



LAKESIDE
SCHOOL

Supporting Pupils with Medical Needs

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Name of School:	LAKESIDE
Name of Head teacher:	Mr G. Evans
Date Policy approved and adopted:	Sept 2018
Date Due for review:	Sept 2019

Introduction

Section 100 of The Children and Families Act 2014 places a duty on the governing body of this school, to make arrangements for supporting children at their premise with medical conditions. The Department of Education have produced statutory guidance 'Supporting Pupils with Medical Conditions' and we will have regard to this guidance when meeting this requirement.

We will endeavour to ensure that pupils with medical conditions are properly supported so that they have full access to education, including school trips and physical education. The aim is to ensure that all pupils with medical conditions, in terms of both their physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

It is our policy to ensure that all medical information will be treated confidentially by the Head teacher and staff. All administration of medicines is arranged and managed in accordance with the Supporting Pupils with Medical Needs document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

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.

We recognise that medical conditions may impact social and emotional development as well as having educational implications.

Key Roles & Responsibilities

Statutory Requirement: The governing body should ensure that the school's policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support children at school with medical conditions.

The Governing Body is responsible for: making arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented.

The governing body should ensure that enough staff have received suitable training and are competent before they take on responsibility to support pupils with medical conditions.

The Head teacher is responsible for: ensuring that their school's policy is developed and effectively implemented with partners. This includes that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. Head teachers should ensure that all staff, who need to know are aware of the pupil's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual health care plans, including in contingency with emergency situations. This may involve recruiting a member of staff for this purpose.

Head teachers have overall responsibility for the development of individual health care plans. They should also make sure that school staff, are appropriately insured and aware that they are insured to support pupils in this way. They should contact the school nursing service in the case of any pupils 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.

Teachers and Support Staff: may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of a teacher's professional duties, they should take into account the needs of the pupils with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support pupils with medical conditions. Any member of staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

The School Link Nurse is responsible for: notifying the school when a pupil has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the pupil's starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support pupils with medical conditions, but may support staff on implementing a pupils individual health care plan and provide advice and liaison ie: on training. School nurses can liaise with lead clinicians locally on appropriate support for the pupil and associated staff needs, ie: there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to a pupil's medical condition.

Local Arrangements

Identifying children with health conditions

Statutory Requirement: The Governing body will ensure that the policy sets out the procedures to be followed whenever a school is notified that a pupil has a medical condition.

We will aim to identify pupils with medical needs on entry to the school by working in partnership with parents/ carers, previous schools 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 pupils medical needs to ensure that we have appropriate arrangements in place prior to the pupil commencing at the school to support them accordingly.

Where a formal diagnosis is awaited or is unclear, we will plan to implement arrangements to support the pupil, 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.

Individual health care plans

Statutory Requirement: The Governing body should ensure that the school's policy covers the role of individual healthcare plans, and who is responsible for their development in supporting pupils 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 pupils will require one. The school, healthcare professional and parent will agree based on evidence when a healthcare plan would be inappropriate or disproportionate.

Where pupils require an individual healthcare plan it will be the responsibility of Mr B. Ryder to work with key staff, parents 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 pupil. Mr B. Ryder (senior manager) will work in partnership with the parents/carer, and a relevant healthcare professional eg: school, specialist or children's community nurse, who can best advise on the particular needs of the pupil to draw up and/or review the plan. Where a pupil 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.

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 pupil needs and then developing the individual healthcare plan.

We will use the individual healthcare plan template produced by the DFE to record the plan.

If a pupil is returning following a period of hospital education or alternative provision (including home tuition), we will work with Hampshire County Council and education provider to ensure that the individual healthcare plan identifies the support the pupil will need to reintegrate effectively.

Statutory Requirement: The governing body 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.

Where a pupil has a special educational need identified in a statement or EHC plan, the individual health care plan should be linked to become part of the statement.

If a pupil has an Educational health care plan (EHC) plan it will be reviewed annually as part of their EHC statement, or more frequently if the need arises, ie; the pupils needs change or it is requested.

Mr B Ryder will be responsible for ensuring that plans are reviewed annually or if particular changes require a review to be more frequent.

