



**STUDIO  
SCHOOL**  
ISLE OF WIGHT

## **Supporting Students at School with Medical Conditions Policy : IOWSS P3.3**

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Policy Links:

- Health and Safety policy
- Behaviour policy
- Anaphylaxis policy
- The Administration of Medicine on School Premises Policy

**Purpose: To provide guidance to teachers, Governors and Parents / Carers in respect of supporting students at school with medical conditions.**

**1. Key Principles:**

- Students 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 students at school with medical conditions.
- Governing bodies should ensure that school leaders consult health and social care professionals, students and parents to ensure that the needs of students with medical conditions are effectively supported.
- Supporting a student with a medical condition during school hours is not the sole responsibility of one person. Partnership working between school staff, healthcare professionals (and where appropriate, social care professionals), local authorities, and parents and students is critical.

**2. Notes for Parents / Carers:**

The school holds confidential information on students' health. This needs to be updated regularly. **The provision of this information remains the responsibility of the Parent / Carer.**

The student's own doctor/health care professional is the person best placed to advise whether a student should or should not be in school.

The school will consider requests made by Parent / Carer in respect of the administration of medicines. For further information on this please refer to the Administration of Medicines on School Site policy.

Please note new Government legislation came into force on 1<sup>st</sup> September 2014 and expectations are based on good practice.

### 3. Responsibility for Policy Implementation

The Governing Body and Headteacher have overall responsibility for ensuring that:

- sufficient staff are suitably trained,
- all relevant staff will be made aware of the student's condition,
- there are cover arrangements in place in case of staff absence or staff turnover to ensure someone is always available,
- supply teachers are briefed.
- risk assessments for school visits, holidays, and other school activities outside of the normal timetable are carried out.
- individual healthcare plans are monitored and reviewed (at least annually).

These responsibilities may be delegated to other members of the Senior leadership Team or the SENCO.

### 4. Procedure to be followed when the school receives notification that a student has a medical condition

When a new diagnosis is made or a student moves into the school mid-term, every effort will be made to ensure that arrangements are put in place within 2 weeks of the school being notified by the parent/carer.

The school does not have to wait for a formal diagnosis before providing support to students. In cases where a medical condition is unclear or there is a difference of opinion, judgements will be made about what support to provide based on the evidence available to the school. This will include some form of medical evidence and consultation with parents. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place.

### 5. Individual Healthcare Plans

Individual healthcare plans are used to help ensure that each school effectively supports students with medical conditions. They provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex.

**However, not all students will require individual healthcare plans.** The school, healthcare professional and parent should agree, based on evidence,

when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the headteacher will make the final decision. See Appendix A for the Isle of Wight Studio School procedures for identifying and agreeing the support a student needs and developing an individual healthcare plan

The format of individual healthcare plans may vary and the level of detail within plans will depend on the complexity of the student's condition and the degree of support needed.

Plans will be drawn up in partnership between the school, parents, and a relevant healthcare professional, e.g. school, specialist or students' community nurse, who can best advise on the particular needs of the student. Students will also be involved whenever appropriate. The aim of the plan is to capture the steps which a school should take to help the student manage their condition and overcome any potential barriers to getting the most from their education. Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the school.

Individual healthcare plans will be reviewed at least annually or earlier if evidence is presented to the school that the student's needs have changed. Unless the school has been notified of a change in the student's needs, the review will be undertaken in consultation with the school nurse and parents/carers.

Where a student is returning to school following a period of hospital education or alternative provision (including home tuition), the school will work with the Isle of Wight/Hampshire education authority to ensure that the individual healthcare plan identifies the support the student will need to reintegrate effectively.

