SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY

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1. OUR COMMITMENT TO STUDENTS WITH MEDICAL CONDITIONS

Bishop Heber High School is an inclusive community that welcomes students with medical conditions. No student will be denied admission or prevented from taking up a place at Bishop Heber High School because arrangements for their medical condition have not been reasonably made.

At Bishop Heber High School we are committed to:

- supporting students with medical conditions so that they have full access to education, including physical education and educational visits
- ensuring all staff are made aware of the medical conditions that affect students in our School and understand their duty of care to students in the event of an emergency
- recognising that certain medical conditions are debilitating, may affect a student's quality of life, impact upon their learning and can be potentially life threatening, particularly if poorly managed or misunderstood
- ensuring that staff involved in the care of students with medical needs are fully informed and have relevant training in order to administer support and medication, as directed by healthcare professionals and parents/carers
- making reasonable adjustments for students with medical conditions
- writing, reviewing and monitoring, in association with healthcare professionals, Healthcare Plans (HCP), where necessary
- keeping, monitoring and reviewing appropriate records
- dealing with situations where a student with a medical condition requires support promptly and with sensitivity and discretion
- complying with the Children and Families Act (2014), the Equality Act (2010) and the Disability Discrimination Act (1992)

2. HEALTHCARE PLANS (HCPs)

A Healthcare Plan outlines exactly what care a student needs, when they need it and who is going to administer it. A Healthcare Plan should be produced and agreed with input from the student (if appropriate) and their parent*, in conjunction with the relevant healthcare professionals. It should include information on the impact any health condition may have on a student's learning, behaviour or classroom performance, and will be regularly updated so that it reflects the student's most up-to-date conditions, treatment and required support.

('parent' means any person or authority with parental responsibility)*

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The School will use a Healthcare Plan template adapted from the 'Supporting Pupils at School with Medical Conditions' DfE April 2014 (Appendix 1), unless a Healthcare Plan is provided by the hospital or Healthcare Professional.

All Healthcare Plans are kept with the Inclusion Resource Provision and are stored electronically on the School network. Where relevant, every Teacher (and Teaching Assistant) of the student is provided with an electronic copy.

3. ROLES AND RESPONSIBILITIES

Teachers and Support Staff are responsible for the day-to-day support for students they work with who have medical conditions. They will provide care and support in line with training received and as set out in the Healthcare Plans. They must ensure relevant information is provided to supply staff who will be covering their role where the need for supply staff is known in advance. They will also ensure that students who miss School owing to their medical condition are provided with support to catch up on their schoolwork.

The Teaching Assistant with responsibility for medical needs will ensure that information is gathered from parents, students and appropriate medical professionals. This information will then be collated on the School Healthcare Plan template and shared with appropriate staff across the School. The Healthcare Plans are reviewed annually.

The **SENDCo** will know which students have a documented medical condition and which have special educational needs because of their condition. The SENDCo will liaise with the relevant Form Tutor, Year Leader and Teachers to ensure that students who have been unable to attend School because of their medical condition are provided with support to catch up on missing schoolwork. The SENDCo will also make the necessary arrangements for a student that needs special consideration or access arrangements, communicating this information to the relevant staff.

First Aiders will provide immediate help, if required, and will ensure that an ambulance or other professional medical help is called when needed.

The School Nurse will offer advice and guidance to support individual students, as required.

Parents have a responsibility to inform the School if their child has a medical condition and, where relevant, to complete an up-to-date Healthcare Plan for their child. They should inform the School about the medication their child requires during School hours or on trips and educational visits, and about any changes to their medication i.e. what they take, when and how much. Parents should also keep the School informed about any changes to their child's condition. They should ensure their child's medication and medical devices are labelled with their child's full name, providing the School with appropriate spare medication labelled with their child's name and making sure that their child's medication is within expiry dates. Parents should ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional, who should provide a written care / self-management plan to help manage their condition. If their child is not well enough to attend school, parents should keep their child at home until they are well enough to return.

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4. MANAGING MEDICATION

- Bishop Heber High School understands the importance of medication being taken as detailed in the student's Healthcare Plan.
- Bishop Heber High School 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. Bishop Heber High School 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.
- All medication will be stored safely, and students with medical conditions will know where their medication is at all times, so they are able to access to their medication immediately when needed.
- Medication that is in date will be stored 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 will be stored in a special refrigerator at Student Services.
- Parents will be asked to collect all medication/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.
- Bishop Heber High School 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, staff will check the maximum dosage and when the previous dose was given. Parents will be informed. Staff will not give a student under 16 aspirin unless prescribed by a doctor.
- Bishop Heber High School will ensure that identified staff understand what constitutes an emergency for an individual student and will make 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 and if this is appropriate.
- Students can carry controlled drugs, if needed, if they are competent. Otherwise, the School will keep controlled drugs stored securely, but accessible, with only named staff having access. Staff at Bishop Heber High School can only administer a controlled drug to a student once they have had appropriate training.
- If a student misuses their medication or anyone else's, their parent/s will be informed as soon as possible. In this circumstance, the Behaviour and Discipline Policy will be followed.
- Staff involved in trips and visits will be made aware of the student's medical condition; relevant medication required and what reasonable adjustments need to be made in order to accommodate the student, where possible. Bishop Heber High School will ensure identified staff receive relevant training ahead of the trip or educational visit. The Risk Assessment will be adapted accordingly.

