



Lady Margaret School

Supporting Students with Medical Conditions and Students with Health Needs who cannot attend School Policy

Reviewed on: 16th November 2020

Next Review: Spring 2021

Lady Margaret School wishes to ensure that students with medical conditions receive appropriate care and support. This policy has been developed in line with the Department for Education's statutory guidance released in December 2015 – "Supporting pupils at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of students with SEND and this includes children with medical conditions. We are committed to offering an inclusive curriculum to ensure the best possible progress for all our girls whatever their needs, medical needs or abilities within the constraints of our site and budget. The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

POLICY AIMS

1. To ensure that students with medical needs receive proper care and support in school.
2. To provide guidance to staff, teaching and non-teaching, on the parameters within which they should operate when supporting students with medical needs.
3. To define the areas of responsibility of all parties involved: pupil, parents/carers, staff, Headteacher, Governing Body

PROCEDURES

The Local Authority (LA) is responsible for:

1. Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
2. Providing support, advice and guidance to schools and their staff.
3. 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:

1. The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of Lady Margaret School.
2. Ensuring that the Supporting Students with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
3. Handling complaints regarding this policy as outlined in the school's Complaints Policy.
4. Ensuring that all students with medical conditions are able to participate fully in all aspects of school life.
5. Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
6. Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
7. Keeping written records of any and all medicines administered to individual students and across the school population.
8. Ensuring the level of insurance in place reflects the level of risk.

The Headteacher is responsible for:

1. The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Lady Margaret School.
2. Ensuring the policy is developed effectively with partner agencies.
3. Making staff aware of this policy.
4. Liaising with healthcare professionals regarding the training required for staff.
5. Making staff who need to know aware of a child's medical condition.
6. Developing Individual Healthcare Plans (IHCPs) with appropriate healthcare professionals.
7. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
8. Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.
9. Contacting the school nursing service in the case of any child who has a medical condition.

Staff members are responsible for:

1. Taking appropriate steps to support children with medical conditions.
2. Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
3. Administering medication and undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
4. Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

School nurses are responsible for:

1. Developing and writing an Individual Healthcare Plan IHCP in collaboration with the Headteacher.
2. Notifying the school when a child has been identified with requiring support in school due to a medical condition.
3. Liaising locally with lead clinicians on appropriate support.

Parents/carers are responsible for:

1. Keeping the school informed about any changes to their child/children's health.
2. Completing a parental agreement for school to administer medicine form before bringing medication into school.
3. Providing the school with the medication their child requires and keeping it up to date.
4. Collecting any leftover medicine at the end of the course or year.
5. Discussing medications with their child/children prior to requesting that a staff member administers the medication.

The role of the student:

1. Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
2. Where possible, students 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 (reception or school office)
3. If students refuse to take medication or to carry out a necessary procedure, parents/carers will be informed so that alternative options can be explored.
4. Where appropriate, students will be encouraged to take their own medication under the supervision of a member of staff.

