

# **Supporting Pupils with Medical Needs Policy**

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**Lime Academy Hornbeam**

Date: October 2023

Review date: October 2024

## Introduction

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Lime Academy Hornbeam is a day special school for children with complex medical and learning needs between the ages of 2 to 19. All learners who attend the school have complex needs, some have significant medical needs, communication difficulties and behaviours that may challenge.

This policy will outline how we support learners with medical needs, complex medical conditions and manage medications.

## Principles

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This policy aims to ensure that:

- Learners, staff and parents understand how our school will support learners with medical conditions
- Learners with medical conditions are properly supported to allow them to access the same education as other learners, including educational visits and sporting activities

The Medical Safeguarding Officers for each site will implement this policy by:

- Making sure sufficient staff are able to access suitable training
- Making staff aware of learner's condition(s), where appropriate
- Making sure that the senior leadership team arrange staffing to ensure someone is always available to support learners with medical conditions where required
- Ensuring that the local authority specialist school nursing team (NELFT) create and update individual health care plans for learners
- Monitoring individual health care plans for learners

## Legislation, Sources and References

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This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting learners at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: Supporting pupils at school with medical conditions.

## Procedures and Practices

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### Individual Healthcare Plans

The head teacher has overall responsibility to ensure there has been the development of individual healthcare plans for learners with medical conditions. Plans will be reviewed at least annually despite whether the plans need updating or not, or earlier if there is evidence that the learner's needs have changed.

Plans will be developed with the learner's best interests in mind and will set out:

- What needs to be done
- When
- By whom
- What training is required

Not all learners with a medical condition will require an individual healthcare plan. It will be agreed with healthcare professionals and the parents when an individual healthcare plan would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the head teacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and relevant healthcare professionals, such as the local authority specialist school nursing team (NELFT), paediatrician or consultant, who can best advise on the learner's specific needs. The learner will be involved wherever appropriate.

Individual healthcare plans will be linked to a learner's Education, Health and Care Plan. Reference to these care plans must be included in a learner's digital passport, clearly sign posting the reader to the information needed.

The level of detail in the plan will depend on the complexity of the learner's condition and how much support is needed. The senior leadership team and the Medical Safeguarding Officers will consider the following when deciding what information to record on individual healthcare plans:

- The medical condition, its triggers, signs, symptoms and treatments
- The learner's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues.
- Specific support for the learner's educational, social and emotional needs.
- The level of support needed, including in emergencies. If a learner is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the learner's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the learner's condition and the support required
- Arrangements for written permission from parents and the head teacher for medication to be administered by a member of staff, or self-administered by the learner during school hours
- Separate arrangements or procedures required for education visits or other school activities outside of the normal school timetable that will ensure the learner can participate, e.g. Risk assessments
- Where confidentiality issues are raised by the parent/learner, the designated individuals to be entrusted with information about the learner's condition
- What to do in an emergency, including who to contact, and contingency arrangements

### **Prescribed Medications**

Prescription medicines will only be administered at school:

- When it would be detrimental to the learner's health or school attendance not to do so and where we have parents' written consent

The only exception to this is where the medicine has been prescribed to the learner without the knowledge of the parents.

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

### **Non-Prescribed Medications**

Non prescribed medications, such as Paracetamol, will be administered with parent's prior written consent at the time of administration if the bottle or pack has been supplied or purchased, and is used only, for that individual learner.

Learners under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

We reserve the right not to administer a non-prescribed medicine in the event that there is a doubt about the nature of that medicine, where such doubt exists we may seek further professional advice before administration.

### **Controlled drugs**

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

There may be times, such as educational visits, when it is necessary for staff to carry a learner's controlled drugs. This will be risk assessed and it is the responsibility of the named member of staff to know where those medications are at all times. All other controlled drugs are kept in a secure cupboard in the medical room and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

### **Administration of All Medications**

Anyone giving a learner any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

All regular medicines will be stored safely within a locked medical cupboard within each classroom, but if it is necessary it is stored in the medical room. Controlled drugs are kept in a locked metal cupboard in the medical room that is bolted to the wall, the key is kept within a code locked box on the wall. Where appropriate, learners will be informed about where their medicines are at all times and be able to access them immediately. Emergency medicines are readily available to staff members and placed in the medical cabinet in the medical room.