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RECORD KEEPING

- Parents are asked to list any medical conditions their child has on the Data Collection Form.
- The administration of medicines is recorded at Student Services.

INCLUSION

Bishop Heber High School 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.

- Bishop Heber High School 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.
- Bishop Heber High School is aware of the potential social problems that students with medical conditions may experience and use this knowledge, alongside the School's Behaviour and Discipline 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, Bishop Heber High School 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 attendance and/or educational progress because of their medical condition will be referred to the SENDCo 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.
- 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 family, Local Authority and education provider to ensure that the student receives the support they need to reintegrate effectively.

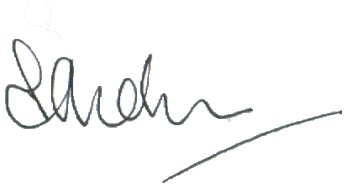
LEGISLATION

Legislation that informs this policy:

- The Children and Families Act (2014)
- The Equality Act 2010
- The Disability Discrimination Act (1995)

The School's Special Educational Needs Coordinator (SENDCo) has overall responsibility for overseeing this policy.

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Signed: Mrs S Anderson (Chair of Governors)



Mr D Curry (Headteacher)

Administration Use:	
Statutory/Non-Statutory:	Statutory
Website:	Yes
GB Committee:	REP
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Date FGB to be Advised of Reviewed Document:	13th October 2022
Next Review Date:	September 2023

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APPENDIX 1

INDIVIDUAL HEALTHCARE PLAN DATE:

To be updated annually or more regularly where relevant/required

1. STUDENT'S INFORMATION

Student's name:	
DOB:	
Yr / form:	
Address:	
Medical conditions: **(Give a brief description of the medical conditions inc. descriptions of signs, symptom, triggers, behaviours)**	
Allergies:	

Family contact information Name:	
Relationship:	
Contact details: Home	
Work:	
Mobile:	
Email:	

ESSENTIAL INFORMATION CONCERNING THIS STUDENT'S HEALTH NEEDS

	Name	Contact details
Specialist Nurse:		
Keyworker:	n/a	
Consultant paediatrician:		
GP:		
Form tutor:		
Year leader:		
Link leadership:	U Mort	umort@heber.org.uk
School nurse:	L Clewes	Laura.clewes@nhs.net
SENDCO	G Ashford	gashford@heber.org.uk

Emotional impact?	
Medication administered at school will be stored:	

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2. ROUTINE MONITORING (IF APPLICABLE)

What monitoring is required?	**Review date:**
Targets (if applicable)	

3. EMERGENCY SITUATIONS

What is considered an emergency situation?	
What are the symptoms?	

Relevant teaching staff:	All teaching staff to be made aware of students condition and treatment.	
Relevant non-teaching staff:	IRP staff Office staff Mrs Fleet-Jones – student services S Forster – Medical needs coordinator	sen@bishopheber.cheshire.sch.uk mainschooloffice@bishopheber.cheshire.sch.uk dfleet-jones@bishopheber.cheshire.sch.uk 01948 860571 sforster@heber.org.uk
Head teacher:	D Curry	dcurry@heber.org.uk
Any provider of alternative provision:		

TREATMENT

Medical condition	Drug	Dose	When	How is it administered?

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Does treatment of the medical condition affect behaviour or concentration?	
Are there any side effects of the medication that will impact student whilst at school?	
Is there any ongoing treatment that is not being administered in School? **Does this treatment have any side effects that will impact student whilst at School?**	
What are the triggers?	
What action must be taken?	
Are there any follow up actions (e.g. test / rest required?)	

4. IMPACT ON CHILD'S LEARNING

How does the child's medical condition affect learning? (e.g. memory, processing speed, coordination)	

5. IMPACT ON CHILD'S LEARNING & CARE AT MEAL TIMES / LIBERTY TIMES

	Time	**Action**
Pre-school day	8.30	
AM break		
Lunchtime		
PM break		
Afterschool	3.30	
Other		

6. PHYSICAL ACTIVITY

Are there any physical restrictions caused by the medical condition?	
Extra care / provision for physical activity **Before:** **During:** **After:**	

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7. TRIPS AND VISITS

Extra care / provision for trips / visits **What?** **When?** **Who?**	
Who will look after medication / equipment?	
External agencies / people that need to be informed:	
Does the school environment affect the student's medical condition? **How:**	
What extra care / provision is required:	

9. EDUCATIONAL, SCHOOL & EMOTIONAL NEEDS

Is the student likely to need time off because of their condition?	
How will the student catch up on work missed?	
Access arrangements and interventions:	

10. STAFF CPD

What CPD is required? **Who?** **How often?**	

NOTES:

Signed by:

	Name	Signature	Date
Young person			
Parent / carer			
Healthcare professional			
School			
School Health			