Statutory Requirement: When deciding what information should be recorded on individual healthcare plans, the governing body should consider the following:

The medical condition, its triggers, signs, symptoms and treatments;

The pupil'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, eg: crowded corridors, travel time between lessons;

Specific support for the pupil's educational, social and emotional needs- eg: 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 pupils will be able to take responsibility for their own health needs) including emergencies. If a pupil 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 pupil's medical condition from a health care professional and cover arrangements for when they are unavailable;

Who in the school needs to be aware of the pupils condition and the support required;

Arrangements for written permission from parents and the Head teacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours;

Separate arrangements or procedures required for the school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, eg: risk assessments;

Where confidentiality issues are raised by the parents/ pupil, the designated individuals to be trusted with information about the pupil's condition and what to do in an emergency, including who to contact and contingency arrangements. Some pupils may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

Staff training

Statutory Requirement: The Governing Body should ensure that this policy clearly sets out how staff will be supported in carrying out their role to support pupils 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 pupil 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 new staff will be inducted on the policy when they join the school through initial induction on a one to one basis with a nominated member of staff. Records of this training will be kept on file by the H&S coordinator and updated as and when necessary.

All key staff will be provided awareness training on the school's policy for supporting pupils with medical conditions which will include what their role is in implementing the policy. This training will be carried out annually and/or following a review of the policy.

The awareness training will be provided/ organised by Mr B. Ryder (senior manager) through external agencies/ trainers during annual inset days or additional training as and when required to meets the needs of our pupils.

We will retain evidence that staff have been provided the relevant awareness training by inset day programmes, signature sheets and certification.

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 pupils 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.

A Staff, training record will be completed to document the type of awareness training undertaken, the date of training and the competent professional providing the training.

The child's role

Statutory Requirement: The Governing body 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, pupils 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 pupil who self-administers refuse to take their medication (this will normally be informing the parent/carer at the earliest opportunity).

Where possible we will endeavour to ensure that pupils 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/parents the appropriate level of supervision required and document this in their healthcare plan.

Managing medicines on School Premises

Statutory Requirement: The Governing Body 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 to ask for medicines to be prescribed in dose frequencies which enable them to be taken outside of school hours. However, Mr B. Ryder is responsible for ensuring pupils are supported with their medical needs whilst on site, therefore this may include managing medicines where it would be detrimental to a pupils health or school attendance not to do so. (*See schools administration of medicines policy*).

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. In such cases, we will make every effort to encourage the child or young person to involve their parents while

respecting their right to confidentiality.

A documented tracking system to record all medicines received in and out of the premises is in place. The tracking system used as a register is a hard backed book for both school and the boarding provision and the daily dispensing system is a loose leaf sheet.

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

On occasions where a pupil refuses to take their medication the parents 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.

Pupils who are able to use their own inhalers themselves are encouraged to carry it with them. If the pupil is too young or immature to take personal responsibility for their inhaler, staff should make sure that it is stored in a safe but readily accessible place, and clearly marked with the pupil's name.

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 pupil to administer their own controlled medication. This would normally be at the advice of a medical practitioner. *(Where an individual pupil 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).*

We will only administer non-prescribed medicines on request from the parent 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 link School Nurse).

It is our policy to give age appropriate doses of paracetamol to secondary age pupils as described on the packet, if written consent from the parents has been received in advance of administration. We will check that they have not previously taken any medication containing paracetamol within the preceding 4 hours and only give one dose. Phone calls will be made home to inform parents/ carers and a record kept.

We will never administer aspirin or medicine containing Ibuprofen to any child under 16 years old unless prescribed by a doctor.

All other pain relief medicine will not be administered without first checking maximum

dosages and when previously taken. We will always inform parents.

Any homeopathic remedies to be administered will require a letter of consent from the child's doctor and will be administered at the discretion of the Head teacher.

Emergency medicines will be stored in a safe location 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

Other emergency medication ie. Rectal diazepam or Buccal Midazolam for major seizures will be stored in accordance with the normal prescribed medicines procedures (*see storage section*).

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 a clearly labelled airtight container, in the refrigerator in the locked staff room.

Pupils will be made aware of where their medicines are at all times and be able to access them through staff, immediately where appropriate. Where relevant they should *know who holds the key* to the storage facility. *In the school this is Leric Childress , (Barry Ryder senior manager), the boarding house this is Dan Healy/ Linda Howard, (Barry Ryder senior manager).*

Medicines such as asthma inhalers, blood glucose testing meters and adrenaline pens and other emergency medications will always be readily available to pupils and not locked away. We will also ensure that they are readily available when outside of the school premises or on school trips, (trip leaders must liaise with relevant member of staff responsible for the day to day medication/ first aid issues, prior to any trips).

