



# **St Nicholas Catholic High School**

**Supporting Students with  
Medical Needs**

## Version Control

Current version	Previous version	Summary of changes made
2021	2018	Reference made to updated DfE guidance, compliance with SEND code of practice and academy replaced with school

Policy Impact Statement	
<b>Policy:</b>	
<b>This Policy has been implemented:</b>	
Fully	
Partially	
Occasionally	
Not at all (give reasons why)	
<b>What revisions need to be made:</b>	
To the Policy?	See Version Control Above
To its implementation?	

# **St Nicholas Catholic High School Policy for Supporting Students with Medical Needs**

## **Introduction**

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools to make arrangements for supporting pupils at their school with medical conditions.

- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- Governing bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

This policy has been developed in line with the DfE's guidance released in 'Supporting Students at School with Medical Conditions - September 2014' , updated in August 2017.

## **Roles & Responsibilities**

### **The Local Authority is responsible for:**

- Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions
- Providing support, advice and guidance to schools and their staff
- Making alternative arrangements for the education of students who need to be out of school for fifteen days or more due to a medical condition

### **The Governing Body is responsible for:**

- The overall implementation of the Supporting Students with Medical Conditions Policy
- Ensuring that all students with medical conditions are able to participate fully in all aspects of school life
- Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions
- Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy
- Keeping written records of any and all medicines administered to individual students and across the school population

**The Headteacher is responsible for:**

- The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy
- Making staff aware of this policy
- Liaising with healthcare professionals regarding the training required for staff
- Making staff who need to know aware of a child's medical condition
- Developing individual healthcare plans (IHCPs)
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations. This would include visits and activities outside the normal school timetable
- Organising first-aid training as necessary

**Parents & Carers are responsible for:**

- Keeping the school informed about any changes to their child / children's health
- Completing a parental agreement for school to administer prescribed medicine form (Form A) before bringing medication into school
- Providing the school with the prescribed medication their child requires and keeping it up-to-date
- Collecting any leftover medicine at the end of the course, academic year or expiry date
- Discussing medications with their child/children prior to requesting that a staff member administers the prescribed medication
- Where necessary, developing an IHCP for their child in collaboration with designated staff members and healthcare professionals

**Procedure to be followed when notification is received that a student has a medical condition**

On receiving notification of a medical condition the schools' qualified first aiders will assess the severity of the condition and decide if a Healthcare Plan is needed for the student. Parents are then supplied with a copy of the Healthcare Plan for them to complete.

Healthcare plans are always developed for:

- severe asthma
- type 1 diabetes
- epilepsy
- anaphylaxis
- any student diagnosed as being at risk of an emergency
- any student who requires the administration of specific healthcare procedures or regular medication

### **Individual Health-Care Plans**

- Where necessary, an IHCP (Form B) will be developed in collaboration with the student, parents / carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be reviewed annually or when a child's medical circumstances change.
- Where a student has an Education, Health and Care (EHC) plan or Special Education Needs (SEN) statement, the IHCP will be linked to it or become part of it, in compliance with the SEN and Disability (SEND) code of practice.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, the school will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

### **Staff Training & Support**

Staff who undertake responsibilities under this policy will receive appropriate external training relating to the medical conditions of students within the school.

No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering medication.

No staff member may administer drugs by injection unless they have received training in this responsibility.

The Headteacher will keep a record of training undertaken and a list of staff who are able to carry out basic first aid and to undertake responsibilities under this policy.

### **The Role of the Child**

Children who are competent will be encouraged to take responsibility for managing their own health needs, including medicines and procedures.

Where possible, students will be allowed to carry their own medicines and devices and must complete consent Form C. Where this is not possible, their medicines will be located in an easily accessible location.

If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

Medicines brought into school are managed in accordance with the School's Medicines Policy.

### **Emergency Procedures**

Medical emergencies will be dealt with under the school's emergency procedures.

Where an IHCP is in place, it should detail:

- What constitutes an emergency
- What to do in an emergency

Students will be informed in general terms of what to do in an emergency, such as telling a teacher. If a student needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

### **Day Trips, Residential Visits & Sporting Activities**

The school will actively support students with medical conditions in their participation in school trips, visits and sporting activities unless evidence from a clinician states that this is not possible.

The school will make reasonable adjustments to enable students with medical needs to participate fully and safely on visits.

### **Unacceptable Practice**

The school understands that the following behaviour is unacceptable:

- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the student and / or their parents.
- Ignoring medical evidence or opinion.
- Sending students home frequently or preventing them from taking part in activities at school.
- Sending the student to the medical room or school office alone if they become ill.
- Penalising students with medical conditions for their attendance record where the absences relate to their condition.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

### **Insurance**

Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical

conditions. Those who wish to see the documents should contact the Headteacher.

### **Complaints**

Details of how to make a complaint can be found in the Complaints Policy.

By order of the Governing Body of St Nicholas Catholic High School

Reviewed by: Finance, Resource and Personnel Committee	Date: 18 <sup>th</sup> March 2021
Ratified by Governing Body	Date: 31 <sup>st</sup> March 2021
Review of Policy Due By	Date: March 2024