

Jack Tizard School

Supporting Pupils with Medical Needs



Approved by: CPPC Committee

Date: 2019

Last reviewed on: 2016

Next review due: October 2022

Review Frequency 3 years

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Introduction

Section 100 of the Children & Families Act places a duty on Schools to make arrangements for supporting children with medical conditions and, in doing so, must have regard for the statutory guidance 'Supporting Children at School with Medical Conditions' (DfE, 2015).

This policy outlines Jack Tizard School's approach to meeting the needs of pupils with medical conditions and is written in line with the requirements of:-

- Children and Families Act 2014 - section 100
- 'Supporting pupils at school with medical conditions: statutory guidance for governing bodies of maintained schools and proprietors of academies in England', DfE December 2015
- 0-25 SEND Code of Practice, DfE 2014
- Mental Health and behaviour in schools: departmental advice for school staff, DfE June 2014
- Equalities Act 2010

The age range of our pupils is from 3 to 19 years. For the purposes of this policy, references to 'the child' or 'children' should be deemed interchangeable with the 'young person' or 'young people'.

We aim to provide education for all pupils regardless of any medical conditions they may have. We recognise that many children with complex learning difficulties may also need additional medical support; this should not preclude them from a normal education. However, in line with our safeguarding duties, we will ensure that all pupils' health is not put at unnecessary risk from, for example, infectious disease. We will therefore not accept a child in school at times where it would be detrimental to the health of that child or others.

Definitions of Medical Conditions

Pupils' medical needs may be broadly summarised as being of two types: -

Short-term: affecting their participation at school because they are on a course of medication - if you have a school policy on pupil illness at school refer to it here

Long-term: potentially limiting access to education and requiring on-going support, medicines or care while at school to help them to manage their condition and keep them well, including monitoring and intervention in emergency circumstances. It is important that parents feel confident that we will provide effective support for their child's medical condition and that the pupils themselves feel safe.

Key Principles

- Pupils with medical conditions will be properly supported so that they can play a full and active role in school life (including trips and visits), remain healthy and achieve their academic potential.
- We will focus on each child as an individual, and how their medical needs and unique situation affect their access, participation and enjoyment of school life
- Arrangements will be in place to support children with medical conditions, including the appropriate use of risk assessments and the development and implementation of healthcare plans

- Recognising that we can only meet the needs of children with medical conditions to the highest standards when the child, the parent/carer and the relevant health and social care practitioners are fully included

Links to Achievement and Social and Emotional Wellbeing

There are often social and emotional implications associated with medical conditions. Long-term absences due to health problems may affect a child's attainment and affect their wellbeing and emotional health. We will work closely with the child, their parent/carer and other practitioners to ensure that the impact of their medical needs on their achievement and social and emotional wellbeing is minimised.

Our Family Link Worker will liaise between home and school to provide support when a child is being reintegrated following a long period of absence. Our teachers work closely with outside agencies to ensure appropriate support is in place for all children in their class, including those absent due to illness or surgery

Individual Healthcare Plans

Individual Healthcare Plans will be drawn up in partnership between the school, parents/carers and the school nurse.

They are intended to ensure effective support for pupils with medical conditions by providing clarity about what needs to be done, when and by whom. They are essential in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. Though not all children will require one, healthcare plans are also helpful in the majority of other cases too, especially where medical conditions are long-term and complex.

The Individual Healthcare Plans will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will contain the key information and actions that are required to provide effective support. The level of detail within the plan will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support.

Extra-Curricular Activities

We are committed to actively supporting children with medical needs to participate in the full life of the school (including trips and visits). Teachers are aware of the impact an individual's medical condition may have on their participation. We try to ensure that there is flexibility for all children to participate according to their own abilities, and with reasonable adjustments (unless evidence from a clinician states that this is not possible).

Risk assessments are carried out so that arrangements take account of any steps needed to ensure that children with medical conditions are included. This includes consultation with the child, if appropriate, the parents/carer and any relevant external agency involved in the care of the child. For example, arrangements might need to be made for a pupil to be given their tube feed by a member of the class staff, rather than the Healthcare Assistant.

Emergency Medication

There are several conditions that may result in the need for emergency medication e.g. asthma, epilepsy, diabetes etc. All emergency medication must be readily available. (Examples include Buccal Midazolam, Epi-pens and Inhalers).

The School Nurse is responsible for drawing up an Emergency Care Protocol, giving precise details of any action to be taken. A copy must be kept with the medication.

If parents have requested that their child should not be given certain emergency treatment for religious reasons e.g. blood transfusions, the school will take advice from LBHF's legal department.

Training

Training to support the school in meeting the needs of children with medical conditions is provided on a regular basis, and from a range of healthcare practitioners qualified to do so (e.g. the administration of Buccal Midazolam, suctioning or managing Dysphagia). This includes whole school awareness training, induction training for new members of staff and training for individually identified members of staff.

On the basis of the need identified and the implications for school staff, we will liaise with the healthcare professionals to:

- identify the key people in school who require training/support
- ascertain what their training needs are and who can provide the training
- ensure that the right staff access training as swiftly as possible, and that it is implemented appropriately
- regularly review whether the child's needs or staff training needs have changed, and act to address this

Training will be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements set out in the individual healthcare plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans). A first aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including the school nurse, can provide confirmation of proficiency of staff in a medical procedure, or in providing medication). Parental consent will be sought and training will be specific to the needs of the individual child.

