

1 INTRODUCTION

The Children 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 medical conditions cannot be denied admission or excluded from school on medical grounds alone unless accepting a student in school would be detrimental to the health of that student or others.

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 special educational needs (SEN) and may have a Statement or Education, Health and Care Plan (EHCP). For students at Lancaster School, this guidance should be read in conjunction with the SEN Code of Practice.

The aims of this document is to ensure that all young people at Lancaster School 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 and achieve their potential.

This policy will be reviewed regularly and will be readily accessible to parents/carers and staff through the school website.

2 POLICY IMPLEMENTATION

The overall responsibility for the successful administering and implementation of this policy is the Headteacher. She is responsible for ensuring that sufficient staff are suitably trained and will ensure cover arrangements in case of staff absence or staff turnover to ensure that someone is always available. The Headteacher will be responsible for briefing supply teachers, risk assessments for school visits, holidays and other school activities outside of the normal timetable and for the monitoring of Individual Management Plans.

All staff will be expected to show a commitment and awareness of students' medical conditions. New members of staff will be inducted into the arrangements.

3 STUDENTS WITH MEDICAL CONDITIONS

Students with long term and complex medical conditions may require ongoing 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.

Students' health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. Reintegration back into school will be properly supported so that students with medical conditions will fully engage with learning and not fall behind.

4 ROLES AND RESPONSIBILITIES

Supporting a student with a medical condition during school hours is not the sole responsibility of one person. Collaborative working arrangements and working in partnership will ensure that the needs of students with medical conditions are met effectively.

- The Governing Body will ensure that the school develops and implements a policy for supporting students with medical conditions. It will ensure that sufficient staff have received suitable training and are competent before they take on the responsibility to support students with medical conditions. It will ensure that the appropriate level of insurance is in place to cover staff providing support to students with medical conditions.
- The Headteacher will ensure that the school's policy is developed and effectively implemented with partners. She will ensure that all staff are aware of the policy and understand their role in its implementation. She will make sure that sufficient numbers of staff are available to implement the policy and deliver against all Individual Management Plans, including in emergency and contingency situations. The Headteacher has the overall responsibility for the development of Individual Management Plans. She will make sure that school staff are appropriately insured and are aware that they are insured to support students in this way. He Headteacher will contact the school nursing service in the case of any student who has a medical condition that may require support at school.
- School staff may be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of students with medical conditions that they teach. Any member of staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help.
- School nurses are responsible for notifying the school when a student has been identified as having a medical condition which will require support at school. School nurses may support staff on implementing a student's Individual Management Plan and provide advice and liaison.
- Other healthcare professionals, including GPs and paediatricians notify the school nurse when a student has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare related plans.
- Students will be fully involved in discussions about their medical support needs and will contribute as much as possible to the development of their Individual Management Plans since they know best how their condition affects them. Other students in the school will be sensitive to the needs of these with medical conditions.
- Parents/carers will provide the school with up-to-date information about their son/daughter's medical needs. They will be involved in the development and review of their son/daughter's individual healthcare related plans. They will carry out any action they have agreed to as part of its implementation and ensure they or another nominated adult are contactable at all times.
- Local authorities should work with schools to support students with medical conditions to attend full time.
- Health services can provide valuable support, information, advice and guidance to schools and their staff to support students with medical conditions at school.
- Clinical commissioning groups (CCGs) should ensure that commissioning is responsive to students' needs and that health services are able to cooperate with schools supporting students with medical conditions.

- OFSTED Inspectors consider the needs of students with chronic or long term medical conditions and also those of disabled students and students with SEN. The school will demonstrate that the policy dealing with medical needs is implemented effectively.

5 PROCEDURES TO BE FOLLOWED WHEN NOTIFICATION IS RECEIVED THAT A STUDENT HAS A MEDICAL CONDITION

The school will follow the correct procedures when it is 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 students' needs change and arrangements for any staff training or support.

For students starting at the school, 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 a new school midterm, every effort will be made to ensure that arrangements are put in place within two weeks.

In cases where a student's medical condition is unclear, or where there is a difference of opinion, judgments will be made about what support to provide based on available evidence which would normally involve some form of medical evidence and consultation with parents/carers.

The school will ensure that the focus is on the needs of each individual student and how their medical condition impacts on their school life. The school will consider what reasonable adjustments it might make to enable students with medical needs to participate in school trips and visits or in sporting activities.

