



John Watson School

Supporting Pupils with Medical Conditions Policy

Signed by *Lynn Wong*
Chair of Governors

Date first issued: January 2015
Revisions made: December 2021

Review date: January 2025

This policy will be reviewed as per the review schedule set by the Governing body or in accordance with policy updates issued by Oxfordshire County Council (whichever is sooner).

Introduction

Students at school with medical conditions should be properly supported so that they can play an active part in school, remaining healthy and able to achieve their academic potential, with full access to education, including school trips and physical education.

Section 100 of the **Children and Families Act 2014** places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions.

Definition of the term Medical Condition used in this context

A medical condition that is long term with acute episodes, requires ongoing support, and involves the need for medication and/or care whilst at school. The condition will need monitoring and could require immediate intervention in emergency circumstances. Where this is the case the Governing body must comply with their duties under the Equality Act 2010.

All students at JWS have an Education, Health and Care Plan (EHCP) which brings together education, health and social care needs. For children with SEND, this guidance should be read in conjunction with the SEND code of practice and the school's Local Offer.

Rationale

John Watson School is an inclusive community which aims to support and welcome pupils with medical conditions. The school aims to provide pupils with medical conditions the same opportunities as others at the school.

To do this we need to ensure that correct procedures and protocols are in place to enable any pupil with a long-term medical condition to be able to attend school, or have minimum disruption to their education.

Aims

- To ensure as little disruption to our pupils' education as possible.
- To develop staff knowledge and training in all areas necessary for our pupils.
- To ensure we develop links with all outside agency support systems.
- To ensure safe storage and administration of agreed medication.
- To provide a fully inclusive school.
- Our Core Principles underpins all education, health and care at JWS:

Safety	Learning	Independence	Communication	Engagement
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Definition

This policy relates to pupils who have a recognised medical condition, which will last longer than 15 days and will require the pupil to have an individual health care plan protocol in school.

Individual Healthcare Plans must:

- Be clear and concise.
- Be written in partnership with parents, child, healthcare professionals and key staff.
- Be reviewed annually or when there is a change in the condition of the child.
- Be easily accessible whilst preserving confidentiality.

- Outline educational provision if the pupil is unable to attend school.
- Contain details of the medical condition, its triggers, signs, symptoms and treatments.
- Include relevant SEN information.
- Provide details of 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, modifications to buildings, furniture or equipment, and environmental issues e.g. crowded corridors, travel time between lessons.
- Outline specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, changes to the school day and details of a personalised curriculum, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions etc.
- Outline 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.
- State who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable.

Method

The school will:

- Ensure that pupils with medical conditions are identified as they transfer to the school and through the ongoing annual data check process. This is outlined for all children in John Watson School on the admissions form.
- Arrange for written permission from parents/carers for medication to be administered by a member of staff, or self-administered by the pupil during school hours.
- Have separate arrangements in place for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments.
- Designate individuals to be entrusted with information about a pupil's condition with parent permission.
- Have an identified member(s) of staff trained to specifically meet the needs of pupils with an Education Health Care Plan linked to a medical condition.
- Always have a minimum of two members of staff available trained in first aid response with knowledge of the pupils with medical conditions and access to their IHCPs.
- Be clear about what to do in an emergency, including who 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.
- Make all staff working directly with pupils aware of the Learners in the school with medical conditions.
- Provide sufficient training for staff to meet the needs of pupils at the school with medical conditions.

Identification

We will work with the parents and medical professionals to ensure we have specific protocols in place as soon as the child starts school. This may take the form of information sharing, developing specific care plans, organising training, employing new staff or reorganising classroom facilities. We will also regularly send out medical questionnaires to parents to ensure all our records are up to date.

Provision and Organisation

The school will follow the guidance given by relevant professionals regarding supporting pupils with medical needs in school. This policy will be kept alongside that guidance to provide a management strategy to fully support the needs of all staff, pupils and parents.

Training regarding specific conditions will be delivered as required. This is usually within the term of a new pupil beginning school but if necessary before they commence their education at John Watson School.

First Aid training will continue to be under the guidance of the Health and Safety Policy. With opportunities for staff to be trained as First Aiders.

The school nurse liaises with the school and is available by email and phone for support. Pupils requiring continuous support for a medical condition will be given an Individual Health Care Plan (IHCP).

Frequent Multi Professional meetings (up to 4 or 6 weekly) are held in some cases to best support pupils with complex needs. This can take the form of a CIN, TAF or CP.

Individual Health Care Plans (IHCP)

The main purpose of an IHCP is to identify the level of support that is needed at school for an individual child. The IHCP clarifies for staff, parents/carers and the child the help the school can provide and receive. These plans will be reviewed annually as a minimum, or more frequently at the request of parents/carers or the school, or as required an IHCP will include:

- Details of the child's condition
- What constitutes an emergency
- What action to take in an emergency
- What not to do in the event of an emergency
- Who to contact in an emergency
- The role of staff
- Special requirements e.g. dietary needs, pre-activity precautions
- Side effects of medicine

A copy will be given to parents/carers, class teachers/relevant support staff, and a copy will be retained in the medical needs file in the office and the child's individual file. The general medical information sheet given to all staff will indicate that the child has an IHCP.

All trained staff will ensure they are aware of the protocols and procedures for specific pupils in school through attending training provided and reading care plans devised for individual pupils.

Pupils are not to carry any medication on them during school unless prior arrangements have been agreed for self-administration. (Epi pens, inhalers for asthma control, or care plan specified medication will be kept by teachers in classrooms or on their person during trips or visits).

Staff are reminded that they should never leave or store any medication on a child's wheelchair/buggy/specialist seating.

No pupil is allowed to have any non-prescription drugs in school; this is to ensure that no pupil unwittingly or otherwise gives another pupil their medication. This approach is supported in school through our PSHE curriculum.

Medication will be stored in locked medication boxes in classrooms or the fridge in the school office.

Additional supplies for personal care and hygiene will be kept in the changing room cupboards. All classrooms have a First Aid box.

School Visits

At John Watson School no child will be excluded from a trip because of their medical needs and this must be considered when plans are made. When preparing risk assessments staff must consider any reasonable adjustments they might make to enable a child with medical needs to participate fully and safely on visits.

Additional safety measures may need to be taken for outside visits and it may be that an additional staff member, a parent/carer or other volunteer might be needed to accompany a particular child. Arrangements for taking any medicines will need to be planned or as part of the risk assessment and visit planning process. A copy of IHCP should be taken on trips and visits in the event of information being needed in an emergency.

When the administration of non-emergency medication is required staff may exercise their voluntary right to not administer, this right may be selective on the grounds of the type of medication in question. The members of staff willing to administer the medication to a pupil should be recorded in the individual care plan and this voluntary responsibility can be withdrawn at any time.

Other Support

Outside agencies such as:

- School Nurse Service
- Medical specialists relating to pupils
- Social Services
- SEN Advisory Team
- Specialist Support Groups
- Educational Psychology Team
- Child Protection Team

All will be regularly contacted to support and advise school in the devising and management of this policy.

Monitoring & Review

Roles and Responsibility

The ultimate responsibility for the management of this policy in school is with the Headteacher and Governing Body. The named member of staff Stephen Passey will manage the policy on a day-to-day basis and ensure all procedures and protocols are maintained.

This policy will also be made available to parents on the school website. We will ask parents for annual updates regarding medical information.

Review Date

This policy will be monitored every three years (next review to be January 2025) and updated when necessary ensuring new legislation is incorporated. Staff will regularly receive opportunities to discuss and evaluate the management of the procedures and protocols in school.