A copy of all competency forms will be given to the Head Teacher and relevant member of the Senior Leadership Team, as well as kept in the individual child's medical file.

Other Professionals

The school works closely with a range of other professionals when supporting a child with medical needs including community paediatrics, Audiology, community care nursing teams, specialist provision in hospitals, local GPs, etc. Our school nurse is keen to work closely in partnership with the school and parents/carers. Should a parent/carer wish to make an appointment with the nurse, they should contact the school.

Unacceptable Practice

It is not acceptable practice (unless there is evidence included in the child's Individual Healthcare Plan from a medical professional) to:

- Assume that every child with the same condition requires the same treatment
- Ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged)
- Send children 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
- Penalise children for their attendance record if their absences are related to their medical condition
- Require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, 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 children from participating, or create unnecessary barriers to children participating in any aspect of school life, including trips out of school

Roles and Responsibilities

The Head Teacher

The Head Teacher is responsible for ensuring that:

- The school has a Medical Policy which provides guidance on:
 - supporting pupils with medical needs
 - managing relevant medication
 - medical interventions
- All staff are familiar with the policy.

In conjunction with the School Nurse:

- Appropriate training is given to staff who volunteer to administer medication/interventions and a signed record of training/competencies completed
- Accurate records are kept regarding children's medical needs
- Health care plans are available for children where necessary

Parents/Carers

Parents/Carers are responsible for:

- Ensuring their child is well enough to attend school.
- Ensuring that the school is made aware of all information relating to their child and that it is accurate and up to date e.g. any new medical needs, or changes in existing needs
- Ensuring all medication is labelled with the child's name; the dose required and sent in the original packaging original container complete with a pharmacy label showing the child's name, dosage instructions and any relevant storage instructions. The product must be in date. (The exception to this is insulin which must still be in date, but will generally be provided to schools inside an insulin pen or pump, rather than in its original container).
- Replenishing supplies of medicines and collecting no longer required / out of date medicines from school

- Completing appropriate consent forms regarding the administering of medication / medical interventions
- Sending in the child's equipment for procedures such as oral suction, nebulisers and enteral feeding

School Staff

Any member of school staff may be asked to provide support to children with medical conditions, including the administering of medicines in particular situations, although they cannot be required to do so. However, any member of staff must know what to do and respond accordingly when they become aware that a child with a medical condition needs help.

Staff are responsible for:

- Understanding the nature of any medical condition of a child with whom they work
- Being aware of the likelihood of the kind of emergency that might arise and the action to be taken.
- Maintaining confidentiality
- Being familiar with normal precautions for avoiding infection and following basic hygiene procedures
- Ensuring they have had relevant training and that competencies have been signed off by the school nurse prior to undertaking any intervention

The School Nurse

The School Nurse is responsible for:

- Ensuring medical advice is available at all times during the school day.
- Safe storage and the administration of all medication and medical interventions
- Providing appropriate training and advice to school staff who are willing to support pupils with medical needs
- Providing information and guidance on medical conditions
- Confirming proficiency in medical procedures e.g. tube feeds, flushing, emergency epilepsy medication
- Advising on any action to be taken following an outbreak of an infectious disease.
- Drawing up health care plans in conjunction with parents, the school and health care professionals
- Working closely with the school doctor and other health professionals to promote optimum health.
- Keeping an accurate record of all medication they administer/ supervise administering, including the dose, time, date and staff involved. If a medication is not administered the parent will be notified.

The Health Care Assistants

The Health Care Assistants are responsible for:

- Undertaking medical interventions for which they have been trained.
- Undertaking training
- Following Individual Health Care plans
- Raising any concerns regarding a child's medical condition with the School Nurse

Management of Medications

- Medication will not be received in school unless clearly labelled (see Parents' responsibilities)
- On arrival at school, all medication must be handed to Reception staff to be checked in. They will then handover the medication to the Nurse or to the Healthcare Assistants.
- If a child requires medication in school, parents and carers must inform the school in writing and complete a permission form.
- All medication belonging to pupils will be stored in a locked cabinet in the Medical Room. There may be individual exceptions to this. Such situations will be fully risk assessed.
- **Staff must ensure that any personal medication is locked in a secure place away from children**

Oxygen and Suction Equipment

Oxygen and suction equipment will either be stored under the child's wheelchair, in the child's classroom or in the Medical Room. It is the School Nurse's responsibility to maintain these. No member of staff may use suction equipment without training and parental consent.

General Procedures for use of Oxygen in School:

- Only trained personnel must use oxygen cylinders.
- Do not bang, drop, and hit the cylinder.
- Never smoke or produce a naked flame near the cylinder.
- Do not use grease or oil near a container as this can result in spontaneous combustion.
- It is the responsibility of the Nurse to check the oxygen cylinder on a regular basis and to arrange change over as needed.

Transporting Oxygen Cylinders

Borough transport must be aware of any oxygen cylinders they are required to carry. In the case of an accident they must inform the fire service that they are carrying oxygen on the vehicle.

Complaints

Should parents\carers be unhappy with any aspect of their child's care, they should discuss their concerns with the child's class teacher in the first instance. If this does not resolve the problem, or allay the concern, the problem should be brought to a member of the leadership team who will, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the parent\carer must make a formal complaint using the school's Complaints Procedure.