## 6. What Will Be Recorded

When deciding what information will be recorded on individual healthcare plans, the following will be considered:

- the medical condition; its triggers, signs, symptoms and treatments;
- the student'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 when moving around.
- specific support for the student'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 students will be able to take responsibility for their own health needs), including in emergencies. **If a student 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 for the student'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 student's condition and the support required.
- arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the 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/student, the designated individuals to be entrusted with information about the student's condition.
- what to do in an emergency, including whom to contact, and contingency arrangements. Some students may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

## 7. Staff Training and Support

**Any member of school staff providing support to a student with medical needs will receive suitable training.** This will be identified during the development or review of individual healthcare plans. The relevant healthcare professional will normally lead on identifying and agreeing with the school, the type and level of training required, and how this can be obtained.

The family of a student will often be key in providing relevant information to school staff about how their student's needs can be met, and parents should be asked for their views. They should provide specific advice, but should not be the sole trainer.

There will be annual whole school awareness training so that all staff are aware of the school's policy for supporting students with medical conditions and their role in implementing that policy. This includes preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

All new staff will receive appropriate training in line with the Probationary and Induction Policy and Procedures.

#### 8. The Student's Role in Managing Their Own Medical Needs

After discussion with parents, students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This should be reflected within individual healthcare plans.

If a student refuses to take medicine or carry out a necessary procedure, staff will not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents will be informed so that alternative options can be considered.

#### 9. Emergency Procedures

Where a student has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other students in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

If a student needs to be taken to hospital, a member of staff will stay with the student until the parent arrives, or accompany a student taken to hospital by ambulance. Each school will ensure they understand the local emergency services cover arrangements and that the correct information is provided for navigation systems. Procedures will be followed in line with the Health and Safety Procedures Policy.

#### 10 Day Trips, Residential Visits and Sporting Activities

Staff should be aware of how a student's medical condition will impact on their participation, but there should be enough flexibility for all students to participate according to their own abilities and with any reasonable adjustments. Each school will make arrangements for the inclusion of students in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible in the line with Isle of Wight Studio School Educational Visits and Activities Policy.

#### 11. Unacceptable Practice

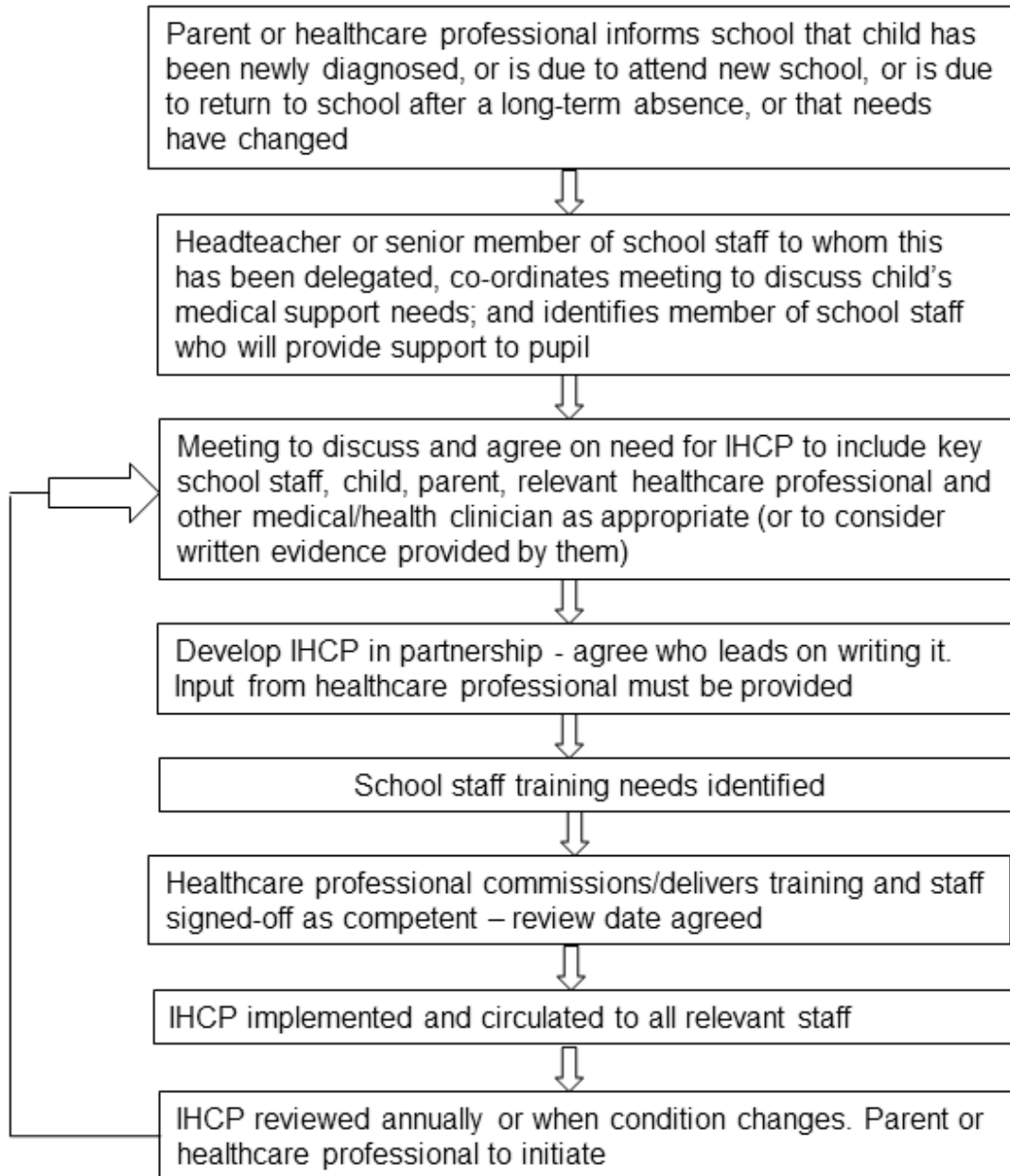
- Staff should use their discretion and will judge each case on its merits with reference to the student's individual healthcare plan. However it is not acceptable practice to:
- prevent students from easily accessing their inhalers and medication and administering their medication when and where necessary;

