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Supporting Students with Medical Needs



**Bishop
Perowne**
Church of England College
Endeavour Forever

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Needs

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C. Approval

This document is a controlled document authorized for release once all signatures have been obtained or has been approved for release at either a Full Governing Board meeting or relevant sub-committee meeting. Approval of this document constitutes approval of the content as described herein.

Name	Position	Date	Signature
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1 OVERVIEW

1.1 Purpose

Refer to Section 3 Policies and Procedures

1.2 Scope

Refer to Section 3 Policies and Procedures

1.3 Related documents

Refer to Section 3 Policies and Procedures

1.4 Reviews

Refer to Section 3 Policies and Procedures

Review frequency: Governing bodies, proprietors and management committees free to determine.

Approval: Governing bodies of maintained schools, proprietors of academies, and management committees of pupil referral units.

1.5 Equality Impact Assessment

Under the Equality Act 2010 the College is obliged not to discriminate against people on the basis of age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and the Governing Board believes that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any student or any other connected party and it helps to promote equality at the College.

2 RESPONSIBILITY FOR THE POLICY AND PROCEDURE

2.1 Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Head teacher to ensure all school personnel and visitors to the school are aware of this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the Head teacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

2.2 Role of the head teacher

The Head teacher will:

- ensure all school personnel, pupils and parents are aware of this policy;
- work closely with the link governor and coordinator;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;

3 POLICY AND PROCEDURES

3.1 Overview

Bishop Perowne C of E College has developed this policy to ensure that students with medical conditions are supported so that they have full access to education, including school trips and physical education.

3.2 Roles and Responsibilities

3.2.1 The Governing Body

The Governing Body will 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. They should ensure that sufficient staff have received suitable training and are competent before they take on responsibility of supporting children with medical conditions.

3.2.2 The Head teacher

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

3.2.3 School Staff

Any member of staff may be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of students with medical conditions that they teach. School staff will receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility of supporting children with medical conditions. Any member of staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help. Specific support for students with educational, social and emotional needs will be given – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions and dealing with medical conditions during exams..

3.2.4 Other Professionals

The school will liaise with other medical professionals 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.

3.2.5 Students

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

3.2.6 Parents/ Carers

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

3.2.7 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).

3.3 Supporting Students with Medical Conditions

Once the school is notified of a student's medical condition, the following staff will be notified and advice taken on the necessity of completing an Individual Health Plan (IHP), as attached to this policy (Form 1):

- The Assistant Business Manager
- The SENCO.

The school does not have to wait for a formal diagnosis before providing support to students.

Should an IHP be necessary, a meeting to discuss the relevant needs will be convened with parents/carers, the student, the school nurses (where appropriate) and any other necessary health professionals/specialist support services. Where a student is identified with a special educational need but does not have an Education, Health and Care (EHC) Plan or Statement, this should be stated on the IHP.

The delegated person for ensuring that sufficient staff members are trained to support a student's medical needs is the Assistant Business Manager. The SENCO will keep all relevant staff informed of the student's needs.

- The Assistant Business Manager) will provide details to supply teachers of students with IHPs.
- The Assistant Business Manager will ensure that risk assessments for visits and other school activities beyond the normal timetable ensure adequate provision for students with IHPs.
- The SENCO will coordinate an annual review of all IHPs to ensure information is up-to-date and provision is still appropriate. Any amendments will be shared with relevant staff.

3.4 Staff Training and Support

Staff must be appropriately trained to give prescription medicines or undertake health care procedures. Any member of staff providing support for a student with medical needs should receive suitable training. Appropriate training to support the student in school will be determined by the school nurse. Should the

medical needs of a student be more complex, the school will take advice from the school nurse and other appropriate medical professionals, including specialist services, on providing training.

3.5 Prescribed Medicines

Students with medical conditions 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 16 years with written permission from parents/carers (see attached Form 2). 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. The school will keep prescribed medicines securely stored at Student Services. Named staff have access to this storage. A record is kept, and countersigned, of all medicines administered..

3.6 Medicines – Administration

We will accept prescribed medication on the following basis:

- Only medication prescribed by a doctor will be accepted;
- Medication will only be administered following a written request from parents/carers 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 taken and any special conditions for the storage of the medicine (e.g. whether it is to be kept in a refrigerator);
- Medication must be clearly marked with the name of the student, together with the dose and the time(s) of day at which it should be taken; and
- Medication that does not need to be refrigerated—including emergency medication (e.g. Epipens)—is kept in the dedicated cabinet in Student Services. Medicine that requires refrigeration is stored in the refrigerator in the office near the medical room.

