

POLICY STATEMENT SUPPORTING STUDENTS WITH MEDICAL CONDITIONS

Introduction

At Wymondham High Academy we believe that students with medical conditions should be supported, as best we can, to play an active role in school life, enjoy the same opportunities as any other student and have full access to all aspects of education. The Governing Body has arrangements in place to see that this is achieved. It is important that parents feel confident that the Academy will provide effective support for their child's medical condition and that students themselves feel safe. For these reasons, the Academy will liaise with health and social care professionals, students and their parents to achieve this.

Aim

The purpose of this policy is to explain how the Academy implements its procedures on dealing with students who have medical conditions, in line with government requirements, with a view that all students will receive the best education possible for them, despite any medical conditions that they may have to contend with.

Implementation

The Academy's Governing Body is ultimately responsible for the implementation of this policy. The Principal is in charge on a day-to-day basis and named individuals are responsible for the provision of support to individual students with medical conditions.

The role of the Principal

The Principal will ensure that:

- Sufficient staff are suitably trained and available to implement the policy.
- All staff are aware of the policy and their role in implementing it. Relevant staff will be made aware of any child with a medical condition. The SLT, Heads of House, Heads of Department, Sick Bay, Student Services, the Gateway and the Hub will have a printed Medical and SEN Alert Report and copies of all Individual healthcare plans (IHPs). All staff will have on line access to this report and the IHPs via Metro Central.
- Cover arrangements are in place in case of staff absence, staff turnover and in emergency and contingency situations, to ensure someone is always available.
- Any supply teachers are aware of the medical condition where appropriate.
- Staff are appropriately insured and are aware that they are insured to support students with medical conditions.
- The Medical Support Assistant is aware of any child who has a medical condition that may require support at the Academy, and is also aware of any child with a medical condition who has not yet had a formal diagnosis.
- Risk assessments for Academy visits, holidays, and other Academy activities outside the normal timetable include consideration for any child with a medical condition.
- IHPs are initiated, monitored and reviewed as appropriate.
- The focus of support is on the needs of each individual child and how their medical condition impacts on their school life.
- Consideration is given as to how children will be reintegrated back into school after periods of absence due to their medical condition.

The role of Academy staff

Any member of staff may be asked to provide support to students with medical conditions. Administering medicines is not part of teachers' professional duties but they are expected to take into account the needs of students with medical conditions that they teach. All Academy staff will receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of Academy staff should know what to do, and respond accordingly, when they become aware that a student with a medical condition needs help.

The role of the Medical Support Assistant

Wymondham High Academy has access to the school nursing service which is responsible for notifying the Academy when a child has been identified as having a medical condition which will require support in school. Wherever possible, this will be done before the child starts at the Academy. The school nursing service will liaise between medical practitioners and Academy staff on implementing a child's IHP and provide advice and training.

The role of other healthcare professionals, including GPs and paediatricians

The GP or other healthcare professional will notify the school nursing team when a child has been identified as having a medical condition that will require support at the Academy. They will be involved in drawing up IHPs. Specialist local health teams are also available to provide support for children with particular conditions (eg asthma, diabetes).

The role of the individual student

Students with medical conditions will be fully involved in discussions about their medical support needs and expected to comply with their IHP.

After discussion with parents, children who are competent are encouraged to take responsibility for managing their own medicines and procedures, and this will be reflected within their IHP. Wherever possible, children will be allowed to carry their own medicines and relevant devices or will be able to access their medicines for self-medication quickly and easily. Children who can take their medicines themselves or manage procedures may require an appropriate level of supervision.

If it is not appropriate for a child to self-manage, then relevant staff will help to administer medicines and manage procedures for them. If a child refuses to take medicine or carry out a necessary procedure, staff will not force them to do so, but follow the procedure agreed in the IHP. Parents will be informed so that alternative options can be considered.

