

THE WESTGATE SCHOOL

Hampshire's First 4-16 'All Through' School

*"The Westgate School is a community of learners where partnerships inspire success for all:
learning together – achieving excellence"*

Headteacher: Mrs F A Dean, MA (Ed)

Initial Policy date	November 2021	Next scheduled review	November 2024
Governor approved	November 2023	Key person/people	Facilities Strategic Lead/SENCo/Year Leaders
Model Policy	Linked to HCC ISS Policy in Appendix 2	Model localised	x
Pupil leadership team review	N/A		

Supporting Pupils with Medical Conditions Policy

1. Aims

This policy aims to ensure that:

- Pupils, employees, and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities
- The Nominated Responsible Person (NRP) will implement this policy by:
 - Making sure sufficient employees are suitably trained
 - Overseeing a process for colleagues to be aware of pupils' conditions, where appropriate
 - Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
 - Process is in place providing cover teachers with appropriate information about the policy and relevant pupils
 - System is in place developing and monitoring individual healthcare plans (IHPs)

2. Legislation and statutory responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions. It is also based on the Department for Education's statutory guidance on supporting pupils with medical conditions at school.

3. Roles and responsibilities

3.1 The governing board

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions.

3.2 The Headteacher

The Responsible Person (RP) is the Headteacher The Westgate School, who will ensure that sufficient employees have received suitable training and are competent before they are responsible for supporting children with medical conditions.

3.3 The Nominated Responsible Person (NRP)

The Senior Site and Facilities Strategic Lead is the person to whom the (RP) has delegated the management of this policy to and will be the (NRP), who will implement the following:

- Make sure all employees are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Line manage and support the Medical Welfare Officers
- Liaise with the SENCo in cases where a child holds an EHCP or has Additional Needs.

- The Nominated Responsible Person is Mo Pay, Senior Site and Facilities Strategic Lead.

3.4 Medical Welfare Officers

- Ensure that all employees who need to know are aware of a child's condition and take overall responsibility for the development of IHPs
- Contact the school nursing service in the case of any pupil 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
- Oversee the medical tracker system recording administration of care and medicines whilst checking consent process

3.5 All Employees

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

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

Teaching colleagues will take into account the needs of pupils with medical conditions that they teach. All employees will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

All colleagues, including the Cover Manager, are to view this information on the pupils medical information and identification tab, located on the colleague electronic dashboard.

3.6 Parents

- Provide the school with sufficient and up-to-date information about their child's medical needs
- All medication provided is to be in date
- Written consent is required to be completed for the prescription or non-prescription medicines onsite, and during school activities
- All emergency contact numbers, details provided continuously updated
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times
- Agree to engage consistency in reasonable adjustments made by the School to enable participation.

3.7 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils 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.

3.8 School nurses and other healthcare professionals

The school HCC nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. They may also support staff to implement a child's IHP. Healthcare professionals, such as GPs and paediatricians, will liaise with School's Nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

4. Equal opportunities

Our school is clear about the need to actively support pupils 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 pupils 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 pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

The school will comply fully with Hampshire County Council's Inclusion Support Service 'Policy for access to education for school age children and young people with medical needs' (HCC, Nov 2019), Appendix II to this policy.

5. Being notified that a child has a medical condition

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

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school. See Appendix 1.

6. Individual healthcare plans

The NRP has responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to the Medical Welfare Officer and will involve the SENCo where a child has Additional Needs or, an EHCP.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any Education, Health and Care (EHC) Plan. If a pupil has SEN but does not have an EHC plan, the additional need 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. Those outlined in the Roles and Responsibilities section (3) with delegated responsibility for developing IHPs, will consider the following when deciding what information to record on IHPs:

- 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, e.g. 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
- The level of support needed, including in emergencies. If a pupil 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 pupil'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 pupil's condition and the support required
- Where a pupil is returning following a period of being in hospital or alternative provision the school will follow its 'return to learn procedure'
- Arrangements for written permission from parents and the headteacher for medication to be administered by an employee, or self-administered by the pupil 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 pupil can participate, e.g. risk assessments
 - A medical report is to be produced for every trip which lists all attending pupils and highlights whether any of them have an EHC plan. Where this is appropriate, the Trip Organiser is alerted and asked to contact the Pupil Welfare Officer so that this can be reviewed prior to the trip and appropriate arrangements made to support the pupil
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements
- Home to school transport, especially in respect of emergency situations

7. Managing medicines

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

- When it would be detrimental to the pupil's health or school attendance not to do so **and**
- Where we have parents' written consent

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

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. Pupils 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 pupils and not locked away.

