

# SUPPORTING STUDENTS WITH MEDICAL NEEDS POLICY

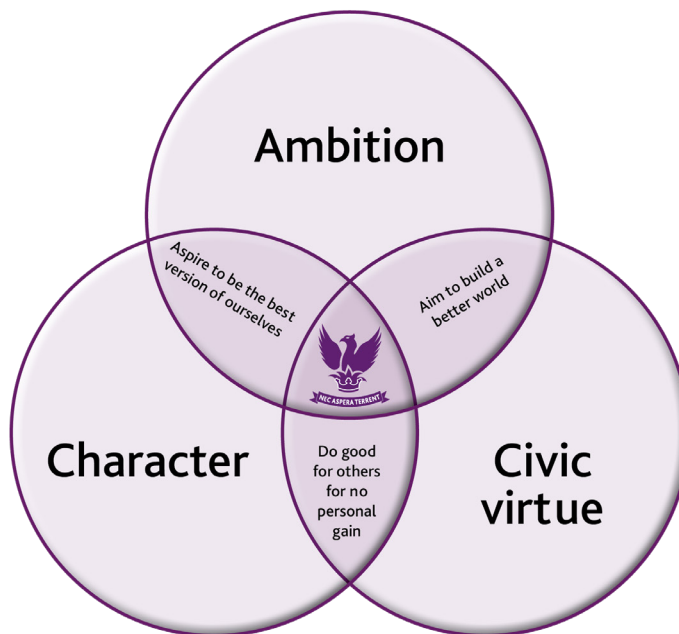
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## DRAYTON MANOR HIGH SCHOOL





# DRAYTON MANOR HIGH SCHOOL

## SUPPORTING STUDENTS WITH MEDICAL NEEDS POLICY

### CONTENTS

#### PART ONE - POLICY

DEFINITION OF MEDICAL NEEDS .....	1
INTRODUCTION .....	1
RATIONALE .....	1
AIMS .....	2
EXPECTATIONS .....	2
KEY ROLES AND RESPONSIBILITIES .....	2
The Local Authority .....	3
The Governing Body .....	3
The Senior Leadership Team .....	3
Staff Members .....	3
Student Welfare .....	4
Parents and Carers .....	4
ORGANISATION .....	4
Definitions .....	4
Training of Staff .....	4
The Role of the Student .....	5
Individual Healthcare Plans .....	5
Medicines .....	5
Emergencies .....	6
Avoiding Unacceptable Practice .....	6
Insurance .....	6
OTHER RELEVANT POLICIES AND PROCEDURES .....	6

#### PART TWO - APPENDICES

APPENDIX 1 – Individual Healthcare Plan Implementation Procedure .....	7
APPENDIX 2 – Letter inviting parents to contribute to Individual Healthcare Plan template .....	8
APPENDIX 3 – Individual Healthcare Plan template .....	9
APPENDIX 4 – Administering Student Medication Record .....	15



# DRAYTON MANOR HIGH SCHOOL

## SUPPORTING STUDENTS WITH MEDICAL NEEDS POLICY

### DEFINITION OF MEDICAL NEEDS

#### For the purpose of this policy

- A medical condition may require on-going support, medicines or care while at the school to help students manage their condition and keep them well.
- A medical need may change over time in ways that cannot always be predicted, sometimes resulting in extended absences. Medical needs may be short or long term and may
  - a) require medication
  - b) affect a student's participation in school activities if they are on a course of medication
  - c) potentially limit their access to education and require extra care and support
  - d) require awareness rather than treatment

Some children with medical conditions may have a disability. A person has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. Where this is the case, the Governing Body will comply with their duties under the Equality Act 2010. Some may also have Special Educational Needs and Disability (SEND) and may have an Education, Health and Care plan (EHCP) which brings together health and social care needs, as well as their special educational provision.

### INTRODUCTION

The Governors, Head and staff of Drayton Manor High School fully recognise the responsibility for the health and safety of students in their care. We believe that our school should provide a caring, positive, safe and stimulating environment which enables all students to excel.

