



Roding Valley
HIGH SCHOOL

Supporting Students with Medical Needs Policy

November 2020





Section One: Aims

Roding Valley High School aims to ensure that all students are properly supported in school so that they can play a full and active role in school life, remain healthy, make a positive contribution, and achieve their academic potential throughout their journey with our school.

Roding Valley High School is an inclusive community that will support and welcome students with medical conditions. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.

The school will ensure that all staff understand their duty of care to children and young people especially in the event of an emergency and receive the appropriate training where required.

Roding Valley High School understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.

At Roding Valley High School, we understand the importance of medication and care being taken as directed by healthcare professionals and parents.

The provisions provided by our school will be responsive to the variable demands of an individual's medical condition. This school understands that all children with the same medical condition will not have the same needs.

This policy:

- Sets out the provisions that are in place to ensure that all students with medical conditions receive proper care and support whilst at Roding Valley High School, including during lessons, PE, games and break times and on school trips and visits;
- Sets out the necessary safety measures to support students with medical conditions (including long-term and/or complex needs);
- Defines individual staff responsibilities for students' safety;
- Explains the procedures to ensure the safe management and administration of medicines;
- Will ensure that clear guidance is given with regards to the storage of medication and equipment at school and when on school trips;
- Will ensure that a trained member of staff is available to accompany a student with a medical condition on an off-site visit, including overnight stays;
- Will identify transport healthcare plans for students with life-threatening conditions for use when on school trips and visits and for home to school transport when it is LA provided; and
- This policy will be supported by clear communication channels to students, parents, carers, staff, the local governing body, healthcare professionals and/or healthcare agencies.

In making, reviewing and implementing this policy, Roding Valley High School has had regard to its Equal Opportunities policies and in particular to the needs of students with disabilities. This policy also links with the school's Safeguarding Policies, Disability Access Plan, the SEN Information Report as published on the school's website and the SEND Policy. It is also consistent with the LA's Local Offer.



Section Two: Legislation and Statutory Responsibilities

This policy is written in line with the statutory requirements set out in the Equality Act 2010 and the government's statutory and non-statutory guidance as set out in Supporting Students at School with Medical Conditions released in December 2015.

The policy is also written in compliance with the statutory requirements set out in section 100 of the Children and Families Act 2014.

This policy is also written in compliance with the Education (Independent School Standards) Regulations 2014.

This policy also complies with our funding agreement and articles of association.

Section Three: Roles and Responsibilities

The Local Governing Board

The local governing body has ultimate responsibility to make arrangements to support students with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

The Headteacher

The Headteacher has overall responsibility for all policies and procedures including those relating to supporting students in school with medical conditions.

The Headteacher, with the approval of the local governing body, has appointed a designated member of staff who is responsible for ensuring that the support is put in place for students with medical conditions and that the information we hold for these students is kept up to date and that the appropriate stakeholders are kept informed.

The Headteacher will refer students with medical conditions who are finding it difficult to keep up educationally to the SENDCO who will liaise with the student (where appropriate), parent and the student's healthcare professional.

The Headteacher will:

- Make sure all staff, parents and other stakeholders are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations.
- Make sure that school staff are appropriately insured and aware that they are insured to support students in this way
- Contact the school nursing service in the case of any student who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date



Designated Staff

The designated staff are responsible for ensuring that all stakeholders are kept up to date and ensuring that the school meets the needs of all students identified as having a medical condition.

Areas of general responsibility include:

- Collating information provided by parents
- Maintaining a list of all students with medical conditions and disseminating this information to the appropriate staff.
- Ensuring all staff are aware of the policy for Supporting Students with Medical Conditions and understand their role in its implementation;
- Ensuring all staff are aware of the up to date medical situation of individual students;
- Ensuring there are sufficient trained numbers of staff available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations (a first aid certificate does not constitute appropriate training in supporting children with medical needs);
- Providing ongoing monitoring of the student's individual situation and needs whilst in school
- Developing appropriate individual healthcare plans and emergency plans;
- Ensuring contact arrangements for the school nursing service are in place;
- Ensuring that first aid and medical advice is available in the school;
- Ensuring safe storage of all medication;
- Ensuring that prescribed medication is administered appropriately;
- Ensuring that detailed records of medication administered and general record keeping in relation to students with medical conditions is strictly kept up-to-date;
- Ensuring that all parents are aware of the school's policy and procedures for dealing with medical needs.
- Provide support to Trip Leaders in the completion of risk assessments carried out before any out-of-school visit, including work experience and educational placements. The needs of students with medical conditions are considered during this process and plans are put in place for any additional medication, equipment, reasonable adjustments or support that may be required.
- Liaising with the SENDco where necessary
- Reporting regularly with the Headteacher

