



*The* HENRY  
BEAUFORT *School*

# Supporting Students with Medical Conditions Policy

Including those who cannot attend school because of health needs

Policy Amended by:	Mrs Caplin & Mrs Clarke	July 2023
Consultation by:	SLT	July 2023
Reviewed and Recommended by:	Welfare Committee	July 2023
Approved by:	Governing Body	21/09/23
To be Reviewed	Annually	July 2024

In line with the duty, which came into force on 1<sup>st</sup> September 2014, to support students at school with medical conditions we are committed to ensuring that all children with medical conditions, in terms of both physical and mental health, are properly supported at The Henry Beaufort School so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

No child with a medical condition will be denied admission or prevented from taking up a place in our school because arrangements for their medical condition have not been made.

We will ensure that students' health is not put at unnecessary risk from, for example, infectious diseases therefore we will not accept a child in school at times where it would be detrimental to the health of that child or others to do so.

This policy will be reviewed annually and it is readily accessible to parents and school staff.

## **Policy implementation**

The named person, who has overall responsibility for policy implementation, is the Student Support Officer and the Bursar.

They will

- ensure that sufficient staff are suitably trained;
- ensure that all relevant staff will be made aware of the child's condition;
- cover arrangements in case of staff absence or staff turnover to ensure someone is always available;
- brief supply teachers;
- carry out risk assessments for school visits, holidays, and other school activities outside the normal timetable;
- monitor individual healthcare plans.
- Ensure all personal data follows GDPR principles as outlined in the schools Data Protection Policy

## **Procedure to be followed when notification is received that a student has a medical condition**

It is the responsibility of all parents to let the school know, at the earliest opportunity, that a student has a medical condition. Parents should contact the Student Support Officer to discuss this before a student returns to school.

When our school is notified that a student has a medical condition we will:

- make arrangements for any staff training or support
- make every effort to ensure that arrangements are put in place within two weeks
- not wait for a formal diagnosis before providing support to students

## **Individual Healthcare Plans**

A health questionnaire is sent to parents via the Operoo system on which any parent reporting that their child has an ongoing medical condition such as asthma, epilepsy, diabetes or more complex medical condition is asked to complete an Individual Healthcare Plan (IHP). It is a legal requirement that this is updated annually. At our school, the system requires parents to review the health information every time the child attends a school trip, Off-site activity or event, where there has been no activity the system sends a reminder to parents every six months. We will assess and manage risks to the child's education, health and social wellbeing, and minimises disruption.

Our IHP and Operoo System (see Appendix 3) requires information about:

- **the medical condition, its triggers, signs, symptoms and treatments;**

- the **student's resulting needs**, including medication (dose, side effects and storage) and 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 corridors, 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 exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- the **level of support** needed (NB If a child 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 child'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 child's condition and the support required;
- **arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the student during school hours**;
- arrangements or procedures required for **school trips** or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments;
- **what to do in an emergency**, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

## Roles and responsibilities

At our school those people involved in arrangements to support students at school with medical conditions include:

- Student Support Officer
- Bursar
- School Nursing Service
- School Inclusion Officer
- Head of Year
- Tutor

## Staff training and support

Staff are supported in carrying out their role to support students with medical conditions through appropriate training (see training record Appendix 2). Training needs are assessed regularly and training will be accessed through first aid training providers and, for highly complex conditions, the school nursing team.

Any member of school staff providing support to a student with medical needs will have received suitable training.

No member of staff will give prescription medicines or undertake healthcare procedures without appropriate training or instruction (updated to reflect requirements within individual healthcare plans).

## The child's role in managing their own medical needs

Where children are deemed competent to manage their own health needs and medicines by their parents and medical professional, they will be supported to do this. We see this as an important step towards preparing students for the next stage of their education.

## Managing medicines on school premises

At our school:

- medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so
- no child will be given prescription or non-prescription medicines without their parent's written consent
- we will never give medicine containing aspirin unless prescribed by a doctor
- Medication, e.g. for pain relief will never be administered without first checking maximum dosages and when the previous dose was taken
- Parents will be informed
- where clinically possible, we will expect that medicines will be prescribed in dose frequencies which enable them to be taken outside school hours
- we will only accept prescribed medicines if they are:
  - **are in-date**
  - **are labelled**
  - **are provided in the original container as dispensed by a pharmacist**
  - **Include instructions for administration, dosage and storage.** (*NB The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container*)
- all medicines will be stored safely.
- Children will know where their medicines are at all times and will be able to access them immediately. Where relevant, they will know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be always readily available to children and not locked away, including when students are outside the school premises, e.g. on school trips
- when no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps
- controlled drugs that have been prescribed for a student are securely stored in a non-portable container and only named staff have access. Controlled drugs can be easily accessible in an emergency. A record is kept of any doses used and the amount of the controlled drug held.
- school staff will administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines will do so in accordance with the prescriber's instructions.
- a record of all medicines administered to individual children is kept, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school will be noted in school
- The only exception to this is epipens. The school has spare epipens for each student who has them prescribed. In addition to this individual students carry their own epipen.

## Non-prescribed medicines

At our school we will administer non-prescription medicines.

Following on from Supporting Students with Medical Conditions December 2015 we have decided to review and renew our policies and procedure. Students are not permitted to bring any non-prescribed medication to school. In school we keep a small stock of over the counter remedies, such as you may have at home, which will include:

- Liquid paracetamol (Calpol)
- Ibuprofen
- Cooling gel for burns

- Germoline
- Anthisan – anti bite

These will only be administered when it would be detrimental to the child not to give and only with our permission. Before administering any medicines the students medical details on Operoo will be checked, it is the parents responsibility to keep these details up to date. Where possible we will contact parents to discuss the administering of these medicines.