All medications stored in the medical room will be signed in and out by class teams. This is monitored by the Medical Safeguarding Officers.

All medicines will only be administered when the above checks have been completed by two trained staff and any individual administering medication must be witnessed by a member of school staff. Medicines will be returned to parents to arrange for safe disposal when no longer required or expired.

### **Unacceptable Practice**

School staff should use their discretion and judge each case individually with reference to the learner's individual healthcare plan, but it is generally not acceptable to:

- Prevent learners from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Fail to follow advice provided either in an individual healthcare plan or as part of a face to face training session.
- Fail to report in a timely manner any errors in medication administration, care or recording.
- Assume that every learner with the same condition requires the same treatment
- Ignore the views of the learner or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send learners with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plan.

- If the learner becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise learners for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support the learner's medical needs
- Prevent learners from participating, or create unnecessary barriers to learners participating in any aspect of school life, including educational visits, e.g. by requiring parents to accompany their child
- Administer, or ask learners to administer, medicine in school toilets

## **Emergency Procedures**

Staff will follow the school's normal emergency procedures (for example, calling 999). All learner's individual healthcare plans will clearly set out what constitutes an emergency and will explain what to do.

If a learner needs to be taken to hospital, staff will stay with the learner until the parent arrives, or accompany the learner to hospital by ambulance.

## **Training**

Staff who are responsible for supporting learners with medical needs will receive suitable and sufficient training to do so.

The training will be identified and mapped out at the beginning of each academic year to provide coverage. This will be a discussion between the Senior Leadership Team, the Medical Safeguarding Officer and the local authority specialist school nursing team (NELFT). The relevant healthcare professionals will jointly lead on identifying the type and level of training required and will agree this with the senior leadership team. Training will be monitored and kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the learners
- Fulfil the requirements in the individual healthcare plans
- Help staff to have an understanding of the specific medical conditions they are being asked to support, their implications and preventative measures

Healthcare professionals will provide confirmation of the competency of staff in a medical procedure, or in providing medication.

To increase staff awareness of learner's medical needs, training will be organized throughout the school year. Staff members will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs.

The local authority specialist school nursing team (NELFT) and school senior leadership team identify practices and procedures requiring competency and those requiring bespoke training.

## **Record Keeping**

The academy council will ensure that written records are kept of all medicine administered to learners. Parents will be informed if their child has been unwell at school.

Individual healthcare plans are kept in a readily accessible place which all staff are aware of. NELFT share care plans with the Medical Safeguarding Officer, a hard copy is given to the class team, a hard copy is stored in the care plan folder in the medical room, and a copy is scanned to be electronically uploaded on Arbor (BH) on One Drive (WMC). Administration of medication is recorded on paper recording documents stored in classes. Managing the expiration of medication is reviewed through the weekly (BH) fortnightly (WMC) audit completed by the Medical Safeguarding Officer. Records of instances of first aid are recorded on Evolve, as well as support from the Medical Safeguarding Officer is recorded in their daily log.

### **Taking Medications on Educational Visits**

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According to the Royal Society for the Prevention of Accidents (RoSPA) and Forbes solicitors, the medical information you should bring on your trip should include:

- All information relating to each learner's medical conditions
- All information about any emergency medical treatment
- Any required medication and details of when this should be taken
- GP contact details
- Home telephone numbers/addresses
- Details of any dietary requirements
- Emergency contact details

We have a duty of care under the Health and Safety at Work etc Act 1974, to ensure all school visits are conducted in a suitably supervised and safe environment.

We minimise any risk so far as is "reasonably practicable" for the activity concerned.

To achieve this, we complete thorough risk assessments demonstrating that all necessary preparations have been made, before and during an educational visit.

### **Data Protection and GDPR**

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According to the Information Commissioner's Office (ICO) medical information is particularly sensitive personal data. You can still take the data off-site as long as you keep it safe.

You should take extra precautions to ensure it is secure. For example, you could use a locked suitcase to store information which is on paper or if you carry the information electronically on a portable device you should ensure access is password protected.

Alternatively, you could access the information through a remote system using a password or on our Teams site.

