



The Stourport High School & VIth Form College

Supporting Students at School with Medical Conditions Policy

Aims

The Supporting Students at School with Medical Conditions Policy will ensure that students are wholly supported in order that they have full access to education, including school trips and physical education.

Roles & Responsibilities

The Governing Body

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 students at school with medical conditions. The Governing Body should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. The School lead Medical Officer will ensure that the Governor responsible for Safeguarding is regularly updated with this information.

The Principal

The Principal has overall responsibility for the development of individual healthcare plans. The Principal should also make sure that school staff are appropriately insured and are aware that they are insured to support students in this way.

School Lead Medical Officer

The School Lead Medical Officer will take the lead on supporting the school and its students in managing medical needs. The School Lead Medical Officer will liaise with all stakeholders to ensure that Individual Healthcare Plans (IHPs) are appropriate, manageable within school and current, also that the IHPs are communicated effectively to everyone involved.

School Staff

Any member of school staff may be asked to provide support to students with medical conditions, including the administering of medicines, although staff cannot be enforced to do so. Although administering medicines is not part of teachers' professional duties, teachers should take into account the IHPs of students with medical conditions that they teach. School staff will receive sufficient and suitable training in order to achieve the necessary level of competency before they take on the responsibility to support the IHPs of children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a student with an IHP needs help.

Other Professionals

The school will liaise with other medical professionals in order to gain advice and guidance on how best to support students with medical conditions. These professionals include school nurses, community nursing teams, GPs, paediatricians and local specialist health teams.

Students

Students will be fully involved in discussions about their IHP medical support needs and be asked to contribute as much as possible.

Parents/Carers

Parents/Carers should provide the school with sufficient and up-to-date information about their son/daughter's medical needs. Parents/Carers must carry out any action they have agreed to as part of its implementation. For example, provide medicines and equipment, also ensuring that they, or another nominated adult, are contactable at all times.

Local Authority

The Local Authority will work with the school to support students with medical conditions to attend full-time. Where it is not possible for a student to receive a suitable education in school because of their health needs, the Local Authority has a duty to make other arrangements. The Local Authority will make arrangements under this duty when it is clear that a student will be away from school for 15 days or more because of health needs (whether consecutive or cumulative across the school year).

Supporting Students with Medical Conditions

Once the school is notified of a student's medical condition, the School Lead Medical Officer will be notified and advice taken on the necessity to complete an IHP. The school does not have to wait for a formal diagnosis before providing support to students. If it is deemed necessary that an IHP is required, a meeting to discuss the relevant needs will be convened with parents/carers, the student, the School Lead Medical Officer and any other necessary health professionals/specialist support services. Where a student is identified with a Special Educational Need, who does not have an Education, Health and Care Plan (EHC) or Statement, this should be stated on an IHP. The delegated person for ensuring that sufficient staff are trained to support a student's medical needs is the School Lead Medical Officer. All relevant staff will be informed of the student's needs. Staff Induction Lead will provide details to supply teachers of students with IHPs. Educational Visits Coordinator (EVC) will ensure that risk assessments for visits/trips and other school activities beyond the normal timetable ensure adequate provision for students with IHPs. The School Lead Medical Officer will coordinate a review annually of all IHPs to ensure information contained in them is up-to-date and provision is still appropriate. Any amendments will be shared with the relevant staff.

Staff Training & Support

Staff must be appropriately trained to give prescription medicines or undertake health care procedures as defined in the IHP. Any member of staff providing support for a student with IHP medical needs should receive suitable training. Appropriate training to support the student in school will be determined by the School Lead Medical Officer. If the medical needs of a student be more complex, the school will take advice from the school nurse and other appropriate medical professional, including specialist services, with regard to providing training.

Prescribed Medicines

Students are not allowed to carry their own prescribed medicines, with the exception of inhalers, Epipens and insulin. All prescribed medicines can only be administered to students under the age of 16 years with parents/carers written permission. Prescribed medicines can only be accepted if they are in date, labelled, provided in the original container as dispensed by the pharmacy and include instructions for administration, dosage and storage. IHP Form must also be fully completed and signed by the parent/carer. The school will keep prescribed medicines securely stored in the Attendance Office. Named staff have access to this storage. A record is kept and countersigned of all medicines administered.

Medicines - Administration

School will only accept prescribed medication on the following basis:

- a) only medication prescribed by a doctor or hospital will be accepted.
- b) medication will only be administered following a written request from the parents/carers on the appropriate IHP Form which clearly states the name and tutor group of the student, together with the dose and the time(s) of day at which it should be administered and any special conditions for the storage of the medicine (e.g. to be kept in a refrigerator).
- c) medication must be clearly labelled with the name of the student, together with the dose and the time(s) of day at which it should be administered.
- d) medication will be kept in a locked cabinet in the Attendance Office. The only exception is emergency medication i.e. Epipens and inhalers which are also kept at Student Reception for ease of access.

Painkillers (e.g. aspirin or paracetamol, including 'junior' forms such as Calpol) will not be administered to students, even at the request of parents/carers.

Please Note: it is the parent/carers' responsibility to keep the school up to date with changes to medical conditions otherwise school staff will continue to administer care according to the agreed IHP. IHP's will be reviewed every 12 months unless there is a change to a student's medical need.

Insurance & Litigation

School staff are covered by the school's insurance to administer medicine as long as the dose is prescribed, however school staff should not have to assess medical need in order to administer any medication. School staff are also covered during trips and visits.

Complaints

If parents/carers should be dissatisfied with the support provided they should discuss their concerns directly with the school. If after this the matter remains unresolved, parents/carers may make a formal complaint via the school's Complaint Procedure Policy.