### RATIONALE

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical needs and conditions. Students with medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of students have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off away from the school site. This extends to a need to administer medicine. The prime responsibility for a child's health lies with the parent who is responsible for their child's medication and should supply the school with information about the medical need.

## **AIMS**

The aims of this policy are to

- parents in providing medical care for their children
- ensure students can access and enjoy the same opportunities at school as any other student where possible
- educate staff and students in respect of medical needs
- adopt and implement the statutory guidance
- liaise as necessary with medical services in support of individual students
- provide a systematic means of monitoring students with medical conditions and keep appropriate records.

## **EXPECTATIONS**

It is expected that

- Parents will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative.
- Where parents have asked the school to administer the medication for their child they must ask the doctor to supply any such medication to be dispensed in a separate container, containing only the quantity required for school use. The prescription and dosage regime should be typed or printed clearly on the outside. Any medications not presented properly will not be accepted by school staff.
- Students will be allowed to carry their own asthma inhalers and Adrenaline Auto-Injectors (AAI). All other medication will be located in the Student Welfare Office. The school will liaise with the School Health Service for advice about a student's medical needs where necessary, and will seek support from the relevant practitioners where necessary.
- Any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the students.
- Any staff medicine is the responsibility of the individual concerned and not the school.

## **KEY ROLES AND RESPONSIBILITIES**

The school accepts that students with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils. The school accepts all employees have rights in relation to supporting students with medical needs as follows

- choose whether or not they are prepared to be involved
- receive appropriate training; work to clear guidelines
- have concerns about legal liability
- bring to the attention of management any concern or matter relating to supporting students with medical needs

### **The Local Authority (LA) is responsible for**

- Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of students who need to be out of school for fifteen days or more due to a medical condition.

### **The Governing Body is responsible for**

- The overall implementation of the Supporting Students with Medical Needs Policy
- Ensuring that the Supporting Students with Medical Needs Policy, as written, does not discriminate on any grounds including, but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the Procedure for Complaints Against the School.
- Ensuring that all students with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support students with medical conditions.
- Ensuring that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- Ensuring written records of any and all medicines administered to individual students and across the school population.
- Ensuring the level of insurance in place reflects the level of risk.

### **The Head and Senior Leadership Team are responsible for**

- The day-to-day implementation and management of the Supporting Pupils with Medical Needs Policy and procedures of Drayton Manor High School
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a student's medical condition.
- Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.

### **Staff members are responsible for**

- Taking appropriate steps to support students with medical conditions.
- Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting students with medical

conditions, if they have agreed to undertake that responsibility.

- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.
- Notifying the school when a student has been identified as requiring support in school due to a medical condition.

### **Student Welfare are responsible for**

- Developing and maintaining Individual Healthcare Plans (IHPs).
- Liaising locally with lead clinicians on appropriate support.
- Organising the relevant professionals for administering injections
- Supervise medication being administered
- Review medication date validity, inform parents if expired requesting to collect and provide new medication

### **Parents and carers are responsible for**

- Keeping the school informed about any changes to their child/children's health.
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, developing an IHCP for their child in collaboration with Student Welfare, other staff members and healthcare professionals as appropriate.

## **ORGANISATION**

### **Definitions**

- "Medication" is defined as any prescribed or over the counter medicine.
- "Prescription medication" is defined as any drug or device prescribed by a doctor.
- A "staff member" is defined as any member of staff employed at Drayton Manor High School, including teachers.