Pain killers (e.g. aspirin or paracetamol, including “junior” forms such as Calpol) can only be administered to students provided that parents/carers:

- Have given their prior consent in writing that the College may administer non-prescription medicines to their child; and
- Are contacted before the medicine is administered and informed of what is to happen.

The College will contact parents/carers to obtain written permission to administer non-prescription medication.

3.7 Emergency Salbutamol Inhalers

The Human Medicines (Amendment) (No 2) Regulations 2014 allow schools to keep a salbutamol inhaler for use in emergencies.

Emergency salbutamol inhalers should only be used by students for whom written parental consent for use of the emergency inhaler has been given (see attached Form 3), who have either been diagnosed with asthma or prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. The inhaler can be used if the student's prescribed inhaler is not available (for example, because it is broken or empty).

Keeping an inhaler for emergency use has many benefits. It could prevent trips to hospital and potentially save a life. The College's possession of an emergency salbutamol inhaler does not negate the parent/carer's responsibility to ensure that their child has his/her own inhaler prescribed by his/her GP. Students should have their own inhaler with them to treat symptoms and for use in the event of an asthma attack. An asthma register will be accessible to staff and designed to allow a quick check as to whether or not a student is recorded as having asthma, and consent for an emergency inhaler to be administered. The register will include a photograph of each student, and a parental consent declaration, to allow a visual check to be made..

3.8 Insurance and Litigation

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

3.9 Parental Concerns

Should parents/carers have concerns about the support provided they should discuss these directly with the school.

4 DISSEMINATION

4.1 Promoting Awareness

We will raise awareness of this policy via:

- The College website www.bishopperowne.co.uk
- Meetings with College personnel and volunteers
- Reports such as the annual report to parents and Head teacher reports to the Governing Board

4.2 Training

All school personnel:

- Receive training on induction which specifically covers:
 - All aspects of this policy
- Receive periodic training so that they are kept up to date with new information;
- Receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

4.3 Monitoring the Effectiveness of the Policy

This policy will be reviewed annually or when the need arises.

5 GLOSSARY

Glossary of terms used within this policy and procedure document. For the full Glossary of terms used at Bishop Perowne CE College, please refer to the document “REF-02 Glossary of Terms”.

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Form 1: Individual Health Care Plan 1/2

Photo

Tutor group:

Student's name:

Date of birth:

Home Address:

.....

.....

Medical Condition:

Date: Review Date:

Medication

Description

Frequency

Family Contact 1	Family Contact 2
Name	Name
Relationship	Relationship
Work phone	Work phone
Home phone	Home phone
Mobile phone	Mobile phone

GP/clinic

Name

Phone No.

Address

Individual Health Care Plan 2/2

Please describe the medical details and symptoms:

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.....
.....

What are the daily care requirements?

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.....
.....

Please describe what constitutes an emergency and the action to be taken:

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.....

Please describe the details of any prescribed medication:

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.....
.....

Signature of parent/carer:.....

Date:

Form 2: Parental agreement for school to administer medication

Date:

Student's Name:

Tutor Group:

Name and strength of medication:

.....

Expiry date:

How much to administer:

(i.e. dose to be given)

Times to be given:

Any other instructions:

Number of tablets/quantity to be given to school:

Daytime phone number (Parent/Carer):

Name and phone number of GP:

Agreed review date to be initiated by:

Note: Medicines must be in original container as dispensed by pharmacy

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent/carer's signature:

Print name:

If more than one medicine is to be given a separate form is to be completed.

Form 3: Consent form for the use of an emergency salbutamol inhaler

For students showing symptoms of asthma / having asthma attack:

1. I confirm that my child has been diagnosed with asthma / has been prescribed an inhaler (delete as appropriate).
2. My child has a working, in-date inhaler, clearly labelled with his/her name, which he/she will bring with him/her to school every day.
3. In the event of my child displaying symptoms of asthma, and if his/her inhaler is not available or is unusable, I consent for him/her to receive salbutamol from an emergency inhaler held by the school for such emergencies.
4. I give my consent for my child’s photograph to be kept on the register to allow a visual check to be made.

Signed:

Date:

Name (print):

Student’s name:

Tutor group:

Parent/Carer’s address and contact details:

.....
.....
.....

Telephone:
.....

E-mail:
.....

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