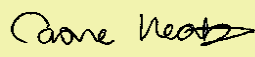


Withernsea High School

Official Policy



Supporting Medical Needs Policy

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Governor Committee:	Full Governing Body Committee	
Approved by:	Mrs C Heaton Chair of Governors	Signature: 
Review due:	Dec 2025	

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Inspiring confident young people to thrive in a changing world

Supporting Medical Needs Policy

Some students will have at some time in their school career have a medical condition that impacts on their school life. This is usually short-term and is either fully or substantially resolved. However, some pupils have long-term medical needs, which, if not properly managed, may restrict their ability to attend school regularly and take part in school activities.

Schools, parents, and health professionals all need to work together to create a suitable, supportive school environment for students with medical needs.

As a school we strongly advocate inclusion for all and feel that this is paramount when considering the health, physical and emotional wellbeing of all students in line with the five outcomes of the 'Help Children Achieve More' (formerly Every Child Matters agenda), the five outcomes being:

- Be Healthy
- Stay Safe
- Enjoy and Achieve
- Make a positive contribution
- Achieve economic well-being

Students with medical needs who may require emergency treatment will have an Individual Healthcare Plan developed in partnership with parents, school staff, school nurses and medical advisors.

The aim of the policy is to ensure that:

- Students, staff and parents/carers understand how our school will support students with medical conditions.
- Students with medical conditions are properly supported to allow them to access the same education as other students, including school trips and sporting activities.

Roles and responsibilities

The Governing Body

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

The Headteacher

- Ensures the effective implementation of this policy and the developments of relevant detailed procedures.
- Ensure medication is stored safely.
- Ensures parents/carers are aware of the school's policy and procedures.
- Obtains agreement from parents/carers to share information about the child's medical condition/health with the identified member of staff with responsibility for healthcare plans.
- Ensure that all staff who need to know are aware of the child's medical condition.
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.
- In cases where the Headteacher feels concern about meeting the child's medical needs or where expectations of parents/carers appear unreasonable, advice can be sought from the school health advisors, or GP or relevant local authority personnel.

Staff

Supporting students 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 students with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Teachers will take into account the needs of students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

- If staff volunteer to support a student with medical needs, they need to receive information about the condition and the likelihood, or not, of an emergency arising.
- Tasks should be clearly identified with training provided before they are asked to administer medication.
- Ideally administer or supervise the administration of medicine in the same location as the medicine is stored.
- Staff should ensure appropriate records are kept.
- Staff should be aware of any possible side effects.
- Staff should bring to the attention of the Headteacher any concerns they have about a student's medical condition at the earliest opportunity.

Parents and Carers

- Have prime responsibility for their child's health.
- Are responsible for ensuring their child is well enough to attend school.

- Should, where possible, arrange with their doctor for medication to be administered outside of school hours.
- Should provide school with details of their child's medical condition, whether this is before the child starts school or if a condition develops whilst the child is attending school.
- Should liaise with the Welfare Coordinator and Head of Year to agree the school's role in helping to meet their child's medical needs.
- Are responsible for supplying written information about the medical condition and medication their child needs to take in school and letting the school know in writing of any changes to the prescription or its administration or to the support required.
- Should, where possible, arrange for a separate supply of medication for use in school.
- Are responsible for the supply, collection, and disposal of medication.

Students

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students should be fully involved in discussions about their medical support needs and contribute as much as possible to their IHP's. They are also expected to comply with their IHP's.

The School Nurse Advisor and other Healthcare Professionals

- Can supplement information given by parents/carers and GP's once parental consent has been given.
- Can advise on training for school staff who have volunteered to administer medication.
- May be prepared to attend school open days/evenings to give advice to parents/carers and school staff.
- If required, the GP may be approached to provide give information about a child's medical condition to school staff, providing the students consent is obtained (if she/he has the capacity) or otherwise that of the parents/carers.

Equal Opportunities

Our school is clear about the need to actively support students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure the students with medical conditions are included. In doing so students, their parents/carers and any relevant healthcare professionals will be consulted.

Being notified that a child has a medical condition

When the school is notified that a student has a medical condition, the process outlined below will be followed to decide whether the student requires an IHP.

The school will make every effort to ensure that arrangements are put into place within two weeks or by the beginning of the relevant term for students who are new to our school.

See Appendix 1

Individual healthcare plans (IHPs)

The Headteacher has overall responsibility for the development of IHPs for students with medical conditions. This has been delegated to the schools Welfare Coordinator.

Plans will be reviewed at least annually, or earlier if there is evidence that the student's needs have changed.

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

- What needs to be done
- When
- By whom

Not all students with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents/carers when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents/carers and relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on student's specific needs. The student will be involved wherever appropriate.

IHPs will be linked to, or become part of any education, health and care (EHC) plan. If a student has SEN but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the student's condition and how much support is needed. The Headteacher / Welfare Coordinator will consider the following when deciding what information to record on the IHPs:

- The medical condition, its triggers, signs, symptoms and treatments.
- The students 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 students 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 including in emergencies. If a student 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 student's medical condition from a health care professional, and cover arrangements for when they are unavailable.
- Who in school needs to be aware of the student'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 a student during school hours.
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, e.g., risk assessments.
- Where confidentiality issues are raised by the parent/carer/student, the designated individuals the designated individuals to be entrusted with information about the student's condition.
- What to do in an emergency, including who to contact, and contingency arrangements.

Managing Medicines

If a student refuses to take medicines, staff will not force them to do so, and will inform the parents/carers of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedure will be followed.

Should a student be issued routine medication such as paracetamol or ibuprofen, then a text will be sent home to inform parents/carers, listing time issued and quantity. Where possible the Edulink app will be used.

The school will make every effort to continue the administration of medication to a student whilst on school trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a student on a school trip if appropriate supervision cannot be guaranteed.

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the student's health or school attendance not to do so and/or
- Where we have parents/carers written consent

The only exception to this is where the medicine has been prescribed to the student without the knowledge of the parent/carer.

Anyone giving a student any medication (for example for pain relief) will first check maximum dosages and when the previous dosage was taken. The school will only administer medication in accordance with the dosage prescribed by a doctor/pharmacist or following manufacturer's guidelines for your child's age for non-prescription medication.

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.

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

All medicines will be stored safely. Students will be informed about where their medicines are. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to students and not locked away.

Medicines will be returned to parents/carers to arrange for safe disposal when no longer required.

It is the parents' responsibility to renew medication when necessary and to inform the school via email/in writing if the pupils need for medication has ceased.

Controlled drugs

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

A student who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another student to use. All other controlled drugs are kept in a secure cupboard 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.

Emergency procedures

Staff will follow the school's normal emergency procedures (See First Aid Policy). All students IHPs will clearly set out what constitutes an emergency and will explain what to do.

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

Training

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

The training will be identified during the development or review of IHPs. Staff who provide support to students with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Welfare Coordinator. Training will be kept up to date.

Record keeping

The governing board will ensure that written records are kept of all medicine administered to students for as long as these students are at the school. Parents/carers will be informed if their child has been unwell at school.

IHP's are kept in a readily accessible place that all staff are aware of.

Transition from feeder primary school or non-standard entry

School staff will meet with key staff of primary feeder to ensure smooth transition of any established Healthcare Plans and encourage any medical factors to be included in transition plan with acknowledgement of how these needs may be affected by change of environment/transport arrangements etc. In the case of non-standard entry, parents or carers should make school aware of any existing Healthcare Plans to ensure needs can be accommodated effectively, minimising the impact of transition for all students.

Pupils moving from home tuition base into school

When students with medical needs who are educated at home return to school the team leader for home tuition will inform the school and the Welfare Coordinator of the need to draw up an Individual Health Care Plan.

Monitoring

This policy will be reviewed and approved by the Governing board every year.

Appendix 1: Being notified a child has a medical condition

