

Hillcrest Glebedale Primary School
Supporting Students with Medical Conditions Policy



This policy is linked to and derived from the overarching curriculum policy. This policy has been reviewed by the SLT to ensure it does not undermine British Values of Democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

Local Procedures Owner: Karen Caswell

Issue date: March 2017

Review date: July 2018

Hillcrest Glebedale School Supporting Students with Medical Conditions Policy

This policy has been produced in accordance with '**Supporting Students at School with Medical Conditions**' statutory guidance for governing bodies of maintained schools and proprietors of academies in England – April 2014; and it is with due regard to the '**Children and Families Act 2014**' which places a duty on all school staff to make arrangements for supporting students at their school with medical conditions.

Hillcrest Glebedale is an inclusive community that aims to support and welcome all students including those with medical conditions or SEND. We will provide the same support and opportunities available in all other educational settings, ensuring that students are able to participate fully in educational, sporting and social activities, including school trips and visits. We will ensure that the physical environment is suitable and is accessible to all.

The school will consult with the appropriate health and social care professionals as well as students and parents to ensure that the needs of children with medical conditions are effectively met.

Aims

At Hillcrest Glebedale School we aim to ensure that all children with medical conditions, including physical and mental health conditions, are appropriately supported. Enabling them to play a full and active role in all school life, remain healthy and reach their academic potential. At times it is possible that students may have medical conditions that will affect their participation in school activities. This could be short term however some students may have medical conditions that require additional support to enable them to engage effectively. If these needs are not met it could limit their access to education. With sufficient support and effective management most children with medical needs are able to attend school regularly and participate in school activities. This could mean that staff will need to make reasonable adjustments to ensure that students can enjoy and actively engage in sports, games or physical activities.

All staff are equipped to understand that some medical conditions may potentially impact upon a student's ability to learn; their quality of life and could possibly even be life threatening, particularly if poorly managed or misunderstood. The impact of such a medical conditions can be detrimental to a student's emotional or mental health as well as physical well-being. All staff need to be aware of such risks and should be able to support students pastorally to enhance their confidence and promote self-care.

If a student at Hillcrest Glebedale has additional medical needs they will be supported by an **Individual Medical Health Care Plan**. This will be drawn up and agreed upon either at the time of admission or when the medical need occurs. This **Individual Medical Health Care Plan** will ensure that the medical and support needs of the student are communicated to all relevant staff so that the appropriate care and provision can be made as well as outlining any emergency procedures that may be necessary. **The Individual Medical Health Care Plan** should be reviewed and updated as regularly as requires but at least annually to ensure that all information included is up to date.

Hillcrest Glebedale School has clear guidance on the administration and storage of medication. Medication training is reviewed regularly in line with the needs of the young people. Staff are fully aware and have received training and guidance about the necessity for accurate record keeping

All staff at Hillcrest Glebedale having received training in basic first aid and are fully aware of what protocol to follow in an emergency. All staff are trained to Level 1 Emergency First Aid, and two members of staff hold Full First Aid Qualifications (British Red Cross). This is the **Head Teacher Karen Caswell and Instructor Nathan Berry.**

Records of all students GP's are located on each child's personal file.

Responsibilities

The Head Teacher:

The Head Teacher is responsible for implementing the policy in practice and for developing detailed procedures. When students require additional support in managing medical needs, the Head Teacher must ensure that staff have received proper support and training where necessary. The same applies when students need support with administering medication. The Head Teacher is responsible for making sure that parents are fully aware of the school's policy and procedures for dealing with medical needs.

The Head Teacher must also:

- Ensure that all staff are aware of the policy and understand their role in its implementation.
- Ensure that all appropriate staff are aware of a student's condition.
- Ensure that appropriate staff are trained to implement the policy and deliver support students with ***Individual Medical Health Care Plans***, including in emergency situations.
- Oversee the completion of the ***Individual Medical Health Care Plan***, ensuring that all key individuals are involved
- Ensure that all educational visits are appropriately risk assessed and that the medical needs of students participating have been identified and provision is in place.
- The Head Teacher must follow the notifiable incidents process to record medical emergencies.

Teachers & School Staff and Responsibilities:

Teachers should understand the nature of the condition and when and where the student may need extra support. They should be aware of the likelihood of an emergency arising and what action to take. If staff are to administer medication, they must only do so in accordance with ***The Medications Policy*** and if they have received the appropriate training.

- Teaching staff are expected to engage with training to achieve the necessary level of competency before taking responsibility to support students with medical conditions.
- Teaching staff will be required to know what to do and respond accordingly when aware that a student with a medical condition needs help.
- Teaching staff are also to be aware of the potential for students with medical conditions to have special educational need or disability (SEND).
- Students with medical conditions who are finding it difficult to keep up with their studies to be supported through the pastoral system or using appropriate strategies /technology.
- The Pastoral Team must ensure medicines are kept securely with clear access and log any medical emergencies.
- If a student needs to be taken to hospital, a member of staff will always accompany him/her and will stay with him/her until a parent or carer arrives. A copy of the student's ***Individual Medical Healthcare Plan*** will be sent to the emergency care setting with the student.

