etc.

Class teachers are responsible for completing termly checks of the medication for pupils in their class.

When no longer required, or expired, medicines should be returned to the parent/carer to arrange safe disposal or alternatively arrangements made to take out of date medicines to a local pharmacy will be made. A prescribed container (Sharps Box) will always be used for the disposal of needles and other sharps.

The Governing Body has made a decision to hold emergency asthma packs on site for emergency use.

The family of a pupil will often be essential in providing relevant information to school staff about how their child's needs can be met, and parents will be asked for their views.

If, after discussion with the parent/carer, it is agreed that the pupil is competent to manage their own medication and procedures, they will be encouraged to do so under the supervision of a staff member. This will be reflected in the Individual

Healthcare Plan. Hedgewood School also recognises that pupils who take their medicines themselves and/or manage procedures may require an appropriate level of supervision. If it is not appropriate for a pupil to self-manage, then relevant staff will help to administer medicines and manage procedures for them.

## **6. Emergency Procedures**

The co-headteacher(s) will ensure that arrangements are in place for dealing with emergencies for all school activities wherever they take place, including school trips within and outside the UK, as part of the general risk management process.

Where a pupil has an Individual Healthcare Plan, this will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. This includes procedures for anaphylactic shock and use of Epipens. If a pupil needs to be taken to hospital, staff will stay with them until the parent arrives, or accompany a child taken to hospital by ambulance. The school is aware of the local emergency services cover arrangements and the correct information will be provided for navigation systems.

### **Offsite visits and sporting activities.**

We will actively support pupils with medical conditions to participate in offsite visits and sporting activities by being flexible and making reasonable adjustments unless there is evidence from a clinician such as a consultant or GP that this is not possible.

We will always conduct a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions can be included safely. The Individual Healthcare Plan will be updated with specific information required for the visit/activity and a copy will be taken on the visit. All staff supervising offsite visits will be made aware of any medical needs and relevant emergency procedures. This will involve consultation with parents\carers and relevant healthcare professions and will be informed by our Offsite Visits Policy.

Staff with the role of administering medicines and individual medical procedures such as gastrostomy/tracheostomy support must have relevant and current training to do so. A first aid qualification does not cover the skills and knowledge required for the administration of medicines and these procedures.

The risk assessment will include the activities being undertaken, travel to and from the placement, supervision during non-teaching time or breaks and lunch hours. This will not conflict with the responsibility of the employer to undertake a risk assessment to identify the significant risks and necessary control measures when pupils below the minimum school leaving age are on site.

## **7. Hygiene/Infection Control**

All staff will be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures. Staff will have access to protective disposable vinyl gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment. Further information is contained in the First Aid Policy and the Guidance for Schools on First Aid.

## **8. Equipment**

Some pupils will require specialist equipment to support them whilst attending school. Staff will check the equipment, in line with any training given, and report concerns to The Senior Leadership Team. The maintenance contract/safety checks for all equipment and the procedure to be followed in the event of equipment failure will be detailed within the Individual Healthcare Plan. Staff will be made aware of the use, storage and maintenance of any equipment.

The Governing Body at Hedgewood School has invested in a defibrillator and has informed the NHS ambulance service of its location.

## **9. Unacceptable practice**

Hedgewood School will apply all support measures with reference to the pupil's Individual Healthcare Plan, and it is not generally acceptable practice to:

- Assume that every pupil with the same condition requires the same treatment;
- Ignore the views of the pupil or their parents\carers; or ignore medical evidence or opinion (although this may be challenged);
- Send pupils 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;
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- Prevent pupils from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively;
- Require parents\carers, 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 pupils from participating, or creating unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.



## **10. Liability and indemnity: Maintained Schools**

The Governing Body at Hedgewod School will ensure the appropriate level of insurance reflects the level of risk. Individual cover may need to be arranged for any healthcare procedures, in particular those which would be considered invasive or normally undertaken by a medical professional. If in any doubt, please contact the Insurance and Risk Management Team who will check with external insurers. Any requirements of the insurance, such as the need for staff to be trained, should be made clear in the Individual Healthcare Plan and complied with.

In the event of a claim alleging negligence by a member of staff, civil actions are likely to be brought against the employer rather than the employee. Staff who assist with administering medication to a child in accordance with the procedures detailed within this policy are explicitly reassured that they will be acting within the scope of their employment and that they will be indemnified. Indemnity requires that these procedures are followed as described in this policy. The indemnity though will not be given in cases of fraud, dishonesty, or criminal offence. In the most unlikely event of any civil action for damages being taken against the school, the Local Authority will accept responsibility in accordance with the indemnity. Any member of staff will be fully supported throughout the process should an allegation be made.

## **11. Complaints**

If parents/carers are dissatisfied with the support provided to their child with medical conditions, they must discuss their concerns directly with the school. This will be with the child's class teacher in the first instance, with whom any issues should be addressed. If this does not resolve the problem or allay the concern, the problem should be brought to a member of the leadership team, who will, where necessary, bring concerns to the attention of the co-headteacher(s). In the unlikely event of this not resolving the issue, the parent\carer can make a formal complaint using Hedgewoods Complaints Procedure.