

Supporting Children with Medical Conditions Policy

Summer 2014



Springwest Academy	
Person(s) Responsible:	Principal
Status:	Non- Statutory
Date Approved:	Summer Term 2014
Date of Review:	3 – 5 years

The Children and Families Act 2014 places a duty on governing bodies to make arrangements for supporting students at their school with medical conditions. The College's aim is to ensure that all students 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.

This policy outlines

- ❖ How students with medical conditions are supported so that they have full access to education, including school trips and physical education.
- ❖ How the college consults with health and social care professionals, students and parents to ensure that the needs of students with medical conditions are effectively supported.

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

Prior to a student with a medical condition joining the school information will be gathered and if appropriate an individual healthcare plan (IHCP) will be developed to outline the procedures necessary to support the young person and the staff in school who will have responsibility to ensure the plan is implemented. A meeting will take place with the young person, their primary carers and relevant school staff to ensure that all are aware of and in agreement with the support that is proposed and outlined in the individual health care plan. At the meeting it will be agreed who the plan will be shared with. The plan will be reviewed regularly to take account of fluctuating needs.

If any member of staff is made aware that a student currently attending the school develops a medical condition they should inform the Deputy Headteacher (SENCO). Information will then be gathered and if appropriate an individual healthcare plan will be developed to support the young person.

Individual Healthcare Plans (IHCP)

When it is felt that the most appropriate way to support a student's need is through an individual healthcare plan the Deputy Headteacher (SENCO) will co-ordinate its development in consultation with all relevant parties, including parents/carers and the young person as appropriate.

The aim of an IHCP is to capture the steps which the College will take to help the young person manage their condition and overcome any potential barriers to getting the most from their education, ensuring that account is taken of their health and social well-being and with minimal disruption.

Where the young person has a special educational need identified in a statement or education health and care plan (EHC plan), the individual healthcare plan will be linked to and become part of that statement or ECH plan. If appropriate a separate transport healthcare plan will be developed in conjunction with the LAs providers of home to school transport.

When a student is returning to school following a period of hospital education or alternative provision (including home tuition) the College will work with the provider to ensure that support is in place to reintegrate the young person effectively. Where possible the College will link with the provider whilst the young person is away from school to ensure that their education is disrupted as little as possible and maintain social links with their peers and key staff.

Refer to

Annex A: Process for developing an individual healthcare plan

Annex B: Information to be recorded on individual healthcare plans

Roles and Responsibilities

The Governing Body is committed to supporting students with medical conditions and will ensure that staff receive suitable and regular training and are competent to manage the medical needs of the student body. Governors will provide for additional, relevant training for staff, where a skills gap is identified through a young person's changing needs, a new diagnosis or on admission to the College. The College will use relevant healthcare professionals to provide identified training.

The Headteacher and Deputy Headteacher (SENCO) will ensure that all staff are aware of this policy. They will ensure that all staff who need to know are aware of a young person's medical condition and that sufficient staff are trained to deliver against all IHCPs, including in contingency and emergency situations.

All staff need to make sure that students are healthy and safe. Staff identified to provide support for students with medical needs should be willing to complete training. All staff should take account of the requirements of any IHCPs that have been shared with them.

Our students with medical conditions are often best placed to provide information about how their condition affects them. We will encourage them to be as involved as possible in the management of their condition and the development of their IHCP. We will encourage our student body to be supportive and sensitive to the needs of their peers with medical conditions.

Our parents and carers are key to our support and management of young people with medical conditions and we welcome, encourage and support their involvement in all aspects of their child's support package during their time in school. It is important that parents/carers provide us with sufficient and up-to-date information about their child's needs and ensure that they or another nominated adult is contactable at all times. We will involve parents/carers in the development and review of the IHCP and outline fully their involvement in its implementation, e.g. provision of medicines, equipment etc.

Managing medicines on college premises

Refer to Administration of Drugs in College and Students' Medical Needs Policy

Day trips, residential visits and sporting activities

The Governing Body recognises that students with medical conditions should actively be supported to participate in school trips and visits, or in sporting activities and are not prevented from doing so.

The College will ensure that all activities are offered to all students and that all our students will be encouraged to participate according to their own abilities and with any reasonable adjustments put in place. It is recognised that such adjustments may include alternative means of transport, additional staffing, specialist equipment, adapted or alternative activities. The College will ensure that appropriate risk assessments are carried out and if necessary pre-visits to location will be undertaken to ensure the inclusion, participation and health and safety of all students and staff.

Liability and indemnity

The College has taken out appropriate insurance to cover such risks.

Complaints

Please refer to our Complaints Policy which can be found on the College's website and is also available via the College Reception.

Annex A: Process for developing individual healthcare plans

Parent/Carer, feeder school, LA SEN or healthcare professional informs College that a young person has an existing medical condition, or has been newly diagnosed, or is due to attend a new school, or is due to return to school after a long-term absence, or that needs have changed



Deputy Headteacher (SENCO) co-ordinates meeting to discuss young person's medical support needs; and identifies members of school staff



Meeting to discuss and agree on need for IHCP to include key school staff, young person, parent/carer, relevant healthcare professional and other medical/health clinician as appropriate (or to consider written evidence provided by them)



Develop IHCP in partnership – agree who leads on writing it. Input from healthcare professional must be provided



School staff training needs identified



Healthcare professional commissions/delivers training and school staff signed – off as competent – review date agreed



IHCP implemented and circulated to all relevant staff



IHCP reviewed annually or when condition changes. Parent/carer or healthcare professional to initiate



Annex B: Information to be recorded on individual healthcare plans

- ❖ The medical condition, its triggers, signs, symptoms and treatments
- ❖ The young person'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 e.g. crowded corridors, travel time between lessons
- ❖ Specific support for the young person's educational, social and emotional needs – e.g., 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
- ❖ The level of support needed, including emergencies. Some young people will be able to take responsibility for their own health needs. If the young person is self-managing their medication, this should 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 from the young person's medical condition from a healthcare professional; and cover arrangements for when they are unavailable
- ❖ Who at FCC needs to be aware of the young person's condition and the support required
- ❖ Arrangements for written permission from parents/ carers and the headteacher for medication to be administered by a member of staff, or self-administered by the young person during school hours
- ❖ Separate arrangements or procedures required for school trips or other school activities outside of normal school timetable that will ensure the young person can participate, e.g. risk assessments
- ❖ Where confidentiality issues are raised by the parent/carer or young person, the designated individuals to be entrusted with information about the young person's condition
- ❖ What to do in an emergency, including whom to contact, and contingency arrangements.

Template A: Individual Healthcare Plan

Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Phone number (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone number (work)	
(home)	
(mobile)	

Clinic/Hospital contact

Name	
Phone number	

GP

Name	
Phone number	

Who is responsible for providing support in school	
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision.

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Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needs/undertaken – who, what, when

Form copied to