Parents/ Carers Responsibility:

- Parents and carers have a duty to notify school during the admissions process and provide sufficient and up to date medical information about their child's medical needs.
- Engage in the development and review of their child's **Individual Medical Healthcare Plan**.
- Carry out actions agreed included within the **Individual Medical Healthcare Plan**, such as provide medicines and ensure they, or another nominated adult, are always contactable.

Student's Responsibility:

All young people should be fully involved in all discussions about their medical support needs and should contribute as much as possible to the development of their **Individual Medical Health Care Plan**. They should make sure that they comply with all recommendations and should endeavour to develop independence in managing their own medical needs wherever possible. Where this is not possible trained staff will help administer medicines and manage procedures, and aid the student to develop greater independence.

Educational Visits / Education Off-Site/ Work Experience Placements

Risk assessments are carried out by the school prior to any out-of-school visit and medical conditions are considered during this process. Factors considered include:

- How all students will be able to access the activities proposed.
- How routine and emergency medication will be stored and administered.
- Where help can be obtained in an emergency.

Parental/ carer consent is obtained for all education visits.

Staff on educational visits and activities are fully aware of each student's individual medical needs. They will have access to the **Individual Medical Healthcare Plan** and any necessary medication / medical equipment for the duration of the visit.

Risk assessments are also carried out before students undertake a work experience or off-site educational placement. The schools will be responsible for ensuring that all placements are suitable and accessible for a student with medical needs. Permission is sought from the student and their parents before any medical information is shared with an employer or other education provider.

Whilst on school visits / trips, the protocol in the **Individual Medical Healthcare Plan** will be adhered to.

Support from Other health professionals:

Hillcrest Glebedale School will seek support and advice as necessary from a range of professional services that may be involved in supporting a young person with medical needs. This may include the Local Authority, Children's Services, Medical and Health Professional Specialists, CAMHS, Educational Psychologists. Medical needs will be reviewed as part of Statutory meetings i.e. CIN, LAC, Annual Review

Short Term Medical Needs

Hillcrest Glebedale School recognises that at times, it may be essential for a child to complete a course of medication at school. However, where possible, parents/carers will be expected to administer the medication outside of school hours. Where this is not possible, or regular dosage is required i.e. antibiotics, this will be supported in accordance with the Medication Policy.

Long Term Medical Needs

Where students require support with long term medical needs, it is essential that the school has access to sufficient information from all professionals involved in their care. All relevant information and procedures will be documented in an **Individual Medical Health Care Plan**, which will be kept in the student's personal file. This **Individual Medical Health Care Plan** will be circulated to all appropriate staff.

In 2014 the new 'Children and Families Act 2014' was produced. This means that a young person with a high level of medical and/or SEND may require a further detailed assessment of their needs. Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case the governing bodies must comply with their duties under that Act. It may be necessary for them to then be supported by an **Education, Health and Care Plan (EHCP)**. This can be used to support a young person from birth to age 25 years for children with SEND. An **EHCP** is designed be a person centred mechanism of support that is created in consultation with parents, carers, children and supporting professionals. AN **EHCP** requires a co-ordinated assessment process across education, health and care services. This policy should be read in conjunction with the **SEND Code of Practice 2014**.

Some students will currently still be supported with a Statement of Special Educational Need.

This policy should be read in conjunction with the **First Aid Policy** and the **Medication Policy** as well as the **Special Educational Needs and Disability Policy**.

This policy is reviewed annually by the governing body.

Signed (Head teacher):

Signed (Chair of Governors):

Date:

Date for review:

Individual Medical Health Care Needs Communication Plan

This plan is to be completed prior to admission for pupils with existing medical conditions. For short term medical conditions, complete relevant parts of plan.

Full Name Of Student	D.o.B	Year Group/ Key Stage	Date	LAC Y/ N
Name of Person with Parental responsibility	Address			
Relationship to Young Person	Contact Number			
Name of Person with Parental responsibility	Address			
Relationship to Young person	Contact Number			
Emergency Contact Name and Contact Number/s	Address			
Relationship to Young person				
Professional Services Involvement				
Professional Service	Dates Involved	Name of Contact	Contact details	
G.P				
School Nurse				
Other Healthcare Specialists: (Give details)				
Other Healthcare Specialists (Give details)				
Children's Services				
Educational Psychologist				
Other professionals/ Services				
Other professionals/ Services				
Other professionals/ Services				

Please Provide full details of medical condition/s: Attach medical evidence

Include details of triggers, symptoms, signs and treatment

Please describe in detail support required in School setting

Include support for social, emotional , mental health or learning needs

Details of support required on educational visits/ Work Placements/ Alternative Provision**Details of Medication:**

Type, frequency, how administered, stored requirements

Additional Information

MEDICAL RESPONSIBILITIES PLAN

NAME OF CHILD:

DOB:

YR GROUP:

Medical Need	Detail of support needed	Who will provide this support?	How frequent is this support needed?

This plan has been produced and agreed by:

Parent/Carer _____ Date: _____

Head Teacher: _____ Date: _____

Form Tutor: _____ Date: _____

Pupil: _____