



Supporting Students with Medical Conditions Policy

The Perins MAT

2019-2020

Introduction

Section 100 of the Children and Families Act 2014 places a duty on the Trust Board of The Perins MAT ('The MAT') to make arrangements for supporting students at their premises with medical conditions. The Department of Education have produced statutory guidance 'Supporting Pupils with Medical Conditions' and The MAT has regard to this guidance when meeting this requirement.

The MAT endeavours to ensure that students with medical conditions are properly supported so that they have full access to education, including school trips and physical education. The aim is to ensure that all students with medical conditions, in terms of both their physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

It is The MAT policy to ensure that all medical information is treated confidentially by the Executive Headteacher, the Headteacher and staff. All administration of medicines is arranged and managed in accordance with the Supporting Pupils with Medical Conditions Policy. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Where students have a disability, the requirement of the Equality Act 2010 will apply.

Where students have an identified special need, the SEND Code of Practice will also apply.

The MAT recognises that medical conditions may impact social and emotional development as well as having educational implications.

Aims and Objectives

The administration of medicine requirements is achieved by:

- Establishing principles for safe practice in the management and administration of:
 - prescribed medicines
 - non-prescribed medicines
 - maintenance drugs
 - emergency medicine
- Providing clear guidance to all staff on the administration of medicines
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- Ensuring the above provisions are clear and shared with all who may require them
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management or administration of medicines.
- Ensure that The MAT complies with the Children and Families Act 2014
- Ensure that The MAT complies with the Equality Act 2010 and SEN Code of Practice where applicable

Statutory Requirement: The Trust Board should ensure that The MAT's policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support pupils at school with medical conditions.

The Trust Board is responsible for:

Making arrangements to support pupils with medical conditions in The MAT, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. The Trust Board ensures that sufficient staff have received suitable training and are competent before they take on responsibility to support students with medical conditions. They also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

The Executive Headteacher and Headteachers are responsible for:

Ensuring that The MAT's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. The Executive Headteacher and Headteachers ensure that all staff who need to know are aware of the student's condition. They also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all Individual Healthcare Plans, including in contingency and emergency situations. The Executive Headteacher and Headteachers have overall responsibility for the development of Individual Healthcare Plans. They also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way.

School Staff:

Any member of school staff may be asked to provide support to pupils 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 pupils with medical conditions that they teach. School staff receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support students with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

First Aiders:

As stated above, any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. In The MAT, primarily the First Aiders carry out this role.

The School Link Nurse is responsible for:

Every school has access to school nursing services. They are responsible for notifying The MAT when a student has been identified as having a medical condition which will require support in school. Wherever possible, they do this before the student starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support students with medical conditions, but may support staff on implementing a student's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the student and associated staff training. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to students with a medical condition.

Local Arrangements – Identifying students with health conditions

Statutory Requirement: The Trust Board will ensure that The MAT's policy sets out the procedures to be followed whenever a school is notified that a pupil has a medical condition.

The MAT aims to identify students with medical needs on entry to the schools by working in partnership with parents/carers, and infant, junior and primary schools. The MAT uses our 'Data Sheet' to obtain the information required for each student's medical needs to ensure The MAT has appropriate arrangements in place prior to the student commencing at the schools to support them accordingly.

Where a formal diagnosis is awaited or is unclear, The MAT implements arrangements to support the student, based on the current evidence available for their condition. The MAT ensures that every effort is made to involve some formal medical evidence and consultation with the parents.

Individual Health Care Plans

Statutory Requirement: The Trust Board will ensure that The MAT's policy covers the role of Individual Healthcare Plans, and who is responsible for their development in supporting students at school with medical conditions.

The MAT recognises that Individual Healthcare Plans are recommended in particular where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long term and complex. However, not all students will require one. The school, healthcare professional and parent will agree based on evidence when a healthcare plan would be inappropriate or disproportionate.

