

THE BROXBOURNE SCHOOL
SUPPORTING PUPILS WITH MEDICAL CONDITIONS
POLICY

INTRODUCTION

Pupils with temporary or recurring physical or mental health conditions are valued as members of the Broxbourne School. The school will support such pupils to minimise the disruption their condition causes to their education. The school will use their available resources to support pupils through any longer-term periods of absence from school and will work to ensure that following a long-term absence that they are sensitively reintegrated into the school community, when they are well enough to attend. Support for pupils with medical conditions will, however, be constrained if it is incompatible with the efficient education of other children in the school or the efficient use of resources.

We recognise that many physical and mental health conditions are complex and that the school's own resources and expertise have limitations. The school will work closely with external agencies where appropriate and in particular with the Education Support for Medical Absence (ESMA) service.

The school recognises its duties as detailed in Section 100 of the Children and Families Act 2014. Some pupils with medical conditions may be considered disabled under the definition set out in the Equality Act 2010. Where this is the case, the school will comply with their duties under the act. Some may also have special educational needs (SEN) and may have an Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational need provision.

1. PUPILS WITH INDIVIDUAL HEALTHCARE PLANS

For some pupils with medical conditions that are long-term, complex, or where there is a high risk that emergency intervention will be required, an individual healthcare plan (IHP) will be drawn up in consultation with stakeholders. The IHP will explain what help they need in an emergency and, where this is practical, the IHP will accompany a pupil should they need to attend hospital.

Where necessary, details of IHPs will be clearly communicated to members of staff including, supply teachers, and training, advice and guidance will be given to staff regarding pupils' medical conditions.

Parents and carers will be consulted regarding how the IHP will be shared with staff that may need to be made aware of sensitive details contained in an IHP.

1. EMERGENCY PROCEDURES FOR PUPILS WITH MEDICAL CONDITIONS

School staff will be informed of what to do in an emergency for pupils with medical conditions.

The school will make sure that all staff providing support to a pupil with a medical condition understand the necessary procedures to carry out in an emergency medical situation.

The school has chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained.

If a pupil needs to attend hospital in an emergency situation, a member of staff will stay with them until a parent or carer arrives, or accompany a pupil taken to hospital by ambulance if parents or carers are unavailable.

2. GUIDANCE ON THE ADMINISTRATION OF MEDICATION AT SCHOOL

The school has clear guidance on providing care and support and administering medication at school. The school understands the importance of medication being taken and care received as

detailed in a pupil's IHP. Medication will only be administered when it would be detrimental to a pupil's health not to do so. The school will ensure that there are sufficient members of staff who have been trained to administer the medication and meet the care needs of an individual pupil. This will ensure that there is cover in case of absences, staff turnover or other contingencies.

The school will not give medication to any pupil without a parent's written consent, except in exceptional circumstances.

The school has clear guidance on the storage of medication and equipment at school.

The school makes sure that all staff understand what constitutes an emergency for an individual pupil and makes sure that emergency medication/equipment, e.g. asthma inhalers, epi-pens etc are not locked away and are readily available wherever the child is in the school and on off-site activities.

Pupils may carry their own medication/equipment, or they should know exactly where to access it. Those pupils deemed competent to carry their own medication/equipment with them will be identified and recorded through the pupil's IHP in agreement with parents/carers.

Pupils who are prescribed controlled drugs can carry them if they are deemed competent to do so; otherwise the school will store controlled drugs securely in a non-portable container, with only named staff having access.

Staff at the school can administer a controlled drug to a pupil only if they have had specialist training. The school will make sure that all medication is stored safely, and that pupils with medical conditions know where their medication is at all times and have access to it immediately. Under no circumstances will medication be stored in first aid boxes.

The school will only accept medication that is in date, labelled, is in its original container and includes prescribing instructions for administration. The exception to this is insulin, which must still be in date, but is generally supplied in an insulin injector pen or a pump.

Parents and carers will be asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term. Where items are not collected, they will be disposed of in line with local authority procedures.

The school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany the pupil on off-site visits. They are collected and disposed of in line with local authority procedures.

Parents and carers are responsible for informing the school of any changes to their child's medical condition or medication needs.

If a child misuses their medication, their parents or carers will be informed as soon as is reasonably possible and the school's disciplinary procedures will be followed.

3. RECORD KEEPING

The school has clear guidance about record-keeping. As part of the school's admissions process and on-going data collection exercises, parents or carers are asked if their child has any medical conditions. It is the responsibility of parents to inform the school of any medical condition that the school will need to be aware of, so the school can act in loco parentis.

The school has a centralised register of IHPs and an identified member of staff is responsible for the accuracy of this register. In line with good practice and GDPR guidance, any sensitive data is shared as narrowly as possible, without there being any risk to the health and safety of any pupil with a medical condition.

IHPs are reviewed at least annually or whenever a pupil's needs change.

The school will seek permission from parents or carers before sharing any medical information with any other party.

The school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

4. PUPILS WITH MEDICAL CONDITIONS AND EXTRA CURRICULAR ACTIVITIES

The school understands the importance of all pupils taking part in off site visits and other school activities outside of the normal timetable. The school will make reasonable and appropriate adjustments to such activities in order to ensure they are accessible to pupils with medical conditions. As outlined earlier, it is the responsibility of parents to inform the school of any medical condition that they will need to be aware so the school can act in loco parentis.

The school will work with parents and carers to ensure that pupils will have access to appropriate medication, equipment and special dietary requirements to enable them to participate as fully as is possible in off-site visits.

Risk assessments will be carried out for school visits and other relevant school activities to ensure the fullest access to extra-curricular education, whilst ensuring the safety of any pupil with a medical condition and all other staff and pupils on a school visit. Where necessary, a trained member of staff will accompany a pupil with a medical condition on off-site visits.

Appropriate insurance will be obtained before any overseas visit to ensure any medical emergencies can be addressed.

Where it is not possible for the school to obtain insurance cover and/or it is not possible to make reasonable adjustments to an activity to facilitate a pupil's ability to participate, parents will be informed in a sensitive and timely manner.

5. ROLES AND RESPONSIBILITIES

The designated teacher who is responsible for ensuring that the needs of all pupils with medical needs are met is the Deputy Headteacher with responsibility for health and safety. The designated teacher will ensure that sufficient staff are trained to ensure that pupils with medical conditions are fully supported. Some of this role and the corresponding responsibilities may be delegated to other members of the school community, such as the SENCO and other members of staff with first aid and other relevant training, after being provided with the pupil's specific IHP detail.

Paula Humphreys

Reviewed:	Summer 2019 (FGB)
Ratified:	Summer 2019
Next review:	Summer 2021