Roding Valley High School will ensure that the designated staff receive adequate training in order to deliver their roles effectively and safely.

Staff

Supporting students with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to students with medical conditions, although they will not be required to do so. This includes the administration of medicines.

All staff must understand their duty of care to children and young people and appreciate that students who may have serious medical conditions may suffer an adverse effect to their quality of life and their ability to learn.

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All staff are aware of the potential social problems that students with medical conditions may encounter and use this knowledge together with the schools' anti-bullying policies to help prevent and deal with any problems.

Roding Valley High School makes sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and where possible appropriate adjustments and extra support are provided.

All staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students who have been advised to avoid/take special precautions during activity, and the potential triggers for a student's medical condition when exercising and how to minimise these. Staff will ensure that students have the appropriate medication/equipment/food with them during physical activity.

No members of staff are obliged to give, or oversee the giving of, medication to students. Only the designated staff or other school staff who are authorised and trained in the giving of medication are authorised to give or oversee the taking of medication.

Staff will only oversee the administration of medicines prescribed by a qualified medical practitioner or nurse consultant. Roding Valley High School will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

The schools arrangements for administering medication are in line with the government guidance in Supporting Students at School with Medical Conditions.

All staff are responsible for:

- Knowing the arrangements and following the school's procedures;
- Knowing how to call for help in an emergency (this includes temporary and support staff); and
- Reporting any problems to the designated person

If a student needs to attend hospital, a member of staff (preferably known to the student) will stay with them until a parent arrives. They will not take students to hospital in their own car.

Those staff who take on the responsibility to support students with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

Parents

Parents/carers are responsible for making sure that their child is well enough to attend the school.

Where possible any prescribed medication should be administered at home. Roding Valley High School accepts, however, that it may be necessary for some medication to be administered during school hours especially where it would be detrimental to a child's health if medicine were not administered during the school 'day'.



Roding Valley High School is responsible for requesting information concerning details of all students' medical conditions and care, however parents should provide the school with sufficient information about their child's medical condition and treatment or special care needed at school during the school day. Parents/carers should ensure that these details are kept up to date and inform the school immediately if the needs of their child's change.

Parents are responsible for ensuring that any medicines that need to be administered during the school day are prescribed by a qualified medical practitioner, a doctor, dentist or nurse consultant.

The medication must also be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. The parent/carer is also responsible for ensuring that the school is provided with up to date medication.

Where appropriate, parents/carers will be involved in drawing up a healthcare plan for their child.

Specific Medical Issues

Roding Valley High School welcomes all students and encourages them to participate fully in all school activities.

The school routinely and regularly advises staff on the practical aspects of the management of:

- Asthma attacks;
- Diabetes;
- Epilepsy; and
- Anaphylactic reactions.

Designated staff will be responsible for ensuring a record is kept of all students who may require such treatment.

Roding Valley High School expects all parents whose children may require treatment for these conditions to ensure that the appropriate medication has been given to the school, together with clear guidance from the prescriber on the usage of the medication. The medication must be provided in the container as dispensed.

Roding Valley High School operates the following procedures on the storage of asthma inhalers, insulin and Epi Pens (auto-injectors).

- All students carry their own personal asthma pump/Epi Pens where possible.
- Spares of both are stored securely in the school office for emergency use.
- The students Medical Protocol is stored with medication for information to all first aiders.
- Antibiotics are kept in a locked fridge in the office.
- A record is kept of when and how much medication has been administered and of when a child uses their inhaler: date, time and amount of puffs.