You must have a 'lawful basis' (reason) to share any personal data, including medical information, under the General Data Protection Regulation (GDPR), which is in force since May 2018. Additionally, as medical information is considered 'special category' data under the GDPR, you'll also need to have a 'condition for processing' in order to share the information. There are two instances where sharing this information can be undertaken without an order;

#### **Legal obligation basis**

This will be the basis we will use for sharing medical data most of the time. This is because, as a school, we are legally obliged to keep our learners safe and healthy as part of our duty of care.

We shall use this basis when we need to share medical data to fulfil our duty of care, including when sharing with staff members in our school and third parties like health services or sports coaches.

When we are sharing with health services, who will be bound to professional secrecy, this should also fulfil a condition of processing, where sharing the data is necessary for the provision of health or social care, or treatment, or the management of health or social care systems and services.

When we are sharing with school staff members or other third parties not obliged to professional secrecy under law, we use the condition of processing where data sharing is necessary to carry out our obligations under social protection law.

### **Vital interest's basis**

We can share medical data if it's necessary to save someone's life. This basis should be used in emergencies, rather than organising a learner's medical care in advance.

We shall use this basis in situations involving paramedics or other forms of emergency treatment. This also fulfils a condition for processing, where sharing this data will be lawful if it's necessary to save someone's life.

### **Liability and Indemnity**

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The trust will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

### **Complaints**

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Parents with a complaint about their child's medical condition should discuss these directly with the head teacher in the first instance. If the head teacher cannot resolve the matter, they will direct parents to the Trust complaints procedure.

### **Roles and Responsibilities**

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#### **The Head Teacher and Senior Leadership Team will:**

- Ensure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans, including in contingency and emergency situations
- Take overall responsibility for the development of individual healthcare plans
- Ensure that school staff are appropriately insured and aware that they are insured to support learners in this way
- Contact the local authority specialist school nursing team (NELFT) in the case of any learner who has a medical condition that may require support at school, but who has not yet been brought to the attention of the relevant nursing team.
- Ensure that systems are in place for obtaining information about a learner's medical needs and that this information is kept up to date
- Ensure that all new admissions have a care plan prior to starting the school if required

#### **School Staff:**

- Supporting learners with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to learners with medical conditions, although they will not be required to do so. This includes the administration of medicines.
- Those staff who take on the responsibility to support learners with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.
- Teachers will take into account the needs of learners with medical conditions that they teach.
- All staff will know what to do and respond accordingly when they become aware that a learner with a medical condition needs help.

### **Academy Council / Trust:**

- The academy council has ultimate responsibility to make arrangements to support learners with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting learners with medical conditions.

### **Parents:**

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's individual healthcare plan and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the individual healthcare plan e.g. provide medicines and equipment

### **Health care professionals:**

- The local authority specialist school nursing team (NELFT) will notify the school when a learner has been identified as having a medical condition that will require support in school. This will be before the learner starts school, wherever possible. Healthcare professionals, such as GPs and pediatricians, will liaise with the local authority specialist school nursing team (NELFT) and notify them of any learners identified as having a medical condition.

### **Reporting to Parents**

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We place highly the benefits of working in partnership with families and these relationships have a huge impact on the effectiveness of our practice. We value our families as experts in their children and understand the pressures they are under to manage their, in some instances, complex medical needs.

We report medical administration and procedures to families in the following ways:

- Phone calls as needed to communicate information.
- Annual review of the learners's individual healthcare plan alongside their EHCP, supported by school staff.

### **Emergency Protocol**

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In the event of an emergency:

- Locate a First Aider and a member of the Leadership Team.
- Make contact with the learner's family to inform them of what is happening, this should not delay you seeking emergency help if required.
- If it is decided to call an ambulance use a mobile phone and ensure you remain with the patient.
- Ask a colleague to contact the office. The admin team / receptionist will print a copy of the patients details from our MIS, await the ambulance crew so the gate can be opened without delay and be prepared to direct them promptly to the location of the emergency.
- Phone the family again to inform them of the decided course of action and if the learner is leaving school premises for medical attention. Paramedics will usually wish to seek parental permission to admit a child, except in cases where the parent cannot be contacted.
- In most cases a member of school staff should accompany the learner to hospital if taken. They will need a copy of the learner's details from our MIS, their personal belongings and a mobile phone. They should call school when they need collecting once a parent has attended. Where possible this should be a staff member who was there at the time of occurrence.