



**ROSEWOOD FREE SCHOOL**

**Title:** Supporting Students with Medical Conditions Policy

**Lead Reviewer:** Deputy Head

**Who this is aimed at:** Whole School Community

Version	Reason for Change
V1	

<b>Date Initially Implemented</b>	January 2023		
<b>Frequency of Review</b>	Every 3 years	<b>Date of Next Review</b>	January 2026

## Policy Statement

This policy aims to ensure that:

- Pupils, staff, 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 governing board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupils' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Developing and monitoring individual healthcare plans (IHPs)

The named person with responsibility for implementing this policy is Zoe Evans, headteacher.

## Legislation and Guidance

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.

Part 3 of the Children and Families Act also details the joint responsibility of the Local Authority and Health Commissioners to make arrangements to secure education, health and care provision to be secured for children who have special educational needs and healthcare needs.

It is also based on the Department for Education (DfE)'s statutory guidance on [supporting pupils with medical conditions at school](#).

**Commented [ZE1]:** There is a section of the Children's act that applies specifically for children with complex health needs and disabilities that includes the CCG responsibility to provide

**Commented [ZE2]:** There is also mention in this document of complex health

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

## **Roles and Responsibilities**

### **The Governing Board**

The governing board has ultimate responsibility to make arrangements to support pupils 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**

Working with the commissioned healthcare support in the school, the headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there are a sufficient number of trained staff available to implement this policy and deliver against all individual care plans, 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 implementation of care plans, in collaboration with health colleagues from the Special School Nursing Team
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- 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**

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions. This does not include the administration of medicines, which, at Rosewood, is a duty undertaken by the Special School Nursing Team.

Those staff 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.

Teachers will consider the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

## **Families**

Families will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's care plan and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the care plan, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

## **Learners**

Learners with medical conditions will be fully involved in discussions about their medical support needs as detailed in the Rosewood Pupil Charter.

## **School nurses and other healthcare professionals**

The Special School Nursing Team will work in collaboration with all relevant healthcare professionals to identify a learner's medical conditions which will require support in school. This will be before the pupil starts school. They will also support staff to implement a child's care plan.

Healthcare professionals, such as GPs, Paediatricians, Consultants and Therapists will liaise with the school's nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing care plans.

### **Equal opportunities**

Rosewood free 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, learners, their families, and any relevant healthcare professionals will be consulted.

### **Being notified that a child has a medical condition**

When the school is notified that a learner has a medical condition, the process outlined below will be followed to decide whether the learner requires a care plan.

The school will make every effort to ensure that arrangements are put into place as soon as possible.

### **Care Plans**

In conjunction with the commissioned healthcare services who develop Care Plans, the headteacher is responsible for the implementation of Care Plans for pupils with medical conditions. Plans will be reviewed at least annually, or earlier if there is evidence that the learner's needs have changed. Plans will be developed with the learner's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Plans will be drawn up in partnership with the school, families, 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. Care Plans will be linked to, or become part of, their education, health and care (EHC) plan.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board, headteacher and the Special School Nursing team will consider the following when deciding what information to record on Care Plans:

- The medical condition, its triggers, signs, symptoms and treatments
- The learner'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 learner's educational, social and emotional needs.
- The level of support needed, including in emergencies.
- 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 learner's condition and the support required
- Arrangements for written permission from parents and the headteacher for medication to be administered by the special school nursing team
- 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
- Where confidentiality issues are raised by the family, the designated individuals to be entrusted with information about the learner's condition
- What to do in an emergency, including who to contact, and contingency arrangements

## **Managing medicines**

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

- When it would be detrimental to the learner'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. Families 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. 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.

## **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.

All controlled drugs are kept securely in the Nurses' office and only the Special School Nursing Team have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

## **Emergency procedures**

Staff will follow the school's normal emergency procedures (for example, calling 999). All learners' care plans will clearly set out what constitutes an emergency and will explain what to do.

If a learner needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

## **Training**

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of care plans.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the headteacher and class teacher where appropriate. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the care plans
- Help staff to understand the specific medical conditions they are being asked to deal with, their implications and preventative measures

The Special School Nursing team will confirm competencies for all staff involved in delivering a delegated nursing task to learners.

All staff will receive training 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 and probation.

## **Record keeping**

Solent NHS Trust and the Special School Nursing Team ensure that written records are kept of all medicine administered to pupils



for as long as these pupils are at the school. Parents will be informed if their pupil has been unwell at school.

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

### **Liability and indemnity**

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

Rosewood free School is a member of the Department for Education's risk protection arrangement (RPA).

### **Complaints**

Parents 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 to the school's complaints procedure.

### **Monitoring Arrangements**

This policy will be reviewed annually. At every review, it will be approved by the full governing board.

### **Related Documents**

This document should be read in conjunction with the Children with Health Conditions who cannot attend school policy, Managing Children with Complex Needs, Administration of Medication, First Aid, Health & Safety, Safeguarding and SEND Policies, as well as Rosewood's Pupil Charter.

### **Complaints**

Any employee is entitled to make a complaint in respect of any breach of this Policy through the Trust's Grievance Policy and Procedure.