The role of the parents

Parents are expected to provide the school with sufficient and up-to-date information about their child's medical needs. Parents are key partners and will be involved in the drafting, development and review of their child's IHP. They are expected to carry out any action they have agreed to as part of its implementation, eg provide medicines and equipment, and must ensure they or another nominated adult are contactable at all times.

The role of the local authority

Local authorities (LAs) provide school nurses for maintained schools and academies. The LA provides support, advice and guidance, including suitable training for school staff, to ensure that the support specified within IHPs can be delivered effectively. The LA works with Wymondham High Academy to support students with medical conditions to attend full time but has a duty to make other arrangements when it is clear that a child will be away from schools for 15 days or more because of health needs (whether consecutive or cumulative across the school year).

Monitoring and Evaluation

The policy will be monitored by the Assistant Principal, Staff and Student Learning and the Governors' Personnel Committee for its effectiveness in implementation.

Review

The policy will be reviewed by the Assistant Principal, Staff and Student Learning and the Governors' Personnel Committee at least annually, or sooner in the light of any incidents that may occur or any changes to legislation.

Confirmed by: **The Governing Body of Wymondham High Academy**

Signature of Chair:
Personnel Committee

Dated:

A medical condition is a disease, illness or injury; any physiologic, mental or psychological condition or disorder. A biological or psychological state which is within the range of normal human variation is not a medical condition.

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

Where possible the Academy will not wait for a formal diagnosis before providing support to a student with medical needs. Support will be provided based on the available medical evidence and after consultation with parents.

For children starting at Wymondham High Academy, arrangements should be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or changed circumstances, every effort will be made to ensure that arrangements are put in place within two weeks. For children moving on to another school, relevant information will be passed to the new school as soon as possible.

Individual healthcare plans (IHPs)

Many students with medical conditions will require an IHP which will help to ensure that each student's medical conditions are supported. The Academy, healthcare professionals and parents will agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the Principal will take a final view.

- IHPs may be initiated, in consultation with the parent, by a member of Academy staff or a healthcare professional involved in providing care to the child. Those involved will agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the Academy.
- IHPs will be developed with the child's best interests in mind
- IHPs will ensure that the Academy assesses and manages risks to the child's education, health and social well-being and minimise disruption
- IHPs will be drawn up in partnership between the Academy, parents, and a named relevant healthcare professional who can best advise on the particular needs of the child. Students will also be involved whenever appropriate.
- When a child is returning to school following a period of hospital education or alternative provision (including home tuition) the Academy will work with the LA and education provider to ensure that the IHP identifies the support the child will need to reintegrate effectively.
- The IHP will state the steps which the Academy will take to help the child manage their condition and overcome any potential barriers to getting the most from their education. The format of IHPs will vary to enable the Academy to choose what is most effective for the specific needs of each student, and the level of detail within plans will depend on the

complexity of the child's condition and the degree of support needed. However, all will contain the following information:

- 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(eg crowded corridors), travel time between lessons.
 - Specific support for the student's educational, social and emotional needs – eg 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.
 - Level of support needed including in emergencies. If a child is self-managing their medication this will 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.
 - Cover arrangements for when the usual support person is unavailable.
 - Who in the Academy needs to be aware of the child's condition and the support required.
 - Arrangements for written permission from parents and the Principal for medication to be administered by a member of staff, or self-administered by the student during school hours. Parents will have a copy of the procedures to be followed when administering medicines.
 - Separate arrangements or procedures required for Academy trips or other Academy activities outside of the normal school timetable that will ensure the child can participate, eg risk assessments.
 - Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition.
 - 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 IHP).
- IHPs will be easily accessible to all who need to refer to them while preserving confidentiality.
 - Where a child has SEN but does not have a statement or education, health and care (EHC) plan, their SEN needs will be mentioned in their IHP.
 - Plans will be reviewed at least annually or earlier if evidence is presented that the child's needs have changed.

A flow chart for identifying and agreeing the support a child needs and developing an IHP is provided at appendix A. A template for a student's healthcare plan is provided at Appendix B.