Students

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.



School Nurses and Other Healthcare Professionals

Our school nursing service should notify the school when a student has been identified as having a medical condition that will require support in school. This should be before the student starts school, wherever possible. The school can only act upon information provided by the Healthcare professionals or parents directly.

Healthcare professionals, such as GPs and paediatricians should liaise with the schools nurses and notify them of any students identified as having a medical condition.

Equal Opportunities

Our school is clear about the need to actively support students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. The school will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. In doing so, students, their parents and any relevant healthcare professionals will be consulted. It may be on very rare occasions where more than reasonable adjustments would be needed, then the trip may be deemed unsuitable for the student.

Section Four: Being Notified That a Child Has a Medical Condition

When the school is notified that a student has a medical condition, the process outlined below will be followed to decide whether the student requires an IHP.

The school will make every effort to ensure that arrangements are put into place within two weeks, or by the beginning of the relevant term for students who are new to our school.

Section Five: Individual Healthcare Plans and Medical Protocols

All children with a medical condition should have an individual healthcare plan (IHP), which includes a medical protocol. Parents of students are asked if their child has any medical conditions on the Parent student Information form, prior to admission. Roding Valley High School uses an IHP to record the support an individual student needs around their medical condition. The IHP is developed with the student (where appropriate), parent, school staff, and where appropriate SENDco, specialist nurse and relevant healthcare services.

An IHP details exactly what care a child needs in school, when they need it and who is going to give it. It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance. This should be drawn up with input from the child (if appropriate), their parent/carer, relevant school staff and healthcare.

Plans will be reviewed at least annually, or earlier if there is evidence that the student's needs have changed. Plans will be developed with the student's best interests in mind and will set out:

- What needs to be done
- When
- By whom



IHPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a student has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The designated staff will consider the following when deciding what information to record on IHPs:

- 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, including in emergencies. If a student 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 student'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 student'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
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/student, the designated individuals to be entrusted with information about the student's condition
- What to do in an emergency, including who to contact, and contingency arrangements.

Section Six: Managing Medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the student's health or school attendance not to do so and
- Where we have [parents' written consent](#)

The only exception to this is where the medicine has been prescribed to the student without the knowledge of the parents. In this instance, direction should be taken from the Headteacher.

Students under 16 will not be given medicine 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 the pharmacist, and include instructions for administration, dosage and storage.



The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Students will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to students and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

Controlled Drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

A student who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another student to use. All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

Students Managing Their Own Needs

Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs. Students will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a student to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

Unacceptable Practice

School staff should use their discretion and judge each case individually with reference to the student's IHP, but it is generally not acceptable 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 the views of the student or their parents
- 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 IHPs
- If the student becomes ill, send them 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, 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 student, 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 students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask students to administer, medicine in school toilets

Section Seven: Emergency Procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All students' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a student needs to be taken to hospital, staff will stay with the student until the parent arrives, or accompany the student to hospital by ambulance.

Section Eight: Training

Staff who are responsible for supporting students with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to students with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will liaise with the designated person on identifying the type and level of training required and will agree this with the Designated Safeguarding Lead. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the students
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

Section Nine: Record Keeping

Roding Valley High School will keep an up-to date record of:

- Any medication administered and by whom;
- Training undertaken;
- Individual Health Care Plans;
- Emergencies etc.



Where appropriate, records will be kept on the Department for Education Templates, Please refer to the embedded document below:



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Section Ten: Liability and Indemnity

The local governing body will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

We are a member of the Department for Education's risk protection arrangement (RPA) and our Inset Member Number is 145597

Section Eleven: Complaints

Parents with a complaint about their child's medical condition should refer to our school's [Complaints Procedure](#).

Section Twelve: Monitoring Arrangements Medical

This policy will be reviewed and approved by the governing board every year.

Section Thirteen: Links to Other Policies

This policy links to the following policies:

- Accessibility Plan
- CLP Trust Complaints Policy
- Equality Information and Objectives Policy
- First Aid Policy
- Health and Safety Policy
- Safeguarding
- Special Educational Needs Information Report and Policy