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

7.1 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 pupil 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 pupil to use. All other controlled drugs are kept in a cupboard in the medical treatment room, or respective controlled are in the primary phase or Nursery receptions, and only named employees have access

Controlled drugs are to be stored safely and pupils are to know where their medicines are and be able to access them immediately, including being easily accessible in an emergency. A record of any doses used, and the amount held will be kept.

7.2 Pupils managing their own needs

Pupils 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.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Colleagues will not force a pupil 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.

7.3 Unacceptable practice

School employees should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil 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 pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. 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 pupil, including with toileting issues. No parent should have to give up working because the school is unable to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

8. Emergency procedures

Employees will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do. This must be followed up by immediately calling the Parent/Carer as per the cascaded next of kin.

If a pupil needs to be taken to hospital, The Medical Welfare Officer, or designate, will stay with the pupil until the parent arrives, or accompany the pupil to hospital, if the parents have not arrived by the time the ambulance departs. Employees will not transport pupils to hospital in their own vehicle/school vehicles. If 999 stipulate that an ambulance is not available after triaging the call, and they direct for the child to taken directly to A&E, the Parent/Carer is immediately to be advised to do so. If the Parent/Carer is unable to be contacted employees will not transport pupils to hospital in their own vehicle, the school minibus is only to be used on this rare occasion. If this is a requirement a minimum of two employees must accompany the child.

9. Incidents reactive reporting

As an HCC maintained School, we adopted their corporate procedure for recording and investigating all incidents (excludes minor child accidents – recorded on medical tracker) which is an on-line reporting system. The school will no longer be required to report accidents through to the Health & Safety Executive (HSE) under the Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) as the Children's Services Health & Safety Team (CSHST) will be completing, on notification of incidents via this reporting procedure.

10. Training

Employees who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so. A record of this training is to be updated and uploaded onto the school's medical tracker system, by the Medical Welfare Officer

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

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the headteacher/role of individual. Training will be kept up to date.

Training will:

- Be sufficient to ensure that employees are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help colleagues to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures
- Notices will be placed on the colleague electronic dashboard

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

Employees receive training/notices/briefing 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 by the NRP.

11. Record keeping

The NRP in conjunction with the Medical Welfare Officer will ensure/oversee that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. This will be recorded on a medical tracker system that will automatically notify the parents. Parents will also be informed if their pupil has been unwell at school. IHPs are kept in a readily accessible place about which all relevant employees will be aware.

12. Liability and indemnity

The governing board are to be given the assurance that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The school's insurance policy/cover procured through Hampshire County Council.

13. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Medical Welfare Officer in the first instance via contact@westgate.hants.sch.uk. If the Medical Welfare Officer cannot resolve the matter, they are to direct toward the NRP, who will attempt to resolve, or direct the parents toward to the school's complaints procedure. Where relevant, the SENCo will also be involved.

