



Taking Pride

Saxon Hill School

Supporting Pupils with Medical Conditions policy

Saxon Hill School is an all-age (2-19) residential special school for children with physical disabilities and complex medical needs. With a school population of 90 students, Saxon Hill is located in Lichfield and serves families from south-east Staffordshire.

Saxon Hill School's unique profile enables us to provide a holistic and developmental curriculum for children with physical, medical, sensory and associated learning difficulties from pre-school right through to transition into adult life. Saxon Hill School has a residential unit, referred to as the sleepover club, which operates 4 days a week during term time. A commissioned nursing service operates within the school to meet the needs of the many complex medical conditions that our students present with. Some of our students are also supported by a continuing care team who provide 1-1 care whilst the student is in school.

Throughout the policy the word 'school' refers to the whole school provision including the sleepover club and nursing team.

This policy should be read in conjunction with the County Medication Policy (HR109) 2014 and the county Children's Medication Guidance 2014 document.

Definition

Pupils' medical needs may be broadly summarised as being of two types:

- (a) **Short-term**, affecting their well-being and or their participation in school activities whilst they are on a course of medication or medical intervention.
- (b) **Long-term**, potentially limiting their access to education and requiring extra care and support from the school and or other providers.

School Ethos

Schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures will be required. Saxon Hill School is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) may need.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. **Pupils with medical conditions have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.** However, teachers and other school staff in charge of pupils have a common law duty to act 'in loco parentis' and must ensure the safety of all pupils in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to

others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

The prime responsibility for a child's health lies with the child's primary carer who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including the Health professionals, the child's GP and Consultants in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected (for example, class mates).

Our Aims

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits
- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication
- To comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs.
- To write, in association with healthcare professionals, Individual Healthcare Plans where necessary
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support
- To keep, monitor and review appropriate records

Unacceptable Practice

While school staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent children from accessing their medication
- Assume every child with the same condition requires the same treatment
- Ignore the views of the child or their parents / carers; ignore medical advice
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare plan
- Penalise children for their attendance record where this is related to a medical condition
- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- Require parents to administer medicine where this interrupts their working day
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part

Entitlement

Saxon Hill School provides full access to the curriculum for every child wherever possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows:

Employees may:

- Choose whether or not they wish to be involved
- Receive appropriate training
- Work to clear guidelines
- Bring to the attention of Senior Leadership any concern or matter relating to the support of pupils with medical conditions

Expectations

It is expected that:

- Parents will inform school of any medical condition which affects their child.
- Parents will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container
- Parents will ensure that medicines to be given in school are in date and clearly labelled
- Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the school life of that individual
- Saxon Hill School will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan (for example, an inhaler)
- School staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to-date advice about a pupil's medical needs and will seek support and training in the interests of the pupil
- Transitional arrangements between schools will be completed in such a way that Saxon Hill School will ensure full disclosure of relevant medical information, Healthcare plans and support needed in good time for the child's receiving school to adequately prepare
- Individual Healthcare plans will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals

Procedure

The Governing Body of Saxon Hill School ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions.

Information

All students at Saxon Hill school have a comprehensive care plan that is updated regularly by the school staff. These care plans accessed on the shared server and are protected by secure logins and all adults dealing with the child will have their attention drawn to this information. The nursing department also hold specific health care plans related to students specific medical conditions. These are updated and changed in line with any changes in their treatment. It is the responsibility of the main carers to keep the school informed of any changes to their child's regimes.

In an emergency

In an emergency, there are appropriately trained adults to administer emergency paediatric first aid if necessary and in the first instance. If necessary the nursing team will be called and will assume responsibility for the emergency

If an ambulance needs to be called

A full outline of the full condition and how it occurred

A full hand over will take place which will include details regarding the child's date of birth, address, parents' names and any known medical conditions.

Children will be accompanied to hospital by a member of staff who will remain with the student until the main carers are ready to take over.

If the nurses request that a student should visit A&E, but not as an emergency the student will be taken by a member of staff in the school minibus.

Main Carers will always be called in a medical emergency, but do not need to be present for a child to be taken to hospital. Main Carers will be fully informed throughout the whole emergency

Administration of medicines

Only essential medicines will be administered during the school day. These will be only those prescribed by a doctor. Parents must contact the nurses before sending in any medication.

Medicines to be given during the school day must be in their original container. Controlled drugs can also be administered, subject to all other conditions as described in the Policy.

Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

Named staff members will give medicines (see end of Policy). Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct, and that written permission has been given. Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded on individual drug charts kept in the Nurse's office.

All medicines will be stored safely. Medicines needing refrigeration will be stored in the staffroom fridge.

Complaints

Should parents be unhappy with any aspect of their child's care at Saxon Hill School, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be managed. If this does not resolve the problem or allay concern, the problem should be brought to a member of the leadership team, who will, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue the parents/ carers must make a formal complaint using the Saxon Hill complaints procedure which is available from the office.

Equality Statement

Our school will only commit to policies and practices which eradicate discrimination and promote equality for all regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation.

General

This policy will always reflect the present and future need of all stakeholders and to support this we are always open to suggestions for changes and alterations of and to any specific individual provision.

Signed

Chair of Governors
Signed

Date

Headteacher

Date