

### **INTRODUCTION AND POLICY STATEMENT**

On 1 September 2014 a new statutory duty came into force for governing bodies to make arrangements to support pupils at school with medical conditions. At Bournemouth School for Girls we aim 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.

We recognise the need to work in partnership with parents, pupils and healthcare services to ensure that the pupils in our care receive the support they need to access school as much as possible. Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case the governing body complies with their duties under that Act. Some may also have special educational needs (SEN) and may have an Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision.

We recognise that there are often significant social and emotional implications associated with medical conditions and aim to support pupils with emotional disorders such as anxiety or depression. In particular we note that it is often necessary for a pupil to miss school to attend a medical appointment and that they should not be penalised for doing this. The school aims to support a pupil's reintegration into school after a period of absence and short term; frequent absences need to be given appropriate support to limit the impact on the child's educational attainment and emotional and general well-being.

The person with responsibility for developing appropriate care plans for pupils and ensuring that appropriate support is in place is Ms Collins.

### **KEY POINTS**

- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- Governing bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

## **SUPPORT FOR PUPILS IN SCHOOL**

### **Statutory Duties**

The governing body must ensure that there is a named person in school who has overall responsibility for policy implementation; that the school policy covers the role of individual healthcare plans and who is responsible for their development; that staff are appropriately trained to support the pupil.

Any support for pupils in school will be guided by the principle that a pupil should be able to access as much of her education as possible. To achieve this it may mean supporting pupils with reduced timetables to gradually reintegrate them into school. The learning Centre may be used to provide respite during the school day.

Support in school may require the development of an Individual Health Care Plan. This will be written in partnership with parents, the pupil and relevant health care professionals. This plan will be available to all staff through the pupil needs register but will be given directly to relevant staff.

This plan will include:

- the medical condition, its triggers, signs, symptoms and treatments
- the pupil'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 pupil's educational, social and emotional needs – 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
- the level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring
- who will provide this support and who in school to contact in an emergency
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments
- what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

It is important to get in writing from parents what medication is to be administered by a member of staff. Details of this should be recorded.

Where confidentiality issues are raised by the parent or pupil these should be respected and information given only to trusted individuals by agreement.

### **STAFF TRAINING**

This will be carried out in accordance with the school's CPD policy and the school's Health and Safety policy. Where necessary, appropriate staff will be given additional training to enable them to support a pupil in school.

## **ADMINISTERING MEDICINES TO PUPILS**

There is a written record of all medicines administered to pupils, including that which is administered on school visits.

Any member of staff can assist pupils in taking their own medication. If the student is unable to take their own medication, staff can administer medication as prescribed, but it is not an expectation of staff that they should do so. A written record of this must be stored at reception.

## **INSURANCE**

The governing body must ensure that there is appropriate insurance in place to cover staff providing support to pupils with medical conditions.

## **COMPLAINTS**

Should parents or pupils be dissatisfied with the support provided by the school they should discuss their concerns directly with the school. If this does not resolve the issue they can make a formal complaint via the school's complaints procedure.

## **OTHER ISSUES**

The school has a number of staff who are trained as First Aiders in line with the school Health and Safety policy. We have developed a Guidance and Code of Practice for First Aid in school. All staff are encouraged to undertake basic First Aid training. This is a regular CPD opportunity.

Pupil medication is stored at reception in named boxes, a copy of detailed care plans are also stored at reception.

A list of pupils with medical conditions is regularly updated in the Pupil Needs Register.

A list of pupils with asthma and those at risk of anaphylaxis is on the staff area noticeboard accompanied by photographs. This is also in the PE office and in the Pupil Needs Register stored on line in the staff shared area.

All staff taking pupils out of school on trips have detailed medical information and additional medication as appropriate. There will always be a first aider accompanying school trips.

First Aid equipment is stored at relevant positions around the school. This is regularly checked by appointed persons within designated areas.

All staff receive annual epi-pen training for the treatment of anaphylaxis in school.

The school has a defibrillator as part of its First Aid equipment. First aid staff have been trained how to use it, but should a first aider not be available any member of staff is able to use the defibrillator as full instructions are provided by the unit.

There is a clear procedure in place for calling the emergency services.

## UNACCEPTABLE PRACTICE

Governing bodies must ensure that the school policy is compliant in all aspects of its statutory duties.

It is not acceptable to:

- prevent a pupil from accessing her medication when necessary
- assume that every pupil with the same condition requires the same treatment
- ignore the views of the child and parents
- send pupil with medical conditions home for reasons associated with their condition or to prevent them from accessing normal school activities because of their condition where the condition is not impeding their ability to continue with the school day
- to send an ill child for help on her own
- penalise children for poor attendance because of their medical condition
- prevent children from eating, drinking or taking toilet breaks related to their condition
- to require parents to administer medication or support on school visits at the expense of their work or the child's participation.

This policy will be reviewed in July 2018.