### **Training of Staff**

- Teachers and support staff directly involved with implementing the Supporting Students with Medical Needs policy will receive training on the policy as part of new staff induction.
- Teachers and support staff will receive regular and ongoing training as part of their development.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.
- No staff member may administer drugs by injection unless they have received training in this responsibility.
- Student Welfare will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

## The Role of the Student

- Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Where possible, students will be allowed to carry their own asthma inhalers and Adrenaline Auto-Injectors. All other medication will be located in the Student Welfare Office (A129).
- If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

## Individual Healthcare Plans (IHCPs)

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, School First Aid and Welfare Officer and medical professionals (if available).
- IHCPs will be added to the student's SIMs record making them easily accessible whilst preserving confidentiality.
- IHCPs will be reviewed annually or when a student's medical circumstances change, whichever is sooner.
- Where a student has an Education, Health and Care plan or a statement of special needs, the IHCP will be linked to it or become part of it.
- Where a student is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the student needs to reintegrate.

See also:

- Appendix 1 - Individual Healthcare Plan Implementation Procedure
- Appendix 2 - Letter Inviting Parents to Contribute to Individual Healthcare Plan Development template
- Appendix 3 - Individual Healthcare Plan template

## Medicines

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
- If this is not possible, staff will administer medication as instructed by a parent/carer and record it using the Student Medication Record form (Appendix 4).
- No student will be given any prescription or non-prescription medicines without parental consent except in exceptional circumstances.
- Medicines must be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- Medications will be stored in the Student Welfare Office.
- Any medications left over at the end of the course will be returned to the student's parents.
- Written records will be kept of any medication administered to students using the Student Medication Record form

- Students will never be prevented from accessing their medication.
- Drayton Manor High School cannot be held responsible for side effects that occur when medication is taken.

### **Emergencies**

- Medical emergencies will be dealt with under the school's Student Welfare Procedure. Student First Aid Policy
- Where an Individual Healthcare Plan (IHCP) is in place, it will detail what to do in an emergency.
- Students will be informed in general terms of what to do in an emergency, such as, telling a teacher.
- If a student needs to be taken to hospital, a member of staff will remain with them until their parent arrives.

### **Avoiding Unacceptable Practice**

Drayton Manor High School understands that the following behaviour is unacceptable

- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the student and/or their parents.
- Ignoring medical evidence or opinion.
- Sending the students to the medical room or school office alone if they become ill.
- Penalising students with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to student participating in school life, including school trips.
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

### **Insurance**

- Teachers who undertake responsibilities within this policy are covered by the school's insurance.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Finance Manager.

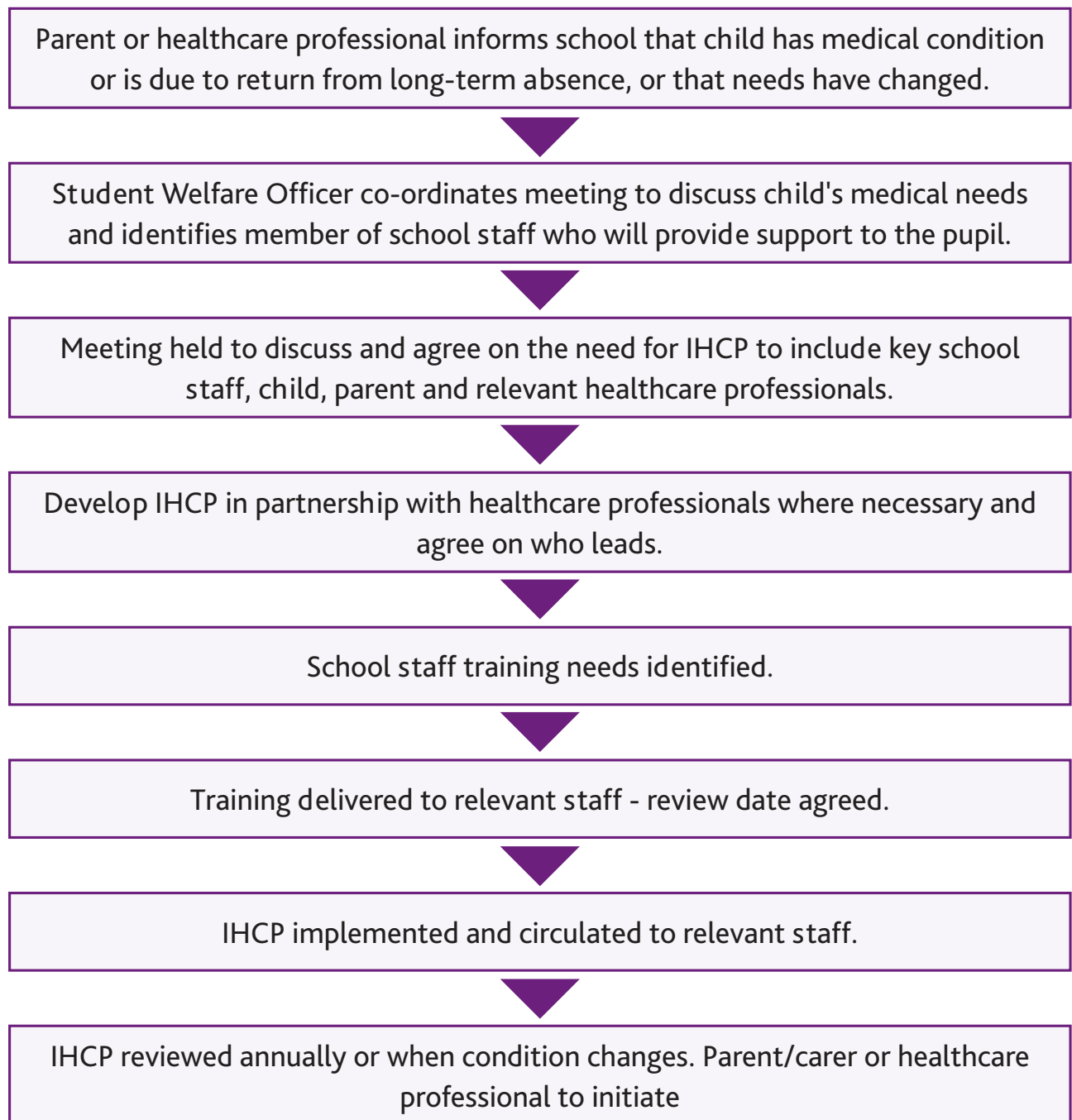
## **OTHER RELEVANT POLICIES AND PROCEDURES**

This policy complements and supports a range of other policies and guidance and should therefore be read in conjunction with

- Managing Allergic Reactions/Anaphylaxis Policy
- Asthma Management Procedure
- Student Welfare Procedure Student First Aid Policy



## APPENDIX 1 - INDIVIDUAL HEALTHCARE PLAN IMPLEMENTATION PROCEDURE





## DRAYTON MANOR HIGH SCHOOL

### LETTER INVITING PARENTS TO CONTRIBUTE TO INDIVIDUAL HEALTHCARE PLAN DEVELOPMENT

Dear Parent

#### **DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD**

Thank you for informing us of your child's medical condition. I enclose a copy of the school's Supporting Students with Medical Needs Policy for your information.

A central requirement of the policy is for an Individual Healthcare Plan (IHCP) to be prepared, setting out what support each student needs and how this will be provided. IHCPs are developed in partnership with the school, parents/carers, students, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although IHCPs are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's IHCP has been scheduled for [date]. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will include [staff]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached IHCP template and return it, together with any relevant evidence, for consideration at the meeting

Yours sincerely

Pastoral Support Welfare Administrator

Drayton Manor High School



## DRAYTON MANOR HIGH SCHOOL

### INDIVIDUAL HEALTHCARE PLAN (IHCP)

*Reviews will take place annually or if the students medical circumstances change, whichever is sooner*



Student / IHCP Review detail			
Student's name		D.O.B	
Tutor		SEN status	
Medical Condition/ Diagnosis			
ICP Contact/Reviewer		Review Date	

Family Contact Information			
Contact Name 1		Contact Name 2	
Relationship to Child		Relationship to Child	
Phone No. Work		Phone No. Work	
Phone No. Home		Phone No. Home	
Phone No. Mobile		Phone No. Mobile	

