

School / Department	
Policy Name	<u>NASAT: Supporting Students with Medical Needs</u>
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Purpose / Aims

Students with medical conditions should be properly supported so that they can play an active part in school, remain healthy and are able to achieve their academic potential, with full access to education and the same opportunities at school as any other student.

We recognise that students with long-term and complex medical conditions may require on-going support, medicines or care while at school to help them to manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances.

We also recognise that needs may change over time, and that this may result in extended absence from school. The school will make every effort to minimise the impact on a student's educational attainment and support his or her emotional and general well-being, including any necessary re-integration programmes.

Scope

- This policy applies to all students with medical needs attending a school in the NAS Academies Trust
- This policy must be read in conjunction with each schools local procedures for administering medication.

Roles & Responsibilities

NASAT Directors ("the Board") responsibilities:

- Ratify and regularly review this policy.
- The Board to monitor effectiveness and approve this policy

Local Governing Body responsibilities:

- Implement and monitor the effectiveness of the policy and advise the Board of any necessary changes.

- To ensure that any issue that may be perceived as a potential reputational risk to the trading name of the NAS Academies Trust is referred to the Board.
- To ensure that students in school with medical conditions are supported.
- To ensure that staff receive suitable training and that they are competent before they take on the responsibility to support students with medical conditions.
- To ensure that any members of school staff who provide support to students with medical conditions are able to access information and other teaching support materials as needed.

Principal

- Ensure that the Supporting Students with Medical Conditions Policy is developed and implemented and all staff are aware of the policy and that they understand their role in implementing the policy.
- Ensure that all staff who need to know are aware of a student's condition
- Ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all the individual healthcare plans, including in contingency and emergency situations.
- Have overall responsibility for the development and monitoring of individual healthcare plans.
- Ensure that all staff are appropriately insured to support students in this way.
- Liaise with the school nurse in respect of a student who has a medical condition, including in cases where the situation has not yet been brought to the attention of the school nursing service.

School Staff

- Any member of the school staff may be asked to provide support to students with medical conditions, including the administration 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 students with medical conditions they teach.
- School staff should undertake training before they take on responsibility to support children with medical conditions.
- All members 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

- Parents should provide the school with sufficient and up-to-date information about their student's medical needs.
- Parents are seen as key partners and they will be involved in the development and review of their student's individual healthcare plan, and will be involved in its drafting.
- Parents should carry out the action they have agreed to as part of its implementation, e.g. Provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Students

- Students with medical conditions may be best placed to provide information about how their condition affects them.
- Students will be involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

Local Authority

- The Local Authority has a duty to commission a school nurse service as required.
- It is expected that the Local Authority will provide support, advice and guidance, including suitable training for school staff.

Healthcare professionals

- Healthcare professionals should notify the nurse when a child has been identified as having a medical condition that will require support from the school.
- advise on training that will help ensure that all medical conditions affecting students in the school are understood fully
- Healthcare professionals should also be involve in the development of individual healthcare plans where necessary.

Individual Healthcare Plans

A student who has a medical condition that is long term with acute episodes, requires on-going support, and involves the need for medication and/or care whilst at school must have an Individual Healthcare Plan (“IHP”).

The Principal will delegate responsibility for developing IHPs to the SENCO. The purpose of the IHP is to ensure that provides clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and they are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex. However, not all students will require one. The school, healthcare professionals and parents should agree, based on evidence, when a IHP would be inappropriate or disproportionate. If consensus cannot be reached, the Principal is best placed to take a final view.

IHPs, and their review, may be initiated, in consultation with the parent, by a member of school staff or a healthcare professional involved in providing care for the student. IHPs will be drawn up in partnership between the school, parents, and a relevant healthcare professional, e.g. Specialist or community nurse. Wherever possible, the student will also be involved in the process. The aim is to capture the steps which a school should take to help the student manage their condition and overcome any potential barriers to getting the most from their education. Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures and this will be reflected within IHP. Responsibility for ensuring the IHP is finalised rests with the school.

The IHPs are reviewed at least annually, or earlier if evidence is presented that the student’s needs have changed. The IHPs are devised with the student’s best interests in mind, ensuring that an assessment of risk to the student’s education, health and social well-being is managed well so to minimise disruption.

Reviews will be linked to any statement of special education needs or education health and care (“EHC”) plan.

IHPs must:

- Be clear and concise.
- Be written in partnership with parents, student, healthcare professional and key staff.
- Be reviewed annually or when there is a change in the condition of the student.
- Be easily accessible whilst preserving confidentiality.
- Outline educational provision if the student is unable to attend school.
- Contain details of the medical condition, its triggers, signs, symptoms and treatments.
- Include relevant SEN information.
- Provide details of 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, modifications to buildings, furniture or equipment, and

environmental issues e.g. crowded corridors, travel time between lessons.

