



Supporting Students with Medical Needs Policy

Chew Valley School

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A. Rationale

The Children and Families Act 2014 places a duty on governing bodies to make arrangements to support young people with medical conditions, both physical and mental. This is so they can ensure that “such children can access and enjoy the same opportunities at school as any other child”. Chew Valley School is committed to enabling all its children to learn, grow and achieve.

B. Aims:

The school will:

- Identify and provide for students who have medical conditions and needs;
- Provide support and advice for all staff working with students with medical conditions and needs that may require special access, accessibility or differentiation;
- Work within the guidance of the SEND Code of Practice 2014;
- Provide a broad and balanced curriculum, and wider extra- curricular programme for all students supporting those with special educational needs or disabilities;
- Work to remove barriers for learning and participation;
- Provide a secure environment in which all our students can flourish and achieve;
- Work in partnership with parents/carers and students, taking account of their views;
- Actively challenge discrimination and disadvantage.

Section 1: Roles and Responsibilities:

1.1 Governors:

- Governors will ensure that arrangements are in place to support students with medical conditions so that they can enjoy the same opportunities at school as any other student.
- Governors will ensure that the focus is on the needs of each individual student and how their medical condition impacts on their school life.
- Governors will ensure that staff are properly trained to provide the support that students need.
- Governors will ensure that policies, plans, procedures and systems are properly and effectively implemented.

1.2 Deputy Head Pastoral:

The Deputy Headteacher with responsibility for Pastoral Care will:

- Develop a policy to ensure that the medical needs of students are met within school and on school trips.
- Work with Assistant Headteacher, (Staffing and Training), to ensure that sufficient staff are suitably trained to meet the needs of children and young people with specific medical needs.
- Ensure that SIMS is used so that all relevant staff will be made aware of a student’s condition.
- Liaise with cover staff to ensure that briefings are given or notes provided for supply teachers,
- Liaise with trips co-coordinator to ensure risk assessments for school visits, holidays, and other school activities outside of the normal timetable are undertaken. Those risk assessments must take appropriate regard for the medical needs of all students.
- Liaise with Head of Year and School Health Nurse to ensure that Individual Healthcare Plans are set-up, reviewed regularly and are monitored for quality. For process for, and example of Individual Healthcare Plans, please see Appendix 1 and 2.

1.3 Heads of Year:

- When informed of a medical condition or need, a HOY should liaise with students, parents/carers and medical professionals to set-up or review an existing Individual Health Plan. This should be within two weeks of entry to school.
- Inform the SIMS Data Manager, the Reception staff/First Aid team and all of the student's teachers. Inform the School Nurses if they are not already aware.
- Store the Health Care Plan in a central space which can be easily accessible for staff and parents/carers to review.
- Review the plans at least annually or if and when medical needs change.
- Where students have medical needs or conditions, but parents/carers, medical professionals and staff agree, no individual plan is necessary.

1.4 Reception/First Aid Staff:

- Where practicable, they will issue the medicines for students who require support to take medicines within the school day, and support those who can self-medicate, recording this use in the Medical Administration form.
- Check regularly that parental signatures are in place and that medicines are in date and sufficiently stocked.
- Undertake or request training for coping with students with medical needs as well as first aid training.
- Ensure that medication is kept locked away and named clearly for individual student's use.
- Understand the process and procedures to undertake in an emergency.

1.5 All Staff:

Staff will

- Take proper note of the needs of the students within classes.
- Respond to the needs of all students within school with medical needs and understand the process to go through if students require help around the school.

1.6 School Nurses:

The School Nurse will:

- Be responsible for notifying school of medical needs and conditions for students of new and existing students.
- Support staff to ensure that high quality health care plans are put in place, reviewed appropriately and liaise with clinical leads for appropriate support.
- Provide support with staff training needs.

1.7 Parents and Carers:

Parents and Carers will be requested to:

- Provide the school with sufficient and up-to-date information about their child's medical needs.
- Engage with the school in the development and review of their child's Individual Healthcare Plan, carrying out any action they have agreed to as part of its implementation, e.g. providing medicines and equipment and ensuring they or another nominated adult are contactable at all times.

Section 2: Managing Medication on School Premises:

- Wherever possible, students will carry their own medicines and relevant devices so that they will be able to access their medicines for self-medication quickly and easily. If it is not appropriate for a student to self-manage, then relevant staff will help to administer medicines and manage procedures for them.
- If a student refuses to take medicine or carry out a necessary procedure, staff will not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents/carers will be informed so that alternative options can be considered.
- Medicines will only be administered at school when it would be detrimental to a student's health or school attendance not to do so.
- The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but may be supplied inside an insulin pen or a pump, rather than in its original container.
- Other medicines, such as migraine tablets, for infrequent use will be administered to students if written parental permission is given, the medicines are in-date and clear instructions are given about acceptable dosage.
- All medicines held by the school will be stored safely in a locked cupboard within the medical room. Some emergency medications will be held in Reception. Access to the key will be for Reception staff, First Aiders and the School Nurse. Students will know where their medicines are at all times and be able to access them immediately. This is particularly important to consider when outside of school premises e.g. on school trips
- Controlled drugs that have been prescribed for a student will be securely stored in a non-portable container and only named staff will have access with arrangements for easy accessibility in an emergency.
- The school will keep a record of all medicines administered to individual students, stating what, how and how much was administered, when and by whom, noting any adverse reaction should it occur.
- When no longer required, medicines must be returned to the parents/carers to arrange for safe disposal.
- Sharps boxes must always be used for the disposal of needles and other sharps.

Section 3: Record Keeping:

Written records must be kept of all medication issued to children. These will be held with the medicines in the Medical Room. These must be completed by the administering or issuing person.