Clinic/Hospital Contact Information			
GP Practice Name		Hospital/Clinic Name	
GP Name		Consultant Name	
Phone No.		Phone No.	
Date of Last Visit		Date of Last Visit	
Next Review Date		Next Review Date	

**APPENDIX 3 - CONTINUED**

<b>Medical Condition/ Needs information</b> Describe medical needs, give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc	
<b>Medical Need 1.</b> Detail	
Trigger(s)	
Symptoms	
Treatments	
Facilities/Equipment/ Devices	
Environmental issues	

<b>Medical Need 2.</b> Detail	
Trigger(s)	
Symptoms	
Treatments	
Facilities/Equipment/ Devices	
Environmental issues	

## APPENDIX 3 - CONTINUED

<b>Medication Requirements</b>			
Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision.			
Name of Medication 1 (as described on container)			
Dosage and Method			
When to be taken (Timing)			
Storage requirements			
Is food and drink required to manage condition?			
Self- administered Y/N		With supervision Y/N	
		Without supervision Y/N	
Monitoring arrangements			
Side effects/ contraindications			

Name of Medication 2 (as described on container)			
Dosage and Method			
When to be taken (Timing)			
Storage requirements			
Is food and drink required to manage condition?			
Self- administered Y/N		With supervision Y/N	
		Without supervision Y/N	
Monitoring arrangements			
Side effects/ contraindications			

**APPENDIX 3 - CONTINUED**

<b>Specific Support for</b>	
Education	
	Interventions Required:
	Access Arrangements required:
Social needs	
Emotional needs	
Managing absence from school	
Family support	
	Other agency consultation required:

<b>Arrangements for school visits/trips etc.</b>

<b>Describe what constitutes an emergency, and the action to take if this occurs</b>	
What constitutes an emergency	
Action to take place	

<b>Staff training needed/undertaken – who, what, when</b>

## INDIVIDUAL HEALTHCARE PLAN (IHCP) - PARENTAL AGREEMENTS

Student's name		D.O.B	
Tutor			

### Parental Agreement

The above Individual Health Care Plan has been read, understood and agreed. The above information is, to the best of my knowledge, accurate at the time of writing.

	Parent/Carer	Drayton Manor High School
Name		
Signature		
Date		

### Permissions/Agreement:

Medicine provided to school

I understand that my child's medicine must be in the original container as dispensed by the pharmacy and deliver to the agreed member of staff

Parent/Carer:		Date:	
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### Permission for my child to self-administer medication in school

I give permission for my child to self-administer medication in school.

Parent/Carer:		Date:	
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### Permission for Use of Spare Adrenaline Auto-Injector (AAI) (where appropriate)

I give permission for the school to administer the school's spare AAI in the case of an emergency.

Parent/Carer:		Date:	
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### Permission for IHCP to be shared with all school staff

Parent/Carer:		Date:	
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## DRAYTON MANOR HIGH SCHOOL

### PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICINE

The school will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that staff can administer medicine.

Note: Medicines must be the original container as dispensed by the pharmacy

Agreed review date to be initiated by *[name of member of staff]* .....

Drayton Manor High School			
Name of child			
Tutor group			
Date medicine provided by parent			
Quantity received <i>Number of tablets/quantity to be given to school setting</i>			
Name and strength of medicine <i>(as described on the container)</i>			
Expiry date			
Dose and frequency of medicine <i>How much to give ( i.e. dose to be given) and how often</i>			
When to be given <i>Specific time e.g. lunch</i>			
Any other instructions			
Quantity returned <i>Number of tablets/quantity returned from school/setting</i>			

Parent/Carer signature:		Date:	
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\*If more than one medicine is to be given a separate form should be completed for each one.

The above information is, to the best of my knowledge, accurate at the time of writing and I give me consent to school/setting staff administering medicine in accordance with the Schools/settings Policy. I will inform the school/setting immediately if there is any change in dosage or frequency of the medication or if the medication is stopped.