- assume that every student with the same condition requires the same treatment;
- ignore the views of the student or their parents; or ignore medical evidence or opinion, (although this may be challenged);
- send students with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the student becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- penalise students for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- No parent should have to give up working because the school is failing to support their student's medical needs;
- prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the student.

## 12. Complaints

Should parents or students be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure. Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted. Ultimately, parents (and students) will be able to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

## Appendix A: Process for Developing Individual Healthcare Plans (IHCP)





**Appendix B: Individual Healthcare Plan Proforma**

|                                 |  |
|---------------------------------|--|
| Name of School:                 |  |
| Student's Name:                 |  |
| Year Group / Class:             |  |
| Date of Birth:                  |  |
| Student's Address:              |  |
| Medical diagnosis or condition: |  |
| Date:                           |  |
| Review Date:                    |  |

**Family Contact Information**

Contact 1:

|                          |  |
|--------------------------|--|
| Name:                    |  |
| Phone no. (work)         |  |
| (Home)                   |  |
| (Mobile)                 |  |
| Relationship to student: |  |

Contact 2:

|                          |  |
|--------------------------|--|
| Name:                    |  |
| Phone no. (work)         |  |
| (Home)                   |  |
| (Mobile)                 |  |
| Relationship to student: |  |

**Clinic / Hospital Contact**

|           |  |
|-----------|--|
| Name:     |  |
| Phone no. |  |

**G.P. Contact**

|           |  |
|-----------|--|
| Name:     |  |
| Phone no. |  |

Who is responsible for providing support in school:

Describe medical needs and give details of student'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 administration with / without supervision:

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Daily care requirements:

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Arrangement if student refuses to take their medication whilst at school:

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Specific support for the student's educational, social and emotional needs (if required)

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|--|

Arrangements for school visits / trips:

Other information (if required)

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

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

Plan developed with:

Staff training needed / undertaken – who, what, when:

Form copied to:

