



The Eaglewood School

“Raising Aspiration and Changing Lives”

Supporting Students with Medical Needs Policy

POLICY DETAILS

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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 students 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](#).

This policy also complies with our funding agreement and articles of association.

Policy Review

This policy will be reviewed Annually.

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Aims

This policy aims to ensure that:

- Students, staff and parents/carers understand how our school will support students with medical conditions
- Students with medical conditions are properly supported to allow them to access the same education as other students, including school trips and sporting activities

The Governing Board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of students' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant students
- Developing and monitoring Individual Healthcare Plans (IHP's)

Where children have a disability, the requirement of the Equality Act 2010 will apply.

Where children have an identified special need, the SEN Code of Practice will also apply.

Roles and responsibilities

The Governing Board

The Governing Board has ultimate responsibility to make arrangements to support students with medical conditions. The Governing Board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

The Headteacher

The Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all Individual Healthcare Plans (IHP's), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support students in this way
- Contact the School Nursing Service in the case of any student 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

Staff

Any member of staff may be asked to provide support to students with medical conditions, including the administering of medicines during extra-curricular activities and school trips. Although administering medicines is not part of teachers' professional duties, they should take into account, the needs of students with medical conditions.

School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. As each case is identified by parents/carers on the medical form, this will be entered onto ARBOR and brought to the attention of the Deputy Head who will consider appropriate staff training. Any member of school staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help

Parents/Carers

Parents/carers are asked to complete a medical questionnaire before the child begins their placement at The Eaglewood School. Those returned stating there is a medical need will be followed up by the Deputy Head, to ensure the Tutor/SENCO are informed, so that an agreement can be made with regard to the appropriate arrangements required. Every effort will be made to ensure that arrangements are put into place within two weeks.

Students

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

School nurses and other healthcare professionals

Our school nursing service will notify the school when a student has been identified as having a medical condition that will require support in school. This will be before the student 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 the school's nurses and notify them of any students identified as having a medical condition. They may also provide advice on developing IHPs.

Equal opportunities

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

Being notified that a child has a medical condition

We will aim to identify children with medical needs on entry to the school by working in partnership with parents/carers and following the process outlined in the document 'Process for identifying children with a health condition' produced by the Southern Health School Nursing Team in conjunction with the Children's Services Health and Safety Team. We will use the 'Health Questionnaire for Schools' to obtain the information required for each child's medical needs to ensure that we have appropriate arrangements in place prior to the child commencing at the school to support them accordingly.

Parents/carers are asked to complete a medical questionnaire before the child begins their placement at the Eaglewood School. Those returned stating there is a medical need will be followed up by the Deputy Head to ensure the Tutor/SENCO are informed so that an agreement can be made with regard to the appropriate arrangements required. Every effort will be made to ensure that arrangements are put into place within two weeks.

Where a formal diagnosis is awaited or is unclear, we will plan to implement arrangements to support the child, based on the current evidence available for their condition. We will ensure that every effort is made to involve some formal medical evidence and consultation with the parents/carers.

Students medical conditions are listed on ARBOR

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

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

See Appendix 1.

Individual Healthcare Plans

Statutory Requirement: The Senior Leadership Team will ensure that the school's policy covers the role of Individual Healthcare Plans, and who is responsible for their development in supporting children at school with medical conditions.

We recognise that Individual Healthcare Plans are recommended, in particular where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long term and complex. However, not all children will require one. The school, healthcare professional and parent/carer will agree based on evidence when a Healthcare Plan would be inappropriate or disproportionate referring to the 'Process for developing IHP's' flow-chart produced by the DfE for guidance.

Where children require an Individual Healthcare Plan it will be the responsibility of the school's Medical lead to work with parents/carers and relevant healthcare professionals to write the plan.

A Healthcare Plan (and its review) may be initiated in consultation with the parent/carer, by a member of school staff or by a healthcare professional involved in providing care to the child. The Deputy Head will work in partnership with the parents/carer, and a relevant healthcare professional e.g. school, specialist or children's community nurse, who can best advise on the particular needs of the child to draw up and/or review the plan. Where a child has a special educational need identified in a statement or Educational Health Care (EHC) plan, the Individual Healthcare Plan will be linked to or become part of that statement or EHC plan in consultation with the SENCO.

We may also refer to the flowchart contained within the document 'Process for identifying children with a health condition' for identifying and agreeing the support a child needs and then developing the Individual Healthcare Plan.

If a child is returning following a period of hospital education or alternative provision (including home tuition), that we will work with Hampshire County Council and education provider to ensure

that the Individual Healthcare Plan identifies the support the child will need to reintegrate effectively. Class tutors will support those students who are self-isolating or affected by COVID anxiety.

Statutory Requirement: The Senior Leadership Team should ensure that all plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. Plans should be developed with the child's best interests in mind and ensure that the school assesses and manages the risks to the child's education, health and social well-being and minimise disruption.

The Deputy Head will update the review dates and monitor current IHP's to ensure reviews are in place at least annually or if there are any changes to prompt review.

Statutory Requirement: When deciding what information should be recorded on Individual Healthcare Plans, the medical lead should consider the following

- the medical condition, its triggers, signs, symptoms and treatments
- the student'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
- specific support for the student'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 (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this should 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 child'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 child's condition and the support required

- arrangements for written permission from parents/carers and the Headteacher for medication to be administered by a member of staff, or self-administered by the student 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 child can participate, e.g. risk assessments
- where confidentiality issues are raised by the parent/carer/child, the designated individuals to be entrusted with information about the child's condition
- what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency Healthcare Plan prepared by their lead clinician that could be used to inform development of their Individual Healthcare Plan

Managing medicines

Statutory Requirement: The Senior Leadership Team will ensure that the school's policy is clear about the procedures to be followed for managing medicines.

The administration of medicines is the overall responsibility of the parents/carers. Where clinically possible we will encourage parents/carers to ask for medicines to be prescribed in dose frequencies which enable them to be taken outside of school hours. However, the Headteacher is responsible for ensuring children are supported with their medical needs whilst on site, therefore this may include managing medicines where it would be detrimental to a child's health or school attendance not to do so.

We will not give prescription or non-prescription medicines to a child under 16 without their parent's/carers written consent (a 'parental agreement for setting to administer medicines' form will be used to record this), except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents/carers. In such cases, we will make every effort to encourage the child or young person to involve their parents/carers while respecting their right to confidentiality.

All administered medicines are documented on ARBOR. Parental consent will be gained to store and administer students' medication.

The name of the child, prescribed dose, expiry and shelf life dates will be checked before medicines are administered.

On occasions where a child refuses to take their medication, the parents/carers will be informed at the earliest available opportunity.

We 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, their dosage and storage. Insulin is the exception, which must still be in date but will generally be available to schools inside an insulin pen or a pump, rather than its original container.

Children who are able to use their own inhalers themselves are encouraged to carry it with them. If the child is too young or immature to take personal responsibility for their inhaler or it is just an occasional use inhaler they will be stored in reception where they are easily accessible at any time.

We will only administer non-prescribed medicines on request from the parent/carer if they are in clearly identifiable packaging and only on a short-term basis (Where the school have concerns they will seek further guidance from their School Nurse).

It is our policy to give age appropriate doses of paracetamol to secondary age children as described on the packet, if written consent from the parents/carers has been received in advance of administration.

We will check that they have not previously taken any medication containing paracetamol within the preceding four hours and only give one dose.

We will never administer Aspirin or medicine containing Ibuprofen to any child under 16 years old unless authorised by a parent/carer.

All other pain relief medicine will not be administered without first checking maximum dosages and when previously taken. We will always inform parents/carers.

Emergency medicines will be stored in a safe location within the school, but not locked away, to ensure they are easily accessible in the case of an emergency.

Types of emergency medicines include:

- Injections of adrenaline for acute allergic reactions
- Inhalers for asthmatics
- Injections of Glucagon for diabetic hypoglycaemia

Storage: All medication, other than emergency medication, will be stored safely in a locked cabinet, where the hinges cannot be easily tampered with and cannot be easily removed from the premise.

Where medicines need to be refrigerated, they will be stored in the staffroom refrigerator in a clearly labelled airtight container. There must be restricted access to a refrigerator holding medicines.

Children will be made aware of where their emergency medicines are at all times and be able to access them immediately where appropriate. Where relevant they should know who holds the key to the storage facility.

Medicines such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children and not locked away. We will also ensure that they are readily available when outside of the school premises or on school trips.

Storage of medication whilst off site will be maintained at steady temperature and secure. There will be appropriately trained staff present to administer day to day and emergency medication and copies of Individual Healthcare Plans are accessible online via ARBOR to ensure appropriate procedures are followed. It is the responsibility of the Deputy Head to ensure this point is actioned.

Disposal: It is the responsibility of the parents/carers to dispose of their child's medicines. It is our policy to return any medicines that are no longer required, including those where the date has expired, to the parents/carers. Parents/carers will be informed of this when the initial agreements are made to administer medicines. Medication returned to parent/carers will be documented on the tracking medication consent form.

Sharps boxes will be in place for the disposal of needles **if necessary**. Collection and disposal of these will be arranged locally through Initial Hygiene who will remove them from site as required.

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.

Controlled drugs will be securely stored in a non-portable container which only named staff will have access to. We will ensure that the drugs are easily accessible in an emergency situation. A record will be kept of any doses used and the amount of the controlled drug held in school. There may be instances where it is deemed appropriate for a child to administer their own controlled medication. This would normally be at the advice of a medical practitioner. Where an individual child is competent to do so and following a risk assessment, we may allow them to have prescribed controlled drugs on them with monitoring arrangements in place.

Students managing their own needs

Statutory Requirement: The Senior Leadership Team will ensure that the school's policy covers arrangements for children who are competent to manage their own health needs and medicines.

Where possible, and in discussion with parents/carers, children that are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be recorded in their Individual Healthcare Plan. The Healthcare Plan will reference what will happen

should a child who self-administers refuse to take their medication (this will normally be informing the parent/carer at the earliest opportunity).

For students who have Diabetes /Asthma /Allergies, where possible we will endeavour to ensure that children can carry their own medicines and relevant devices or have easy access to allow for quick self-medication. We will agree with relevant healthcare professionals/parent/carer the appropriate level of supervision required and document this in their Healthcare Plan.

Unacceptable practice

Statutory Requirement: The Governing Board will ensure that the school's policy is explicit about what practice is not acceptable.

Staff are expected to use their discretion and judge each child's Individual Healthcare Plan on its merits, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents/carers; 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;
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;

- 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/carer should have to give up working because the school is failing to support their child's medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips e.g. by requiring parents/carers to accompany the child.

Emergency procedures

Statutory Requirement: The Senior Leadership Team will ensure that the school's policy sets out what should happen in an emergency situation.

Where a child has an Individual Healthcare Plan, this will clearly define what constitutes an emergency and provide a process to follow. All relevant staff will be made aware of the emergency symptoms and procedures. We will ensure other children in the school know what to do in the event of an emergency i.e. informing a teacher immediately if they are concerned about the health of another child.

Where a child is required to be taken to hospital, a member of staff will stay with the child until their parents/carers arrives, this includes accompanying them to hospital by ambulance if necessary (taking any relevant medical information, care plans etc. that the school holds). The Deputy Head will ensure this is implemented.

Day trips / off site activities

Statutory Requirement: The Senior Leadership Team should ensure that their arrangements are clear and unambiguous about the need to support actively students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

We will ensure that teachers are aware of how a child's medical condition will impact on their participation in any off site activity or day trip, but we will ensure that there is enough flexibility for all children to participate according to their own abilities within reasonable adjustments.

We will consider what reasonable adjustments we might make to enable children with medical needs to participate fully and safely on visits. We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. We will consult with parents/carers and students and advice from the relevant healthcare professional to ensure that students can participate safely.

The Deputy Head/ SENCO will ensure the above actions are implemented.

Home-to-school transport

This is the responsibility of local authorities, who may find it helpful to be aware of a student's Individual Healthcare Plan and what it contains, especially in respect of emergency situations. This may be helpful in developing transport Healthcare Plans for students with life-threatening conditions

Training

Statutory Requirement: The Senior Leadership Team should ensure that this policy clearly sets out how staff will be supported in carrying out their role to support children with medical conditions, and how this will be reviewed. It should specify how training needs will be assessed and by whom training will be commissioned and provided.

The school policy should be clear that any member of school staff providing support to a child with medical needs should have received suitable training.

Staff must not administer prescription medicines or undertake any health care procedures without the appropriate training (updated to reflect any Individual Healthcare Plans)

All nominated staff will be provided with awareness training on the school's policy for supporting children with medical conditions which will include what their role is in implementing the policy.

This will be considered on an individual basis. This training will be carried out as appropriate or necessary and reviewed annually.

Where required we will work with the relevant healthcare professionals to identify and agree the type and level of training required and identify where the training can be obtained from. This will include ensuring that the training is sufficient to ensure staff are competent and confident in their ability to support children with medical conditions. The training will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs and therefore allow them to fulfil the requirements set out in the Individual Healthcare Plan. Any training undertaken will form part of the overall training plan for the school and refresher awareness training will be scheduled at appropriate intervals agreed with the relevant healthcare professional delivering the training.

Record keeping

The Governing Board will ensure that written records are kept of all medicine administered to students for as long as these students are at the school. Parents/carers will be informed if their child has been unwell at school.

IHPs are kept in a readily accessible place which all staff are aware of.

Liability and indemnity

Statutory Requirement: The Senior Leadership Team will ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.

Staff at the school who have agreed to administer medication or undertake a medical procedure to children are indemnified under the school's insurance policy.

To meet the requirements of the indemnification, we will ensure that staff at the school have parents'/carers' permission for administering medicines and members of staff will have had training on the administration of the medication or medical procedure

We will ensure that we are a member of the Department for Education's risk protection arrangement (RPA).

Complaints

Parents/carers with a complaint about their child's medical condition should discuss these directly with the Headteacher in the first instance. If the Headteacher cannot resolve the matter, they will direct parents/carers to the school's complaints procedure.

Monitoring arrangements

This policy will be reviewed and approved by the Governing Board every year.

Links to other policies

This policy links to the following policies:

- Accessibility Plan
- Complaints Policy
- First Aid Policy
- Health and Safety Policy
- Safeguarding Policy
- SEND Policy

Appendix 1: Being notified a child has a medical condition