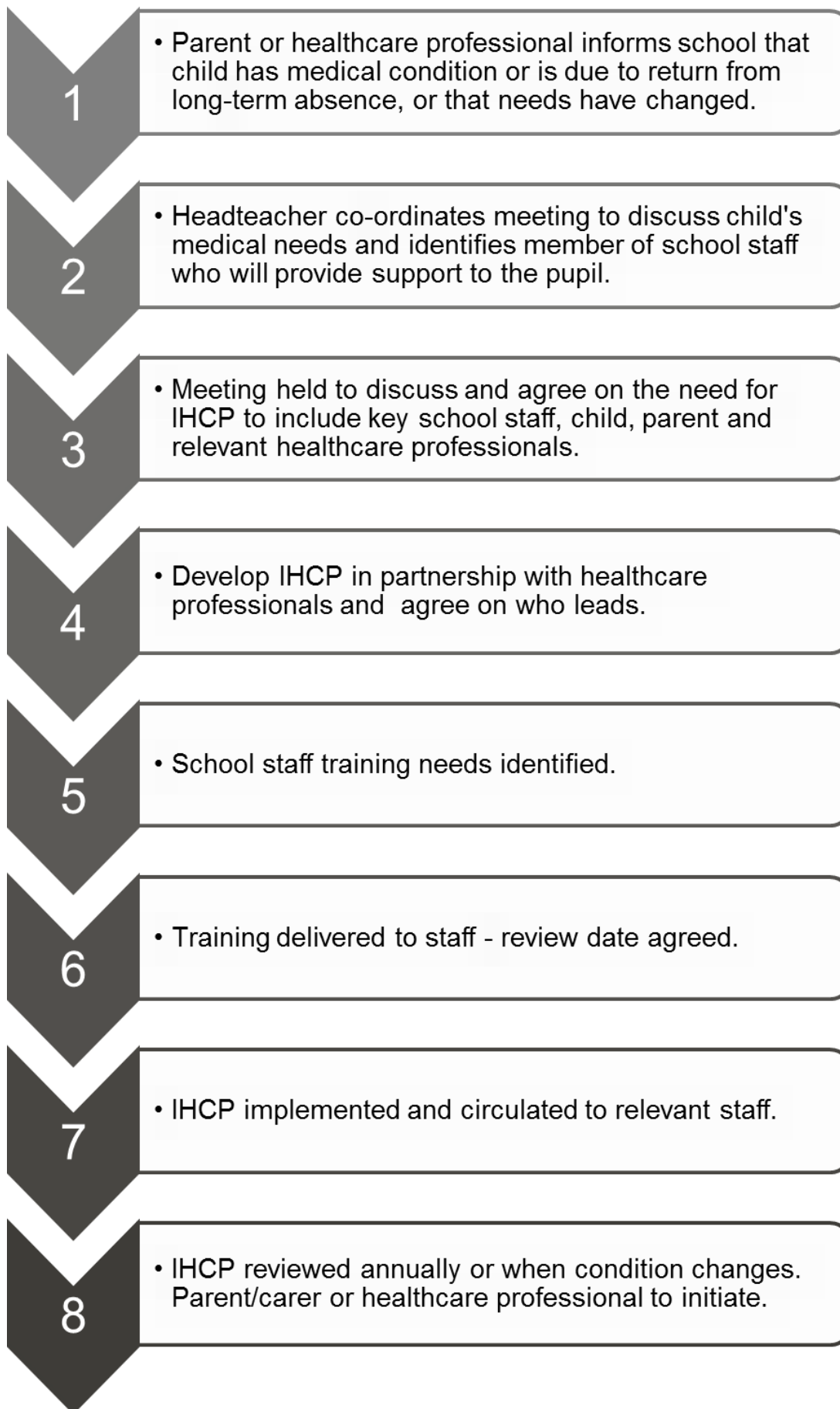
Individual Healthcare Plans (IHCPs)

Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals.

IHCPs will be easily accessible whilst preserving confidentiality and reviewed at least annually or when a student's medical circumstances change, whichever is sooner. Where a student has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.

Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

Individual healthcare plan implementation procedure



Medicines

Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours. If this is not possible, prior to staff members administering any medication, the parents/carers of the student must complete and sign a parental agreement for a school to administer medicine form¹. No student will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.

Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered. A maximum of four weeks supply of the medication may be provided to the school at one time. Medications will be stored at reception in the Medical Room.

Any medications left over at the end of the course will be returned to the child's parents/carers and written records will be kept of any medication administered to children.

Lift Passes

Where a student has a medical need which means their movement is restricted, the student will be issued with a lift pass. In this instance, the Head of Year will review medical evidence and issue a lift pass which indicates that the student is allowed to use the lift to access all floors of the school, together with one accompanying friend. The lift pass will have an end date on it, and the Head of Year will review and reissue the lift pass as necessary. This process means that students are supported in accessing their education by being able to move around the building as easily as possible.

Emergencies

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

Where an Individual Healthcare Plan (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/carers arrive.

Use of private tuition

Recent funding changes have resulted in schools now being responsible for providing up to 25 hours per week of tutoring for students who are not attending school due to medical needs.

The DfE statutory guidance on "Supporting students at school with medical conditions" April 2014 states the following,

Where students would not receive a suitable education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements. Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it

¹ Form 1, page 13

is clear that a child will be away from schools for 15 days or more because of health needs (whether consecutive or cumulative across the school year)

Lady Margaret School will refer any student/family to the relevant Local Authority when we become aware that a student is likely to be (or has been) absent for more than 15 days due to a health condition, in order for the LA to fulfill their duty to provide tuition.

We will provide information as requested to the LA so that the personal education plan they set up is suitable, and liaise with them when a supported reintegration to school is planned.

School Trips

The school will make every effort to ensure that students with medical needs have the opportunity to participate in school trips, as long as the safety of the girl concerned and that of other students is not compromised by their inclusion.

The party leader will take additional measures as necessary, and/or request additional accompanying adults, to accommodate the inclusion of the girl concerned. Parents/carers must ensure that the party leader has full information on medical needs and any relevant emergency procedures.

Sporting Activities

We expect most girls with medical conditions to participate in physical activities and co-curricular sport. We believe that for many, physical activity can benefit their overall social, mental and physical health and well-being.