## Record keeping

We will ensure that written records are kept of all medicines administered to children.

We recognise that records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents will be informed if their child has been unwell at school.

## Emergency procedures

Our school's policy sets out what should happen in an emergency situation.

Related policies and plans:

**Fire Safety and Evacuation**

**Plan Lockdown Procedure**

**Personal Emergency Evacuation Plans (PEEPs)**

Please contact the school if you require a copy of these procedures. School staff can find these documents T:\Common\Health and Safety

## Day trips, residential visits and sporting activities

We always actively support students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

As a school we believe it to be unacceptable practice to

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- penalise children 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;** or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child

### **Ensuring a good education for children who cannot attend school because of health needs**

Children unable to attend school because of health needs should be able to access suitable and flexible education appropriate to their needs. The nature of the provision must be responsive to the demands of what may be a changing health status. The Local Authority and the school will work together to provide a full time education for any child who is not able to attend school due to a medical condition. This will usually be using the HCC 'Place 2 Learn' provision or Hospital School.

Reintegration back to school will be anticipated and planned to ensure that the child is able to return to school and appropriate measures will be put in place to ensure that the child catches up if there are educational gaps as a result of the period away from school.

If this affects public examinations awarding bodies will make special arrangements for children with permanent or long term disabilities or learning difficulties, and with temporary disabilities, illness and indispositions, when they are taking public examinations. The LA (or the school where applicable) should submit applications for special arrangements to awarding bodies as early as possible. Those providing education to a child out of school should provide advice and information to the school to assist it with such applications.

### **Liability and indemnity**

Maintained schools with a Service Level Agreement with HCC will be insured as long as all appropriate training and risk assessment has taken place.

### **Complaints**

If you have a complaint about how your child's medical condition is being supported in school please contact the Headteacher and the Chair of Governors in the first instance.

### **Emergency Asthma Inhalers**

Since 2015 schools may hold asthma inhalers for emergency use. This is entirely voluntary, and the Department of Health has published a protocol which provides further information. As a school we have agreed to purchase and keep emergency inhalers. These will only be used for those children who are already prescribed asthma inhalers. They will only be used in an emergency and at all times the school will seek to use the child's prescribed inhaler if possible.

## Appendix 1: Individual Healthcare Plan

Please note that these are some suggested documents to use. The student may have a different individual healthcare plan from their health professional which would be acceptable.

### **Asthma UK school asthma card**

[https://www.asthma.org.uk/c58384a9/globalassets/health-advice/resources/schools/school-asthma-card2020\\_download.pdf](https://www.asthma.org.uk/c58384a9/globalassets/health-advice/resources/schools/school-asthma-card2020_download.pdf)

### **BAS allergy action plans**

<http://www.bsaci.org/about/download-paediatric-allergy-action-plans>

### **Diabetes UK sample individual healthcare plan**

<https://www.diabetes.org.uk/resources-s3/2020-03/national-ihcp-2020.pdf>

### **Young Epilepsy sample individual healthcare plan**

<http://www.youngepilepsy.org.uk/dmdocuments/IHP-child-form.pdf>

### **Health Conditions in School Alliance generic individual healthcare plan**

[http://medicalconditionsatschool.org.uk/documents/Individual%20Healthcare%20plan\\_Part%202.pdf](http://medicalconditionsatschool.org.uk/documents/Individual%20Healthcare%20plan_Part%202.pdf)

### **Bladder and Bowel conditions individual healthcare plan**

<http://medicalconditionsatschool.org.uk/documents/IHP-Bowel-Bladder-conditions.pdf>

## Appendix 2 – Staff Training Record

	<b>Provider</b>	<b>Qualification</b>	<b>Type</b>	<b>Date Taken</b>	<b>EXPIRE</b>
Student Support Officer	St Johns Ambulance	Schools First Aid	1	04/12/2020	<b>03/12/2023</b>
	Epileptic Nurse – Student awareness	n/a			
Admin Assistant	St Johns Ambulance	Schools First Aid	1	25/05/ 2022	<b>24/05/2025</b>
Admin Assistant	Red Cross	Schools First Aid	1	20/10/2021	<b>19/10/2024</b>
Admin Assistant	Red Cross	First Aid at work	3	29/06/2021	<b>28/06/2024</b>
Bursar	St Johns Ambulance	First Aid at Work	3	09/03/2020	<b>08/03/2023</b>



# Appendix 3 – IHCP Form

6/7/22, 4:07 PM

Operoo



## INDIVIDUAL HEALTH CARE PLAN

**Date**

**Review Date**

**Name of Child**

**Class**

**Date of Birth**

**Address**

**Medical diagnosis/condition**

**Family Contact(s)**

**Name**

**Phone Number work**



**Phone Number Home**

**Phone Number Mobile**

**Name**

**Phone Number work**

**Phone Number Home**

**Phone Number Mobile**

**Clinic/Hospital**

**Consultant's Name**

**Phone Number**

**GP's name**

**Describe Medical needs and symptoms**

**Medication Prescribed**



**Care requirements**

**Attached protocol**

No file chosen

**Protocol attached**

- Yes
- No

**What constitutes an emergency and what is the appropriate action**

**Form Copied to**

**Notes**

**Acceptance** \* Signed

- Accept
- Decline

Your Name



**Date**

**Notes**