Section 4: Emergency Procedures:

In an emergency, staff should call 999 immediately, then call parents/carers and finally consult the Individual Health Plan to check processes and procedures agreed as best practice.

Staff should stay with a student until a parent/carer arrives, this includes accompanying a student to hospital if necessary.

Students in school should be briefed about what to do in an emergency.

Section 5 Day: Trips: Residential Visits and Sporting Activities:

Teachers should be aware of how a child's medical condition will impact on their participation and make any reasonable adjustment possible to enable students with medical needs to take part.

This will require consultation with parents/carers and students and advice from the relevant healthcare professional to ensure that students can participate safely.

Section 6: Other Issues:

Home-school transport: The school will liaise with LA providers and individual bus companies when it is informed of a serious or life threatening medical condition that may need support with transport needs.

Two defibrillators are situated in school and the local NHS trust has been informed of their placement. Staff in both the Leisure centre and Reception/ First Aid staff are trained in the use of both machines.

Section 7: Complaints:

Parents/carers should refer complaints in the first instance to the Deputy Head, (Pastoral). If they are unhappy with the school's response then the normal complaints procedures apply and information on how to complain is held on the school website.

Related documents and Policies

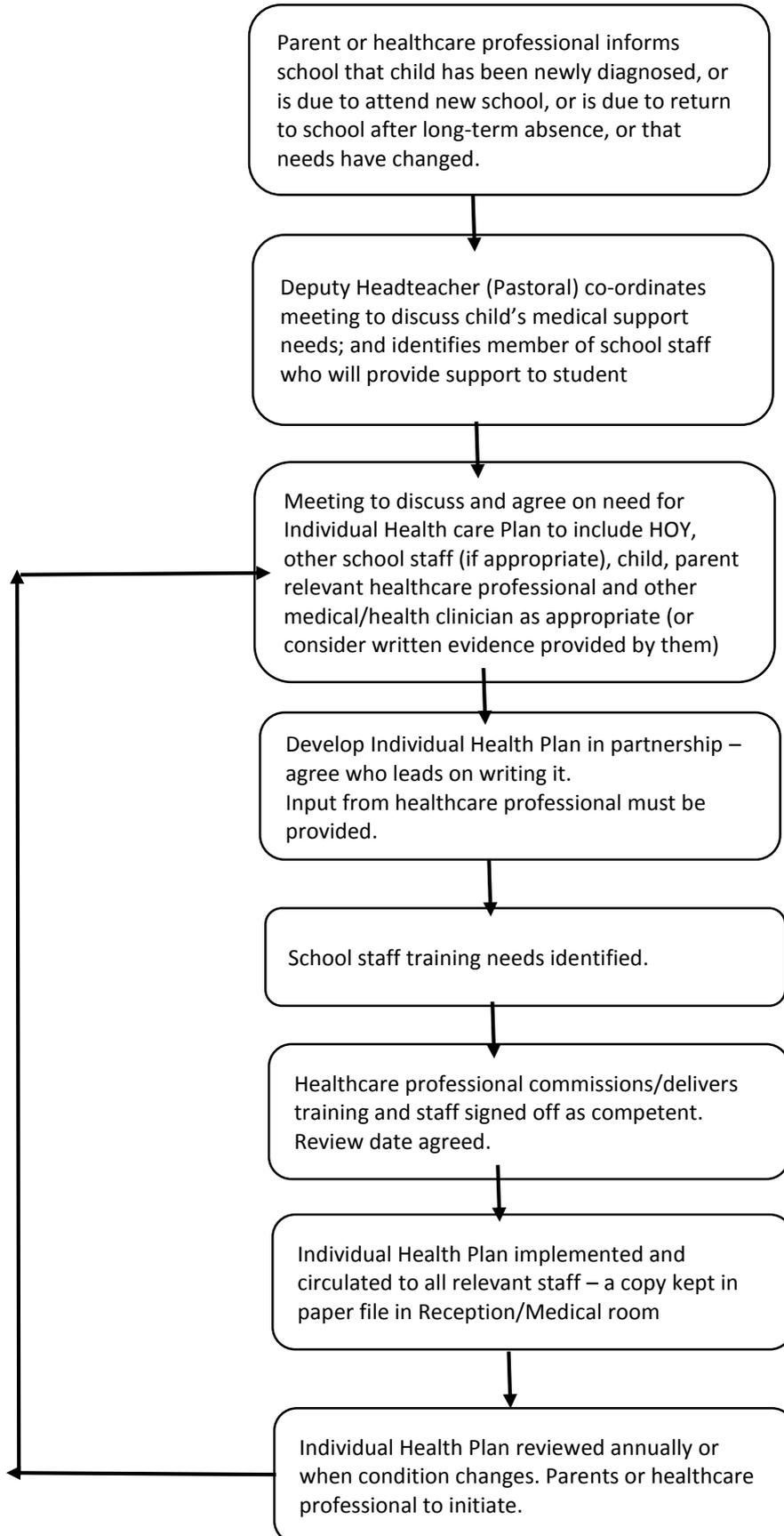
- Accessibility Plan
- Equalities Plan
- Behaviour and Bullying Policy
- SEND Policy

Committee: Curriculum and Pupils

Approved: November 2014

Review date: November 2016

Appendix 1: Model process for developing Individual Healthcare Plans



Appendix 2:

Individual Medical Healthcare Plan Sample:

Student Name:	Date:	In attendance:
Tutor Group:	Date of review:	
Medical condition or need		
Student's needs		
Specific support required for educational, or social/emotional needs		
Level of support, including in emergencies		
Who provides support		
Who should know		
Arrangements for medication		
School trips and residential		
Confidentiality issues		
Emergencies		