Any restrictions on a girl's ability to participate in PE will be recorded in their individual health care plan. All adults should be aware of issues of privacy and dignity for girls with particular needs. Some girls may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers.²

Staff supervising sporting activities should consider whether risk assessments are necessary for some students, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

Complaints Procedure

Any parent wishing to make a complaint about the Medical Needs provision made for their daughter at Lady Margaret School should put their complaint in writing to the Headteacher who will consult the relevant teachers. An initial reply will be sent within a week and further action taken as appropriate. If a parent has further concerns s/he must follow the same procedure as set out in the School's Complaints Policy.

² Appendix 1, page 7

Appendix 1

Dear Parent / Carer of X,

Asthma

According to pupil records, your daughter suffers from asthma. Please ensure we have spare inhalers in case of emergencies.

As a school we have purchased a universal Salbutamol asthma inhaler. If such a situation should arise that your daughter needed to use this inhaler we must have the parent / carer's permission to do so. Please sign the slip and attached and return to the School Office at your earliest convenience.

Kind regards

Mrs K King
Office Manager

Miss L Scrivener
Attendance and Welfare Officer

Permission to use Universal Salbutamol Asthma Inhaler – please return to the Admin Office

Daughter's Name: _____ Form: _____

If such situation arises I give permission for my daughter to be administered with the universal Salbutamol Asthma Inhaler.

Signed _____ Date _____
Parent / Carer



Appendix 2

Sickness Log

<u>Date</u>	<u>Name</u>	<u>Form</u>	<u>Time</u>	<u>Reason</u>	<u>Action</u>	<u>Sent By</u>

Appendix 4



Accident Report

Pupil Name: _____ Form: _____

Date: _____ Time: _____

Location: _____

Details of accident

First Aid / Advice given

Outcome of student (i.e. sent home, hospital)

Name of person dealing with incident: _____

Signature: _____ Date: _____

Appendix 5

Dear Parent/Carer

I am writing to let you know that the Local Authority has revised its arrangements for the administration of medicine in school and for supporting students with medical needs. I now have to enclose two forms for you in case you need them:

1. Form 1 – Request for Pupil to Carry Medicine in School

This form has to be sent in by any parent whose daughter carries medicine on a permanent basis in school.

2. Form 2 – Health Care Plan

This is to be filled in by parents/carers whose children have a permanent health problem, e.g. epilepsy or diabetes.

Yours sincerely,

Ms E Stevenson
Headteacher

Appendix 6



FORM 1

LADY MARGARET SCHOOL

REQUEST FOR PUPIL TO CARRY MEDICINE IN SCHOOL OR FOR MEDICINE TO BE STORED IN SCHOOL

Pupil's name

Address

Condition or illness

Name of medicine

Pupil to take medicine stored in school

Pupil to carry medicine

Procedures to be taken in an emergency

Signed:

Parent/Guardian of:

Form:.....

Date:

Please note: our staff do not administer or supervise the routine taking of medicine by the girls.

Appendix 7

FORM 2



LADY MARGARET SCHOOL

(for children with an on-going condition such as epilepsy, diabetes, allergies, asthma, eczema, etc)

This information will help us to put into place a Health Care Plan where necessary

Name:

Address

.....

Date of birth

Condition

General Practitioner

Name

Phone number

Hospital/clinic

Name
.....

Phone number

What daily care requirements are necessary?

.....

Please describe what constitutes an emergency for your daughter and what should be done if such an emergency happens

.....

.....

Signed:

Parent/Guardian of:

Form: Date:

Appendix 8

Pupil Attendance

Lady Margaret School is committed to providing a full and efficient education for all. The school expects every student to reach attendance figures of 97%. To ensure each pupil's attendance remains above 97% and to ensure she can reach her full potential within education we recommend parents to follow;

- All non-urgent appointments need to be arranged outside of school hours.
- Any appointments which are needed should be booked to allow your daughter to either return to school lessons during the day or booked to leave school at 3pm at the earliest.
- If your daughter is working with an outside agency please liaise with her Head of Year to allow school to host any relevant meetings in school to limit disruption to lessons.
- Any absence must be accompanied with relevant documents such as appointment cards, letters or signed notes.

Pupil Attendance and Inclusion

Attendance is a major contributing factor to achievement. To support students with improving attendance the school will notify parents in writing each half term when attendance reaches any of the following three percentages:

- Under 95%: Parents notified and a meeting with HOY scheduled.
- Under 92%: Parents notified with HOY and SLT meeting regarding attendance. All further absence is marked as unauthorised. Additional time made available for the student to catch up on work on Academic Review Day and any other off site trips as appropriate.
- Under 90%: Headteacher meeting, all further absence is marked as unauthorised. Additional time made available to student to catch up on work on Academic Review Day, Activities week and any other off site trips.