Where students require an Individual Healthcare Plan it is the responsibility of the School Nurse to work with parents and relevant healthcare professionals to write the plan with regards to AAIs and Student Services for all other conditions.

A healthcare plan (and its review) may be initiated in consultation with the parent/carer, by a member of school staff or by a healthcare professional involved in providing care to the student. Student Services, the parents/carer, and a relevant healthcare professional eg. school, specialist or children's community nurse, who can best advise on the particular needs of the student to draw up and/or review the plan.

Where a student has a special educational need identified in a statement or Educational Health Care (EHC) plan, the Individual Healthcare Plan is linked to or becomes part of that statement or EHC plan.

The MAT may also refer to the flowchart contained within the document 'Process for identifying students with a health condition' for identifying and agreeing the support a student needs and then developing the individual healthcare plan.

The MAT uses The MAT's Individual Healthcare Plan template to record the plan.

If a student is returning following a period of hospital education or alternative provision

(including home tuition), The MAT works with Hampshire County Council and the education provider to ensure that the Individual Healthcare Plan identifies the support the student will need to reintegrate effectively if the absence is health related; otherwise pupil support meetings are used to identify the support the student will need to reintegrate effectively back into the school life

The Trust Board ensures that all plans are reviewed at least annually or earlier if evidence is presented that the student's needs have changed as part of the annual safeguarding audit. Plans are developed with the student's best interests in mind and ensure that the school assesses and manages the risks to the student's education, health and social well-being and minimise disruption.

Statutory Requirement: When deciding what information should be recorded on Individual Healthcare Plans, the Trust Board should consider the following:

- the medical condition, its triggers, signs, symptoms and treatments;
- the pupil'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 pupil'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. Some interventions will be recorded in the pupil support meeting minutes;
- the level of support needed (some students will be able to take responsibility for their own health needs) including in emergencies. If a student 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 student's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- who in The MAT needs to be aware of the student's condition and the support required;
- arrangements for written permission from parents and the Executive Headteacher or Headteacher for medication to be administered by a member of staff;
- 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, eg risk assessments;
- where confidentiality issues are raised by the parent/student, the designated individuals to be entrusted with information about the student's condition; and what to do in an emergency, including whom to contact, and

contingency arrangements. Some students may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

Staff Training

Statutory Requirement: The Trust Board should ensure that The MAT's policy clearly sets out how staff will be supported in carrying out their role to support students with medical conditions, and how this will be reviewed. It should specify how training needs will be assessed and by whom training will be commissioned and provided.

The MAT's policy is clear that any member of school staff providing support to a student with medical needs should have received suitable training.

Staff must not administer prescription medicines or undertake any health care procedures without the appropriate training (updated to reflect any individual healthcare plans)

All new staff are inducted on the policy when they join The MAT through the standard induction process. Records of this training are stored in The MAT staff training log electronically.

All nominated staff are provided with awareness training on The MAT's policy for supporting students with medical conditions which includes what their role is in implementing the policy. This training is carried out at appropriate intervals.

The awareness training is provided to staff via The MAT Intranet. The MAT retains evidence that staff have been provided with the relevant awareness training on the policy by electronic approvals on the Intranet.

Where required, The MAT works with the relevant healthcare professionals to identify and agree the type and level of training required and identify where the training can be obtained from. This includes ensuring that the training is sufficient to ensure staff are competent and confident in their ability to support students with medical conditions. The training includes preventative and emergency measures so that staff can recognise and act quickly when a problem occurs and therefore allows them to fulfil the requirements set out in the Individual Healthcare Plan.

Any training undertaken forms part of the overall training plan for The MAT and refresher awareness training is scheduled at appropriate intervals agreed with the relevant healthcare professional delivering the training.

The Student's Role

Statutory Requirement: The Trust Board will ensure that The MAT's policy covers arrangements for students who are competent to manage their own health needs and medicines.

