



HONYWOOD SCHOOL

POLICY DOCUMENT

SUPPORTING LEARNERS WITH MEDICAL CONDITIONS

Approved: Tim Styles (Chair of Governors)
Date: September 2022
Next review date: September 2023

Statement of intent:

Honywood School wishes to ensure that learners with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in December 2015 "Supporting Pupils at School with Medical Conditions".

Honywood School places clear emphasis on meeting the needs of learners with SEND and all learners with medical conditions. This policy has been developed using Ofsted guidance regarding learners with medical needs (April 2014) and with reference to DFE guidance "Supporting Pupils at School with Medical Conditions" (December 2015), The Equality Act (2010), and the Special Educational Needs and Disability Code of Practice (January 2015), Education Act (1996) and (2002), The Children's Act (1989) and (2004) and the Children and Families Act 2014.

Aims:

Learners at Honywood School with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

Clear arrangements are in place in schools to support learners with medical conditions, so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Honywood will consult with health and social care professionals, parents/carers and learners to ensure that the needs of learners with medical conditions are effectively supported.

Objectives:

On-going support to learners and young people with long term complex medical conditions is in place, monitored and reviewed.

The school's ability to supply emergency intervention, where required, is in place.

Staff are aware of the social and emotional implications of long term illnesses/medical conditions and these are planned and supported.

Short term and frequent absences for learners who have to attend frequent medical appointments are also effectively managed and that appropriate support is put in place to limit the impact on the learner's educational attainment and emotional wellbeing.

The Local Authority is responsible for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting learners with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of learners 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 Learners with Medical Conditions Policy
- Ensuring that the Supporting Learners with Medical Conditions Policy does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability and sexual orientation. In addition, no learner with a medical condition should be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been met.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all learners with medical conditions are able to participate in all aspects of school life. Governors may take into account that learners' needs may be met in a flexible manner and often with support bespoke programmes. Support must take into account the individual needs of learners and should work towards increasing the individual's confidence and ability to self-care. The SEND team will be responsible for any SEND learners and the Cohort Leader will be responsible for any other learners who are not SEND. The Attendance Officer will start support where necessary.
- Ensuring that relevant training is delivered to staff who take on responsibility to support learners with medical conditions.
- Ensuring that information and support materials regarding supported learners with medical conditions are available to members of staff with responsibilities under this policy.
- Ensuring that the relevant staff keep Google Docs of any and all medicines administered to individual learners.
- Ensuring that parents/carers and learners remain confident in the school's ability to provide effective support for learners with medical conditions at the school.
- Ensuring the level of insurance in place reflects the level of risk and that suitable risk assessments are in place for school trips/visits and other activities outside the normal timetable.
- Ensure that either the appropriate level of insurance is in place or that the school is a member of the Department of Education's Risk Protection Arrangements (RPA)

The designated member of the Leadership Team for Learner Wellbeing is responsible for:

- The day-to-day implementation and management of the Supporting Learners with Medical Conditions Policy. To include procedures in place regarding the notification that a learner has a medical condition.
- Working alongside the Cohort Leader to implement a flexible programme of study where needed. This may involve part time attendance at school in combination with alternative provision, arranged by the Local Authority. Careful consideration should also be given to how children may be reintegrated into school.
- Ensuring the policy is developed effectively with partner agencies.

- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff and ensuring the school nursing service and other professionals are consulted where necessary. For learners with high needs or EHC plans, the SENCo or Cohort Leader will lead on this.
- Contacting the local authority, who has a duty to make arrangements where a child may be away from school because of health needs for 15 days or more (whether consecutive or cumulative); this will be done by the Attendance Officer. Consideration of Honeywood Flexible Learning Programme if appropriate in such circumstances.
- Making staff who need to know, aware of a learner's medical condition.
- Developing and implementing Individual Healthcare Plans (IHCPs) in conjunction with medical staff and, in the case of learners with SEND, Education and Health Care Plans (EHCP) in conjunction with the SENCO. The Learner receptionist (Medical) will lead on any IHCPs for learners who are not categorised as SEND, liaising with the Cohort Leader. The SEND Admin Assistant will lead on other high needs SEND learners or learners with an EHC plan in conjunction with the SENCO.
- Reviewing IHCPs regularly and updating as necessary.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- Ensuring that staff will not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any Individual Healthcare Plans). Written instructions from the parent or on the medication container dispensed by the pharmacist may be considered sufficient but this is at the school's discretion having taken into account the training requirements as specified in the learner's IHCP.
- Facilitating, if necessary, the recruitment of a member of staff for the purpose of delivering the policy requirements.

