

Supporting Pupils with Medical Needs Policy

1. Introduction

At Trinity we recognise that pupils can have long term or short term medical needs and, from time to time, a number of pupils will need to take medication at school. Whilst parents retain responsibility for their child's medication, the school has a duty of care to the pupils while at school and at Trinity we will do all that we can to safeguard and promote the welfare of every pupil.

This policy is written in line with the requirements of:

- a) The Children and Families Act 2014 – section 100
- b) Supporting pupils at school with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England, Department for Education (DfE), September 2014
- c) 0-25 SEND Code of Practice, DfE 2014
- d) Equalities Act 2010

2. Aims

At Trinity, we aim to:

- a) Ensure that sufficient staff are trained to meet the needs of any medical condition in school.
- b) Ensure that all relevant staff are made aware of a pupil's medical condition.
- c) Ensure that a trained member of staff is available in case of staff absence.
- d) Ensure that any supply staff, ancillary staff and examination invigilators are made aware of medical conditions of the pupils that they will be teaching/supporting.
- e) Carry out risk assessments for any activity outside of the normal school timetable.
- f) Maintain up-to-date individual protocols and health care plans.

3. Roles and Responsibilities:

The Governing Body:

- a) Is responsible for ensuring that the policy for supporting pupils with medical conditions in school is in place and implemented.
- b) Should ensure that pupils with medical condition are able to participate as fully as possible in all aspects of school life.
- c) Should ensure that sufficient staff have received suitable training to meet the needs of pupils with medical conditions.
- d) Should ensure that staff who are supporting pupils with medical conditions are able to access the necessary information, protocols and healthcare plans for pupils who they are supporting.

The Headmaster:

- a) Should ensure that the policy is developed and effectively implemented.
- b) Should ensure that all staff are aware of the policy and understand their role in its implementation.
- c) Should ensure that funding is available to train staff who are responsible for pupils with medical conditions.
- d) Should ensure that individual protocols and health care plans are in place where appropriate.
- e) Should ensure that staff who support pupils with medical needs are appropriately insured.
- f) Should ensure that arrangements are in place for pupils who are competent to manage their own health needs and medication. This should be after discussion with parents. It should be reflected in the individual protocols and health care plans.
- g) Should ensure that there is a safe and secure place (not locked) for medication to be kept. All staff and pupils with medical needs should know where medication is kept and know who they should go to in order to access the medication.

The SENCO will:

- a) Be aware of which pupils have a medical condition and maintain an up-to-date register of pupils with medical needs. This register will be made available to all staff on FirstClass.
- b) Be responsible for ensuring that there is a sufficient number of trained staff to meet the needs of pupils with medical conditions.
- c) Ensure that individual protocols and health care plans are in place and are reviewed at least annually.
- d) Should notify the school nurse when a pupil has been identified as having a medical condition and review the support that may be needed in school for that condition.
- e) Liaise with outside agencies to gain further information with regards to a medical condition or to seek advice.
- f) Ensure that trained staff are aware of the need to keep written records of medicines that are administered. This is to offer protection to staff and pupils and can provide evidence that agreed procedures have been followed.
- g) Ensure that parents are informed if their child has been unwell at school.

School Staff:

- a) Have a duty of care which requires that they take action during an emergency and they should be aware of what they should do in the case of a pupil with a medical condition.
- b) Have a responsibility to make themselves aware of the content of a pupil's protocol or health care plan and allow pupils to have access to their medication.
- c) Should be aware of the triggers which may lead to an episode e.g. in the case of epilepsy, diabetes, asthma and anaphylaxis.
- d) Should be aware of the signs and symptoms which may lead to an episode e.g. in the case of epilepsy, diabetes, asthma and anaphylaxis.
- e) Should take into account the medical needs of pupils that they teach and, where necessary, make reasonable adjustments to include pupils with medical conditions into lessons.
- f) Receive any extra training that they request with regards to understanding the medical needs of pupils.
- g) Should familiarise themselves with procedures detailing how to respond accordingly when they become aware that a pupil with a medical condition needs help.
- h) Should recognise that every pupil is a unique individual and staff are reminded that different pupils with the same condition do not always require the same treatment.
- i) Should welcome the views of the pupil and/or their parents which are always listened to and acted upon.
- j) Will take all medical evidence or opinion very seriously.
- k) Will not prevent pupils who have medical needs from taking part in activities at school.
- l) Will ensure that pupils with medical needs will not be sent unaccompanied to the school office if they report that they do not feel well.
- m) Should not penalise students with medical needs for their attendance record when the absences relate to their condition.
- n) Will aim to remove barriers that can prevent pupils from participating in school life, including school trips.
- o) Will allow pupils to eat, drink or use the toilet, if and when required, in order to manage their condition.