Storage of medication whilst off site will be maintained at steady temperature (when necessary) and secure. There will be appropriately trained staff present to administer day to day and emergency medication and copies of the schools Administration of medicines policy and individual health care plans will be taken off site to ensure appropriate procedures are followed.

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 schools tracking system.

Sharps boxes will be in place for the disposal of needles. Collection and disposal of these will be arranged locally through "SUEZ hygiene" who will remove them from site on a monthly basis.

Medical Accommodation

The school does not have any designated medical accommodation. A location/room will be made available when required.

Record keeping

Statutory Requirement: The governing body should ensure that written records are kept of all medicines administered to children.

A record of what has been administered including how much, when and by whom, will be recorded on a 'medication administration' form. The form will be kept on file. Any possible side effects of the medication will also be noted and reported to the parent/carers. (Please also refer to the schools administrating of medicines policy)

Emergency Procedures

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

In the event of an emergency and an ambulance is required at the school premises, please use the emergency template form at, Annex A. When off-site, this information will be required for your specific location in the event of an ambulance being required.

Where a pupil 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 pupils in the school know what to do in the event of an emergency ie: informing a teacher immediately if they are

concerned about the health of another pupil.

Where a pupil is required to be taken to hospital, a member of staff will stay with the pupil until their parents arrive, this includes accompanying them to hospital by ambulance if necessary (taking any relevant medical information, care plans etc, that the school holds).

Day trips/off site activities

Statutory Requirement: The Governing body should ensure that their arrangements are clear and unambiguous about the need to support actively pupils 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/ support staff are aware of how a pupil'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 pupils to participate according to their own abilities within reasonable adjustments.

We will consider what reasonable adjustments we might make to enable pupils 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 pupils with medical conditions are included. We will consult with parents and pupils and seek advice from the relevant healthcare professional to ensure that pupils can participate safely.

Other issues

Home school transport: staff, are aware of issues relating to pupils that travel on the home to school minibuses. Those private cab company's employed by Hampshire are aware of the needs of any of our pupils that may involve emergency situations.

Defibrillators: Lakeside has a defibrillator which is located in the boarding house staff room. We have had 7 staff across the school site, trained to use the defibrillator. (*Sudden cardiac arrest is when the heart stops beating and can happen to people at any age and without warning. When it does happen, quick action in the form of early CPR and defibrillation can help save lives. A defibrillator is a machine used to give an electric shock to restart a patients heart when they are in cardiac arrest. Modern defibrillators are easy and safe to use).*

Asthma inhalers: we currently have a number of pupils at Lakeside school that require the use of these devices. They supply their own inhaler. The school have purchased an inhaler to be used in emergencies only, (this is kept within the staff room in the school block). These along with other emergency medicines can be found on top of the medicine cabinet in the staff room.

Unacceptable practice

Statutory Requirement: The governing body 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 pupil's individual healthcare plan on its merits, it is not generally acceptable practice to:

- prevent pupils from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every pupil with the same condition requires the same treatment;
- ignore the views of the pupil or their parents; or ignore medical evidence or opinion (although this may be challenged);
- send pupils 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 pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- penalise pupils for their attendance record if their absences are related to their medical condition, eg. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents 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; or
- prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips eg: by requiring parents to accompany the child.

Liability and Indemnity

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

Staff at Lakeside school, are indemnified under the County Council self-insurance arrangements.

The County Council is self-insured and have extended this self-insurance to indemnify school staff who, have agreed to administer medication or undertake a medical procedure to children. To meet the requirements of the indemnification, we will ensure that staff, at Lakeside school have parent’s permission for administering medicines and members of staff will have had training on the administration of the medication or medical procedure.

Complaints

Statutory Requirement: The governing body will ensure that the school’s policy sets out how complaints may be made and will be handled concerning the support provided to pupils with medical conditions.

Should parents or pupils be dissatisfied with the support provided they can discuss their concerns directly with the Head teacher. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school’s complaints procedure.

Signature of Responsible Manager/Head teacher:	
Date:	

ANNEX (A)

In an emergency request an ambulance and be ready with the information below.

1. Your telephone number
2. Your name
3. Your location as follows (school or current location)
4. Postcode if known
5. Provide exact location of the patient
6. Provide name of the child and brief description of their symptoms
7. Inform ambulance control of the best entrance/ approach to use and state that the crew will be met and taken to the patient
8. Put a copy of this completed form by the phone