Staff training

Periodical training is undertaken so that all staff are aware of the Academy's policy for supporting students with medical conditions and their role in implementing that policy and to keep them up-to-date with procedures to be followed. New staff will receive training through their induction process. The named relevant healthcare professional advises the school on training that will help ensure that all medical conditions affecting students in the school are understood fully. This includes preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

During the development or review of IHPs suitable training requirements for staff who will be involved with the individual student will be discussed. The relevant healthcare professional will normally lead on identifying, and agreeing with the school, the type and level of training required, and how this can be obtained. Once trained, the healthcare professional will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

The family of a child will be able to provide relevant information to Academy staff about how their child's needs can be met, and parents will be asked for their views. However, they will not be the sole trainer.

Managing medicines in the Academy

Details of how the Academy manages medicines in school can be found in the Academy's policy on administration of medicines. Medicines are carefully labelled and stored. Access is readily available when the need arises. The Academy ensures that written records are kept of all medicines administered to children, and parents are informed if their child has been unwell at school.

Wyndham High Academy hold an emergency salbutamol inhaler which will only be used by students for whom written parental consent for use has been given and who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. The inhaler will only be used if the student's prescribed inhaler is not available.

Academy trips and sports activities

At Wyndham High Academy students with medical conditions are encouraged to participate in Academy trips and visits, or in sporting activities, and will not be prevented from doing so wherever possible. Teachers will be aware of how a child's medical condition will impact on their participation. A risk assessment will be undertaken so that planning arrangements, with any reasonable adjustments, take account of any steps needed to allow all children to participate according to their own abilities. Parents and students will be consulted and advice taken from the relevant healthcare professional to ensure that students can participate safely, if at all.

Emergency situations

Students in the Academy will know to inform a teacher immediately if they think help is needed.

Where a child has an IHP, it 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.

If a child needs to be taken to hospital, staff will stay with the child until the parent arrives, or, if an ambulance needs to be called, will accompany the child to hospital and stay until a parent arrives there.

Unacceptable practice

It is considered as unacceptable to:

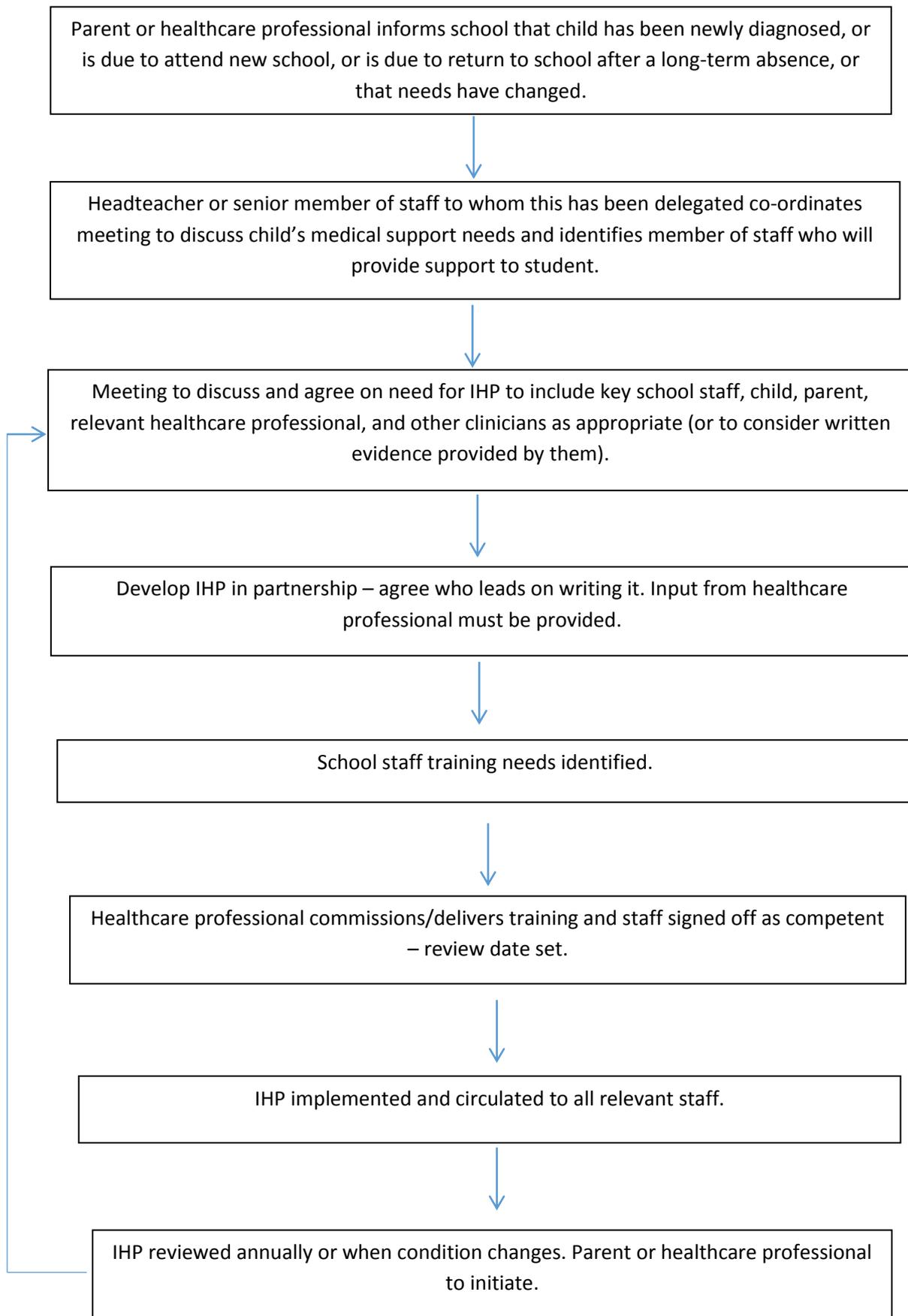
- Prevent children from easily accessing their inhalers and medication and from administering their medication when and where necessary.
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged).
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHP.
- Send a child with a serious medical condition or suspected injury to Student Services, Reception or Sick Bay without being accompanied, or with someone unsuitable.
- Penalise children 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, or otherwise make them feel obliged, to attend the Academy to administer medication or provide medical support to their child, including with toileting issues. (No parent should have to give up working because the Academy is failing to support their child's medical needs).
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including Academy trips, eg by requiring parents to accompany the child.

Staff may face disciplinary action if any such instances are brought to the attention of the Principal.

Complaints

If parents or students are dissatisfied with the support provided they should discuss their concerns informally with the appropriate member of staff. If, however, this does not resolve the situation then they should make a formal complaint using the Academy's complaints procedure.

Appendix A: Model process for developing individual healthcare plans



Appendix B – Individual Healthcare Plan

| | |
|--------------------------------|----------------------|
| Name of school/setting | Wyndham High Academy |
| Child's name | |
| Group/class/form | |
| Date of birth | |
| Child's address | |
| Medical diagnosis or condition | |
| Date | |
| Review date | |

Family Contact Information

| | |
|-----------------------|--|
| Name | |
| Relationship to child | |
| Phone no. (home) | |
| (work) | |
| (mobile) | |
| Name | |
| Relationship to child | |
| Phone no. (home) | |
| (work) | |
| (mobile) | |

Clinic/Hospital Contact

| | |
|-----------|--|
| Name | |
| Phone no. | |

G.P.

| | |
|-----------|--|
| Name | |
| Phone no. | |

Who is responsible for providing support in school

| |
|--|
| |
|--|

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Consent for use of emergency salbutamol inhaler

1. I can confirm that my child has been diagnosed with asthma / has been prescribed and inhaler [delete as appropriate]
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Signed:

Date:

Name: (print).....