School Nurse:

- a) Should notify school when a pupil has been identified as having a medical condition and the support that may be needed in school for that condition.
- b) Should, when possible, advise on training needs and provide the training.
- c) Should liaise with other members of the medical profession and cascade information to school.

Parents:

- a) Should provide sufficient and up to date information about their child's medical needs.
- b) Should be involved in the development and review of their child's individual healthcare plan.
- c) Liaise with school with regards to any changes in their child's medical condition or medication.
- d) Provide adequate medication if it needs to be administered in school. Parents should ensure that the medication is in-date, labelled and in the original container as dispensed by a pharmacist. Instructions on administration, storage and dosage should also be provided. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or pump rather than its original container.
- e) Replace expired medication immediately and collect any leftover medicine at the end of the year.

Local Authority:

- a) Should be ready to make alternative educational arrangements (under statutory guidance) this can be either consecutive or cumulative across the school year when it is clear that a pupil will be away from school for 15 days or more because of health needs.
- b) Should provide support advice and guidance including suitable training for school staff to ensure that the support specified within individual protocols and healthcare plans can be delivered effectively.
- c) Should promote cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.

The Pupil:

- a) Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- b) Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.
- c) If pupils refuse to take medication or refuse to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- d) Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

4. Definitions:

- a) "Medication" is defined as any prescribed or over the counter medicine.
- b) "Prescription medication" is defined as any drug or device prescribed by a doctor.
- c) A "staff member" is defined as any member of staff employed at Trinity Catholic High School; this includes all teachers and ancillary staff.

5. Training for Staff:

- a) Teachers and support staff will receive training on the "Supporting Pupils with Medical Needs Policy" at the start of every academic year. Further training is available at the start of the spring and summer term for new staff and student teachers that join the school later in the year.
- b) Teachers and support staff will receive regular and ongoing training as part of their development.
- c) No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.
- d) No staff member may administer drugs by injection unless they have received training in this responsibility.
- e) The SENCO will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

6. Protocols and Individual Health Care Plans:

- a) Where necessary, Protocols and Individual Healthcare Plans (IHCP) will be developed in collaboration with the pupil, parents/carers, SENCO and medical professionals.
- b) IHCPs will be easily accessible whilst preserving confidentiality.
- c) IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- d) Where a pupil has an Education, Health and Care plan or a Statement of Special Educational Needs, the IHCP will be linked to it or become part of it.
- e) Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

7. Medicines:

- a) Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- b) If this is not possible, the parents/carers of the child must confirm in writing that their child will self-administer prescribed medication in school confirming the dose and frequency of this. Parents should also confirm if their child has already taken medication earlier that day.
- c) No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- d) Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- e) Medicines must be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- f) Prescribed medication may only be taken on by the individual to whom they have been prescribed.
- g) Medications will be stored in a secure, but not locked, location in the main office on both sites.
- h) Any medications left over at the end of the course will be returned to the child's parents.
- i) Written records will be kept of any medication administered to children.
- j) Pupils will never be prevented from accessing their medication.
- k) Trinity cannot be held responsible for side effects that occur when medication is taken correctly.

8. Emergencies:

- a) Where an Individual Protocol or Healthcare Plan (IHCP) is in place, it will detail:
 - What constitutes an emergency for the individual.
 - What action to take in the case of an emergency.
- b) Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- c) If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive. Arrangements should be made for the member of staff to be able to return to school once the parent has arrived at the hospital

9. Complaints:

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with their child's Year Leader or with the director of site:

- Mr Dalton should be contacted for medical matters relating to lower-site pupils.
- Mr Loster should be contacted for medical matters relating to upper-site pupils.
- M. Keegan should be contacted for medical matters relating to Sixth Form pupils.

Parents/carers can also contact the School Nurse Team through Mr. Andrew Farquharson (Trinity's School Health Advisor) on 020 8491 3319 or via email on Andrew.Farquharson@nelft.nhs.uk.