6 INDIVIDUAL MANAGEMENT PLANS

Not all students will require an Individual Management Plan. The school, healthcare professional and parent/carer will agree when a management plan would be appropriate, based on evidence. If consensus cannot be reached, the Headteacher will take the final decision. A flow chart for identifying and agreeing the support a student needs and developing an Individual Management Plan can be found at Annex A. Individual Management Plans will often be essential in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex.

Individual Management Plans will be accessible to all who need to refer to them, while preserving confidentiality. The plans capture the key information and actions that are required to support the student effectively. The Individual Management Plan should be linked to or become part of that Statement or EHC Plan.

Individual Management Plans (and their review) may be initiated, in consultation with the parent/carer, by a member of school staff or a healthcare professional involved in providing care to the student. Plans will be drawn up in partnership between the school, parents/carers and a relevant healthcare professional who can best advise on the needs of the student. Students will also be involved, whenever appropriate. Partners will agree who will take the lead in writing the plan; however, it is the responsibility of the school to ensure it is finalized and implemented.

The school will review plans at least annually or earlier if evidence is presented that the students' needs have changed.

Annex B provides a template for an Individual Management Plan and the information that will be recorded on such plans.

7 STAFF TRAINING AND SUPPORT

Any member of school staff providing support to a student with medical needs will receive suitable training. Staff must not give prescription medicines or undertake healthcare procedures without appropriate training.

Healthcare professionals, including the school nurse can provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

The school will make arrangements for whole school awareness training so that all staff, including new staff, are aware of the school's policy for supporting students with medical conditions and their role in implementing that policy. This training will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs. Parents/carers can also contribute by providing specific advice.

8 THE STUDENT'S ROLE IN MANAGING THEIR OWN MEDICAL NEEDS

Some students are competent to manage their own health needs and medicines. The school, after discussion with parents/carers, will encourage such students to take responsibility for managing their own medicines and procedures. This will also be reflected with Individual Management Plans.

Students at Lancaster School do not carry their own medicines. All medicines are locked in the school nurse's office and taken under supervision.

If a student refuses to take medicine or carry out a necessary procedure then they should not be forced by staff. The procedure agreed in the Individual Management Plan should be followed and parents/carers informed so that alternative options can be considered.

9 MANAGING MEDICINES ON THE SCHOOL PREMISES

- Medicines will only be administered at school when it would be detrimental to a student's health or school attendance not to do so
- Medicines will only be administered when the dosage exceeds 3 times daily
- No student under 16 will be given prescription or non-prescription medicines without their parents/carers written consent
- A student under 16 should never be given medicines containing aspirin unless prescribed by a doctor
- 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 to schools inside an insulin pump, rather than in its original container.)
- All medicines will be stored safely in the school nurse's office. Students should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility, which will be the school reception.
- Blood glucose testing meters should always remain with the students. Asthma pumps and adrenaline pens will be stored in the school nurse's office where both class staff and student know how to access them.

- During school trips, the member of staff in charge of first aid will carry all medical devices and medicines required.
- Controlled drugs should be easily accessible in an emergency.
- Staff administering a controlled drug must 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 should also be noted. These procedures are outlined in Annex C and Annex D.
- Sharp boxes should always be used for the disposal of needles and other sharps. When no longer required, medicines should be returned to the parent/carer to arrange for safe disposal.

10 EMERGENCY PROCEDURES

As part of general risk management processes, the school has arrangements in place for dealing with emergencies. Student should know what to do in general terms, such as informing a teacher immediately if they think help is needed. A student taken to hospital by ambulance will be accompanied by a member of staff who will stay with the student until the parent/carer arrives.

11 UNACCEPTABLE PRACTICE

Each student's case will be judged on its own merit and with reference to the student's Individual Management Plan; 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 medical evidence or opinion (although this may be challenged) or ignore the views of the student or their parents/carers
- Send students with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in the Individual Management Plan
- If the student becomes ill send the student 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, eg 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/carers or make them feel obliged to attend school to administer medication or provide medical support to their son/daughter, including with toileting issues. (No parent/carer should have to give up working because the school is failing to support their son/daughter's medical needs.)
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trip, eg by requiring parent/carer 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 the issue is not resolved, a formal complaint via the school's complaints procedure should be made. After other attempts at resolution have been exhausted, a formal complaint can be made to the Department for Education only if it comes under the scope of section 496/497 of the Education Act 1996.

Review details for Supporting Students at School with Medical Conditions Policy.