Where possible and in discussion with parents, students that are competent are encouraged to

take responsibility for managing their own medicines and procedures. This is recorded in their individual healthcare plan. The healthcare plan references what will happen should a student who self-administers refuse to take their medication (this will normally be informing the parent/carer at the earliest opportunity).

Where possible, The MAT endeavours to ensure that students can carry their own medicines and relevant devices or have easy access to allow for quick self medication. The MAT agrees with relevant healthcare professionals/parent the appropriate level of supervision required and documents this in their healthcare plan.

Managing Medicines on school premises

Statutory Requirement: The Trust Board will ensure that The MAT's policy is clear about the procedures to be followed for managing medicines

The administration of medicines is the overall responsibility of the parents/carers. Where clinically possible The MAT encourages parents to ask for medicines to be prescribed in dose frequencies which enable them to be taken outside of school hours. However, First Aiders are responsible for ensuring students are supported with their medical needs whilst on site, therefore this may include managing medicines where it would be detrimental to a student's health or school attendance not to do so.

The MAT does not give prescription or non-prescription medicines to a student under 16 without their parent's/carers written consent —verbal consent is used in emergencies - except in exceptional circumstances where the medicine has been prescribed to the student without the knowledge of the parents. In such cases, The MAT makes every effort to encourage the student or young person to involve their parents while respecting their right to confidentiality.

A documented tracking system to record all medicines received in and out of the premises is in place.

The name of the student, dose, expiry and shelf life dates are checked before medicines are administered.

On occasions where a student refuses to take their medication the parents are informed at the earliest available opportunity.

The MAT only accepts prescribed medicines that are in date, labelled, provided in the original container as dispensed by the pharmacist and include instructions for administration, their dosage and storage. Insulin is the exception, which must still be in date but will generally be available to schools inside an insulin pen or a pump, rather than its original container.

Students who are able to use their own inhalers themselves are encouraged to carry it with them. If the student is too young or immature to take personal responsibility for their inhaler, staff make sure that it is stored in a safe but readily accessible place, and clearly marked with the student's name.

Controlled drugs are securely stored in a non-portable container which only named staff will have access to. The MAT ensures that the drugs are easily accessible in an emergency situation. A record will be kept of any doses used and the amount of the controlled drug held in school. There may be instances where it is deemed appropriate for a student to administer their own controlled medication. This would normally be at the advice of a medical practitioner. Where an individual student is competent to do so and following a risk assessment, The MAT may allow them to have prescribed controlled drugs on them with monitoring arrangements in place.

The MAT only administers non-prescribed medicines on request from the parent if they are in clearly identifiable packaging and only on a short term basis (where the school have concerns they will seek further guidance from their Link School Nurse).

The MAT's policy is to give age-appropriate doses of paracetamol to secondary age students as described on the packet, if written consent from the parents has been received in advance of administration. The MAT checks that they have not previously taken any medication containing paracetamol within the preceding 4 hours and only gives one dose.

The MAT never administers aspirin or medicine containing Ibuprofen to any student under 16 years old unless prescribed by a doctor.

No other pain relief medicine is administered without first checking maximum dosages and when previously taken. The MAT always informs parents.

The MAT only gives out paracetamol after 12pm. This allows for a '4-hour plus' time from coming in to school i.e. students possibly taking too much (without parent/carer knowledge).

Any homeopathic remedies to be administered requires a letter of consent from the student's doctor and are administered at the discretion of the Executive Headteacher or Headteacher.

Emergency medicines are stored in a safe location but not locked away to ensure they are easily accessible in the case of an emergency.

Types of emergency medicines include:

- Injections of adrenaline for acute allergic reactions
- Inhalers for asthmatics
- Injections of Glucagon for diabetic hypoglycaemia

Other emergency medication i.e. Buccal Midazolam for major seizures are stored in accordance with the normal prescribed medicines procedures (see storage section).

The emergency salbutamol inhaler is only be used by students for whom written parental consent for use of the emergency inhaler 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 can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty).