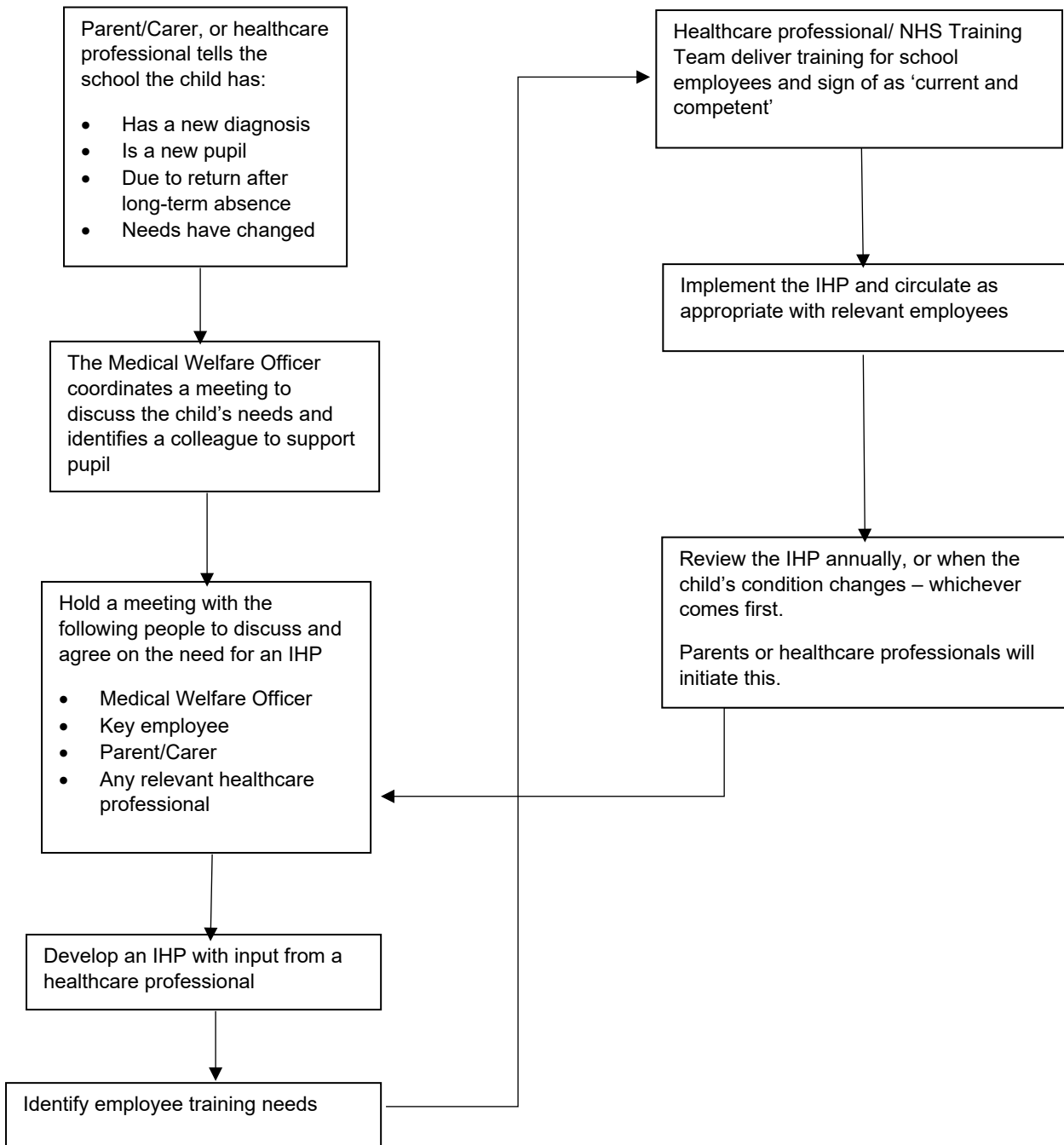
14. Monitoring arrangements

This policy will be reviewed and approved by the governing board every as outlined in the header of this policy document.

Appendix I: Being notified that a child has a medical condition.

Appendix II: HCC/ISS policy for access to education for school age children and young people with medical needs.

Appendix 1: Being notified a child has a medical condition.



Appendix 2: HCC/ISS policy for access to education for school age children and young people with medical needs.

Please click on the following links for the HCC update Medical Policy and Referral form – July 2022.

<https://hants.sharepoint.com/sites/InformationHubforEducationalSettings/SiteAssets/Forms/AllItems.aspx?id=/sites/InformationHubforEducationalSettings/SiteAssets/SitePages/Exclusions/HCC-Medical-Policy-July-2022.pdf&parent=/sites/InformationHubforEducationalSettings/SiteAssets/SitePages/Exclusions>

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