Staff members are responsible for:

- Taking appropriate steps to support learners with medical conditions.
- Where necessary, making reasonable adjustments to include learners with medical conditions into learning sessions.
- Administering medication, if they have agreed to undertake this responsibility.
- Undertaking training to achieve the necessary competency for supporting learners with medical conditions, where the support may be emergency in nature e.g. administering Epipens, using the evac chairs or calling an ambulance.
- Familiarising themselves with procedures detailing how to respond when they become aware that a learner with a medical condition needs help.

- Referring learners to the Medical Room in Learner Reception if they have any concerns about a learner's health or wellbeing.

School nurses are responsible for:

- Notifying the school when a learner has been identified as requiring support in school due to a medical condition.
- Liaising with local lead clinicians on appropriate support.

Parents and carers are responsible for:

- Keeping the school informed about any changes to the learner's health.
- Advising the school of any medical conditions.
- Contacting the school to discuss how medicines should be administered before bringing medication into school.
- Providing the school with the medication the learner requires and keeping it up to date (including Epipens and inhalers)
- Discussing medications with the learner prior to requesting that a staff member administers the medication.
- Where necessary, developing an Individual Healthcare Plan (IHCP) for the learner in collaboration with the school medical team, SENCO (for EHCP), school nurse and healthcare professionals.

Definitions:

"Medication" is defined as any prescribed or over the counter medicine.

"Prescription medication" is defined as any drug or device prescribed by a doctor.

A "staff member" is defined as any member of staff employed at Honywood School.

Training of Staff:

Teachers and support staff will receive regular and ongoing training as part of their induction and development.

Teachers and support staff who undertake responsibilities under this policy will receive First Aid Training.

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

A record of all staff who have received First Aid Training and subsequent updates will be maintained in the school office.

The role of the learner:

Learners who are competent will be encouraged to take responsibility for managing their own medicines and procedures.

Where possible, learners will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.

Where appropriate, learners will be encouraged to take their own medication under the supervision of a member of staff.

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

Individual Healthcare Plans (IHCPs):

Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the learners, parents/carers, medical team and medical professionals. When this concerns a learner with a disability or EHCP which includes medical needs, the Special Educational Needs Team (SENCo) will also be involved. All Plans should be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing, and minimises disruption.

Information recorded on an IHCP will be considered in line with the December 2015 Supporting Pupils at School with Medical Conditions guidance.

IHCPs will be easily accessible whilst preserving confidentiality.

IHCPs will be reviewed at least annually or when a learner's medical circumstances change, whichever is sooner. In the case of a learner with SEND high needs or an EHCP, this will be reviewed by the SEND Admin Assistant in conjunction with the SENCo. For other learners or learners with low SEND needs, the Learner Receptionist (Medical), will lead on this in conjunction with the Cohort Leader. The SEND Admin Assistant will liaise with the Learner Receptionist (Medical) to ensure any low needs SEND learners are on the correct responsibility list.

Where a learner has an EHCP the IHCP will be linked to it or become part of it and will be reviewed as part of the EHCP annual review. For learners with SEND who do not have an EHCP, their SEND will be mentioned in their IHCP.

When a learner is returning from a period of absence, the School will work with the education provider to ensure that the IHCP identifies the support the learner needs to reintegrate. The SEND team will be responsible for any SEND learners and the Cohort Leader will be responsible for any other learners who are not SEND. The Attendance Officer will support where necessary.

Insurance

Zurich Insurance plc indemnifies Honywood School and Honywood School's employees in respect of their legal liability for accidental damage, bodily injury, death, diseases or illness to any person including liability arising out of administration of pre-prescribed medicines providing that all reasonable care and precautions are taken to prevent damage, accident, illness or disease.

Complaints

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

Review

This policy will be reviewed once a year.