- Outline specific support for the student's educational, social and emotional needs – for example, how absences will be managed, changes to the school day and details of a personalised curriculum, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions etc.
- Outline the level of support needed, (some students will be able to take responsibility for their own health needs), including in emergencies. If a student is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.
- State who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student's medical condition from healthcare professional; and cover arrangements for when they are unavailable.

The IHP is a confidential document. The level of detail within will depend on the complexity of the student's condition and the degree of support needed. Where a student has a special educational need, but does not have a statement or EHC plan, their special educational needs will be mentioned in their individual healthcare plan.

Staff Training and Support

Training needs for staff will be assessed by looking at the current and anticipated needs of students already on the roll. It may be possible to determine training needs by early information relating to a student about to be admitted to the school. All members of staff providing support to a student with medical needs will have been trained beforehand. Staff who provide support to students with medical conditions will be included in meetings where this is discussed.

The type of training, and frequency of refresher training, will be determined by the actual medical condition that a student may have and this will be supported by the Governing Body. Some training may be arranged by the school, and other types may make use of the skills and knowledge provided by the school nurse service, or specialist nurse services, among others. Other training may involve on-site or off-site provision. Parents will be asked to supply specific advice and then this will be reinforced with healthcare professional advice. All staff (including supply staff) will be made aware of the specific needs of each student with a medical condition and will be competent and confident enough to deliver the support. It must be noted that a First Aid certificate alone will not suffice for training to support students with medical conditions. The school will ensure that adequate cover arrangements are made in respect of staff absences to ensure that an appropriately trained member of staff is always available.

Managing medicines on school premises

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. If this is not possible, where appropriate, children will be allowed to carry their own medicines and relevant devices or will be able to access their medicines for self-medication quickly and easily. Children who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, relevant staff will help to administer medicines and manage procedures for them.

In doing so, the following will apply:

- Medicines will only be administered at school when it would be detrimental to a student's health or school attendance not to do so.
- No student will be given prescription or non-prescription medicines without their parent's written consent – except in exceptional circumstances where the medicine has been prescribed to the student without the knowledge of the parents.
- Non-prescription medicines will be administered by parents, should they be needed during the school day. For the administering of non-prescription medicines during an educational visit, parents should provide written consent.
- No student will be given a medicine containing aspirin unless it has been prescribed by a doctor. Parents will be required to give their written consent.
- 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 exception to this is insulin which must be in-date, but will generally be available to schools inside an insulin pen or pump, rather than its original container.
- Medicines will be stored safely in the designated area. Some medicines may be stored in classroom store rooms. Students who need to access their medicines immediately, such as those requiring asthma inhalers, will be shown where they are. On educational visits, medicines will also be available and they will be looked after by a relevant member of staff.
- If a controlled drug has been prescribed, it will be kept securely and stored in a non-portable container. Named staff only will have access to such medication so that it can be administered to the specific student. The school will keep a record of doses administered, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered will be noted

When no longer required, medicines should be returned to the parent to arrange for safe disposal.

Written records will be kept of all medicines administered to students and parents will be informed if their student has been unwell at school.

Emergency Procedures

A student's individual healthcare plan will clearly define what constitutes an emergency and the action to be taken, including ensuring that all relevant staff are aware of emergency symptoms and procedures. It may be necessary to inform other students in general terms so that they can inform a member of staff immediately if they think help is needed. If a student is taken to hospital, staff should stay with the student until the parent arrives, or accompany a student taken to hospital by ambulance. Accurate information about the student will be provided to the emergency services at the call out stage, during any first response stage, or subsequent moving on to hospital.

Educational Visits and Sporting Activities

The school will consider how a student's medical condition will impact on their participation. We will encourage all students to participate according to their ability and make any necessary reasonable adjustments, unless evidence from a clinician, such as a GP, states that this is not possible. The school will consider what reasonable adjustments may need to be made after carrying out a risk assessment so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. This will require consultation with parents and students and advice from the relevant healthcare professional to ensure that students can participate safely.

Unacceptable Practice

Although school staff should use their discretion and judge each case on its merits with reference to the student's individual healthcare plan, it is not generally acceptable practice to:

- Prevent students from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Assume that every student with the same condition requires the same treatment;
- Ignore the views of the student or their parents; or ignore medical evidence or opinion, (although this may be challenged);
- Send students 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 student becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- Penalise students 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, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their student, including with toileting issues. No parent should have to give up working because the school is failing to support their student's medical needs; or
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including educational visits, e.g. by requiring parents to accompany the student.

Liability and Indemnity

The Local Governing Body will ensure that appropriate insurance is in place and that it reflects the level of risk. The insurance covers staff providing support to students with medical conditions. From time to time, the school may need to review the level of cover for health care procedures and any associated related training requirements.

Complaints

Should parents/carers be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the complaints procedure outlined in the NAS Academies Trust Complaints Policy.