



## SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY

### **1. Bishop Heber High School (BHHS) is an inclusive community that welcomes and supports students with medical conditions.**

- BHHS endeavours to ensure all staff understand their duty of care to students in the event of an emergency. This includes having regard for students with medical conditions.
- BHHS recognises that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.
- BHHS understands the importance of medication and care being taken as directed by healthcare professionals and parents/carers.
- All staff are made aware of the medical conditions that affect students in our school. Identified staff receive relevant training on the medical conditions that affect some of our students.
- BHHS endeavours to make reasonable adjustments for students with medical conditions. No student will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been reasonably made.
- Staff understand the medical conditions of students at the school and that they may be serious, adversely affect a student's quality of life and impact on their ability to learn.
- BHHS understands that all students with the same medical condition will not have the same needs.
- BHHS recognises that duties in the Children and Families Act, the Equality Act (2010) and the Disability Discrimination Act (1992) relate to children with a disability or medical condition and are to be adhered to.

### **2. BHHS recognises that the medical conditions of some students may require a personalised Healthcare Plan (HCP).**

- HCPs outline exactly what care a student needs in the school, when they need it and who is going to administer it.
- HCPs are produced and agreed in conjunction with the relevant healthcare professionals and parents/carers.
- HCPs should also include information on the impact any health condition may have on a student's learning, behaviour or classroom performance.
- HCPs are regularly updated in order that they reflect the student's most up to date condition, treatment and support required.
- Where the HCP is not provided by the hospital, the school will use a template adapted from the 'Supporting Pupils at School with Medical Conditions' DfE April 2014 (Appendix 1).
- All HCPs are kept with Main School Office and where relevant every teacher (and Teaching Assistant) of the student is provided with a copy of their HCP, for example, if a student has diabetes.

### **3. Identified staff understand and are trained in what to do in an emergency for students with medical conditions.**

- A student's HCP will explain what help they need in an emergency.



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### 4. There is clear guidance on providing care and support and administering medication.

- BHHS understands the importance of medication being taken and care received as detailed in the student's HCP.
- BHHS will make sure that there is more than one member of staff who has been trained to administer the medication and meet the care needs of an individual student. BHHS will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies that may arise. The Governing Body has made sure that there is the appropriate level of insurance and liability cover in place.
- BHHS will not give medication (prescription or non-prescription) to a student under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the student to involve their parent, while respecting their confidentiality. Where paracetamol is required the school will call home for verbal consent.
- When administering medication, for example, pain relief, BHHS will check the maximum dosage and when the previous dose was given. Parents will be informed. BHHS will not give a student under 16 aspirin unless prescribed by a doctor.
- Parents must understand that they should let school know immediately, in writing to the Manager of the Main School Office (e.g. email), if their child's needs change.
- If a student misuses their medication or anyone else's, their parent is informed as soon as possible. BHHS Behaviour Policy will be followed.
- BHHS will ensure that staff involved in trips and visits are aware of the student's medical condition; relevant medication required and what reasonable adjustments need to be made in order to accommodate them, where possible. BHHS will ensure identified staff attending the trip or visit will have received relevant training ahead of the excursion. A Risk Assessment will be adapted accordingly.

### 5. BHHS has clear guidance on the storage of medication and equipment.

- Identified staff understand what constitutes an emergency for an individual student and makes sure that emergency medication/equipment is readily available wherever the student is, including off-site activities.
- Students may carry their emergency medication with them if they wish/this is appropriate.
- Students can carry controlled drugs if they are competent. Otherwise the school will keep controlled drugs stored securely, but accessible, with only named staff having access. Staff at BHHS can only administer a controlled drug to a student once they have had appropriate training.
- All medication is stored safely, and students with medical conditions know where they are at all times and have access to them immediately.
- BHHS will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin pen or pump. Spare vials must be clearly labelled and are stored in a special refrigerator at Student Services.
- Parents are asked to collect all medications/equipment at the end of the school term and to provide new and in-date medication at the start of each term.
- Sharps boxes are kept securely at Student Services and will accompany a child on off-site visits if relevant. They are collected and disposed of in line with local authority procedures.



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- 6. BHHS has clear guidance about record keeping.**
  - Parents are asked if their child has any medical conditions to list these on the Data Collection Form.
  - Administration of medicines is recorded at Student Services.
  
- 7. BHHS endeavour to ensure that it is an inclusive environment and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.**
  - BHHS is committed to ensuring the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended day activities and residential visits.
  - BHHS is aware of the potential social problems that students with medical conditions may experience and use this knowledge, alongside the schools' Behaviour Policy to help prevent and deal with any issues. We use opportunities such as PSHCE to raise awareness of medical conditions to help promote a positive environment.
  - Wherever possible BHHS makes sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at the school as any other student and that appropriate adjustments and extra support are provided.
  - Students with medical conditions who are finding it difficult to maintain educational progress as a result of their medical condition will be referred to the ENCO who will liaise with the student's Year Leader and other relevant agencies if applicable.
  
  - Where relevant risk assessments are carried out before any out-of-school visit, including work experience and educational placement. The needs of students with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.
  
- 8. Where a student is returning to school following a period of hospital education or alternative provision (including home tuition), the school will work with the Local Authority and education provider to ensure that the student receives the support they need to reintegrate effectively. Internal support is provided through the school's EWO.**
  
- 9. Where a student is likely to be absent due to hospitalisation or prolonged illness, the school will work with the LA to ensure that the student receives the support they need to minimise the education impact due to their absence.**
  
- 10. The School's Educational Needs Coordinator (ENCO) has overall responsibility for overseeing this policy.**

Sue Anderson (Chair of Governors)

David Curry (Headteacher)



# BISHOP HEBER HIGH SCHOOL

RESPECT • OPPORTUNITY • ACHIEVEMENT



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<b>Administration Use:</b>	
<b>Statutory/Non-Statutory:</b>	Statutory
<b>Website:</b>	Yes
<b>GB Committee:</b>	SPA
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