Storage

All medication other than emergency medication is stored safely in a locked cabinet, where the hinges cannot be easily tampered with and cannot be easily removed from the premise.

Where medicines need to be refrigerated, they are stored in the staff refrigerator in a clearly labelled airtight container. The access is restricted to staff members only.

Students are made aware of where their medicines are at all times and are able to access them immediately where appropriate. Where relevant, they know who holds the key to the storage facility.

Medicines such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to students and not locked away. The MAT also ensures that they are readily available when outside of the school premises or on school trips.

Storage of medication whilst off site is maintained at steady temperature and secure. There are appropriately trained staff present to administer day to day and ensure emergency appropriate procedures are followed.

It is the parents/carers responsibility to provide supplies of medication, particularly if it goes out of date. If The MAT cannot administer the necessary medication or has to use emergency supplies parents/carers are informed; recurrent incidences are discussed with relevant authorities

Disposal

It is the responsibility of the parents/carers to dispose of their student's medicines. It is The MAT's policy to return any medicines that are no longer required including those where the date has expired to the parents/carers. Parents/carers are informed of this when the initial agreements are made to administer medicines. Medication returned to parent/carers is documented on the tracking medication form.

Sharps boxes are in place for the disposal of needles. Collection and disposal of these is arranged locally or via School Health Nurses during vaccinations.

Medical Accommodation

The Medical Rooms at the Schools are used for all medical administration/treatment purposes or via Reception if appropriate.

Record Keeping

Statutory Requirement: The Trust Board should ensure that written records are kept of all medicines administered to students.

A record of what has been administered including how much, when and by whom, is recorded electronically. Any possible side effects of the medication are also noted and reported to the

parent/carers.

Emergency Procedures

Statutory Requirement: The Trust Board will ensure that The MAT's policy sets out what should happen in an emergency situation.

Where a student has an Individual Healthcare Plan, this clearly defines what constitutes an emergency and provides a process to follow. All relevant staff are made aware of the emergency symptoms and procedures. The MAT ensures other students in the schools know what to do in the event of an emergency i.e. informing a teacher immediately if they are concerned about the health of another student.

Where a student is required to be taken to hospital, a member of staff stays with the student until their parents arrive; this includes accompanying them to hospital by ambulance if necessary (taking any relevant medical information, care plans etc that the school holds).

A student should always be accompanied when being sent to the medical room (another student is acceptable).

Day Trips/ off site activities

Statutory Requirement: The Trust Board should ensure that their arrangements are clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The MAT ensures that teachers are aware of how a student's medical condition will impact on their participation in any off site activity or day trip, and ensures that there is enough flexibility for all students to participate according to their own abilities within reasonable adjustments.

The MAT considers what reasonable adjustments might be made to enable students with medical needs to participate fully and safely on visits. The MAT carries out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. The MAT consults with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.

Unacceptable practice

Statutory Requirement: The Trust Board will ensure that The MAT's policy is explicit about what practice is not acceptable.

Staff are expected to use their discretion and judge each student's Individual Healthcare Plan on its merits, 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 the views of the student or their parents; or ignore medical evidence or opinion (although this may be challenged);
- send students with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the student becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable, with a note from the supervising teacher:
- penalise students for their attendance record if their absences are related to their medical condition, eg. hospital appointments;
- prevent pupils 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 student's medical needs; or
- prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips eg. by requiring parents to accompany the student.

Liability and indemnity

Statutory Requirement: The Trust Board will ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.

Staff at the schools are indemnified under The MAT's insurance policy

Complaints

Statutory Requirement: The Trust Board will ensure that The MAT's policy sets out how complaints may be made and will be handled concerning the support provided to pupils with medical conditions.

Should parents or students be dissatisfied with the support provided they can discuss their concerns directly with the Executive Headteacher or Headteacher. If for whatever reason this does not resolve the issue, they may make a formal complaint via The MAT's complaints procedure.