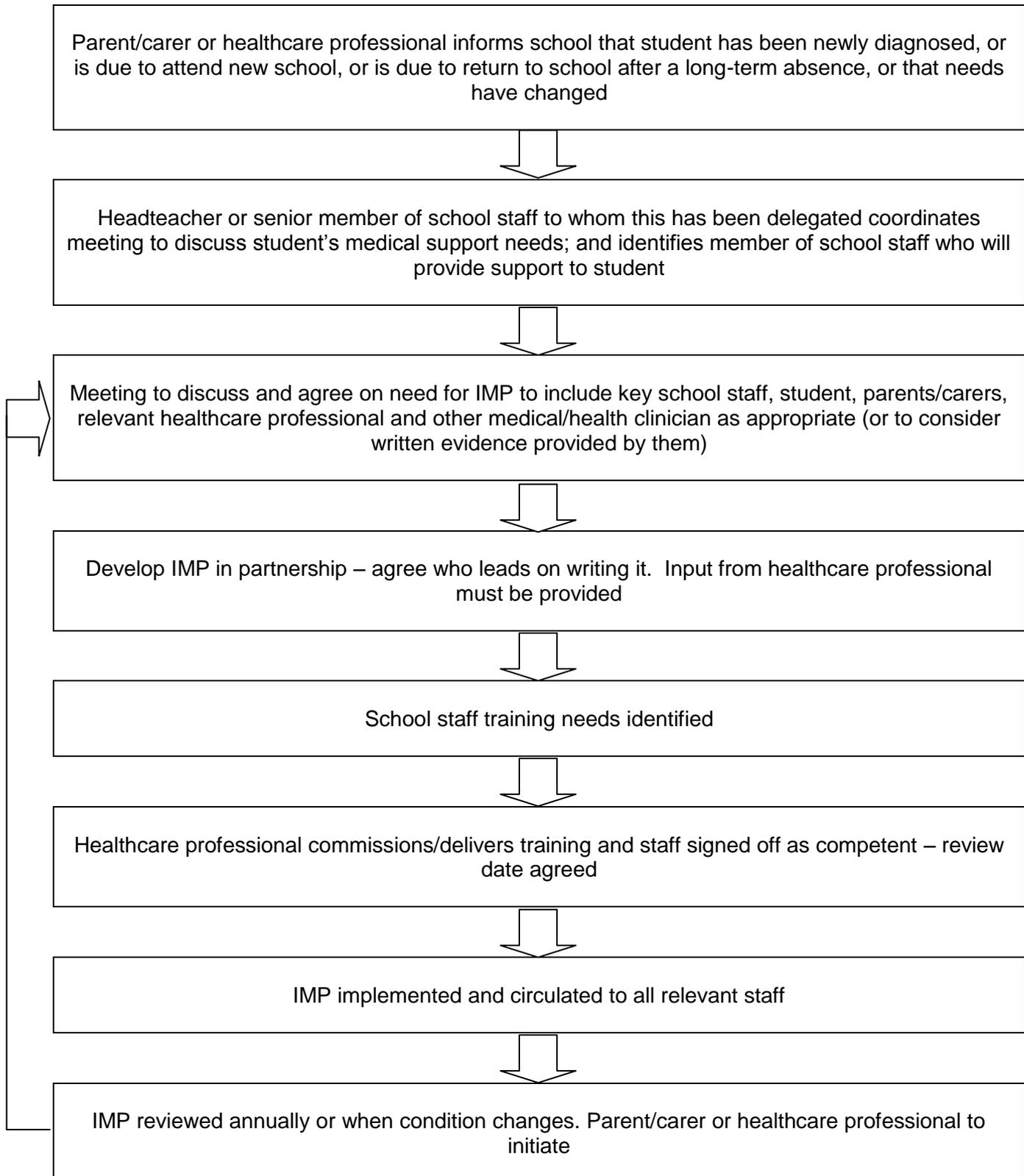
Last review date: Spring 2018

Next Review date: Spring 2020

Signed by Chair of Governors

Ratified at Governors' meeting on.....

PROCESS FOR DEVELOPING INDIVIDUAL MANAGEMENT PLANS (IMP)



INDIVIDUAL EDUCATION PLAN			
STUDENT MANAGEMENT			
NAME _____		DATE _____	
		SHEET OF _____	
NEEDS TO BE ADDRESSED	METHODS/STRATEGIES	PEOPLE INVOLVED	MONITORING/REVIEW

Medication Chart

Annex C

STUDENT'S FULL NAME:

DOB:

Amount Received Into stock Date and signature	Amount Returned Date and signature	Medication Form & strength	Dose	Time	Route	Monday Date & sign	Tuesday Date & sign	Wednesday Date & sign	Thursday Date & sign	Friday Date & sign