

Oaks Park High School

Title of Policy:	Supporting Students with Medical Conditions
Person responsible:	C Douglas
Date for review:	2017

Definition

A students' medical needs may be broadly summarised as two types:

- (a) **Short Term:** On a course of medication which affects their participation in school activities.
- (b) **Long Term:** Potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

Introduction

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools to make arrangements for supporting students at their school with medical conditions. Students with special medical needs 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 students have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place away from the school site. This could extend to a need to administer medicine. In meeting this duty, the governing body must have regard to guidance issues by the Secretary of State under this section.

Aims

The school aims to:

- assist parents in providing medical care for their children;
- educate staff and children in respect of special medical needs;
- adopt and implement any guidance from the Local Education Authority;
- arrange training for volunteer staff to support individual students;
- liaise as necessary with medical services in support of the individual student;
- ensure risk assessments for school visits, holidays and other school activities outside of the normal timetable are completed;
- ensure access to full education if possible;
- monitor individual Health Care Plans and keep appropriate records.

Entitlement

Oaks Park High School accepts that students with medical needs should, if at all possible, be assisted and that they have a right to the full education available to other students. The school believes that students with medical needs should have the opportunity for full attendance and receive proper care and support.

In relation to supporting students with medical needs, the school accepts that all employees have the following rights:

- To choose whether or not they are prepared to be involved.
- To receive appropriate training.
- To work to clear guidelines.
- To have concerns about legal liability.
- To bring to the attention of management any concern or matter relating to supporting students with medical needs.

Expectations

- Parents/carers will be encouraged to train their child to self-administer medication where practicable. Members of staff will only be involved if there is no alternative.
- The school will only administer medicines where the dosage is required 4 times a day. Where a parent/carer requests that the school administers their child's medication, they must ask the pharmacist to dispense such medication into a separate container holding the quantity required for school use only. The prescription and dosage regime should be typed or printed clearly on the outside of the container and the name of the pharmacist should be visible. Medication which is not presented appropriately will not be accepted by school staff. Students should not bring in their own medicine; this should be brought into school by the parent/carer.
- School staff will carefully consider their response to requests to administer medication or supervise self-medication and will consider each request separately.
- The school will liaise with the School Health Service for advice on a student's special medical needs and will, in the interests of the student, seek support from relevant practitioners as necessary.
- Any medicines brought into school for personal use by staff, eg. headache tablets, inhalers, etc., should be stored in an appropriate place and kept out of reach of students. All staff are responsible for their personal medicine. It is not the school's responsibility.

Policy into Practice

- There is a need for proper documentation at all stages when considering the issue of support for students with medical needs in school.
- Overall responsibility for ensuring that staff are suitably trained rests with Mr D Dutch, Deputy Headteacher.
- The school has a member of staff responsible for the welfare of students (Ms Francis) who is in charge of our Medical Room.
- Any medical condition relating to a student is entered on SIMS (our Management Information System) and available for all to see.
- Staff are regularly notified of the medical conditions of students and an up-to-date list of students with medical conditions maintained.
- Meetings are held annually with the Welfare Officer and parents/carers to monitor Health Care Plans.
- Students transferring to Oaks Park have initial meetings prior to their start date to establish medical requirements.
- Support for a child is detailed in their Individual Health Care Plan. The template for this is supplied by the London Borough of Redbridge.
- Prior to all school visits, checks should be made on students to see if any have special medical needs. A full risk assessment must be undertaken.

Emergency Procedures

- In the event of an emergency within the school site, immediate contact must be made with a senior member of staff and the school Welfare Officer.
- Procedures for emergencies on educational visits and school trips should be set out in the risk assessment.
- Emergency procedures for a child with an Individual Health Care Plan should be clearly set out. Other students in the school should know what to do in general terms, such as informing a teacher immediately if they think help is required.
- If a child needs to go to hospital, staff should stay with the child until the parent/carer arrives or accompany a child taken to hospital by ambulance.

Complaints

Parents/carers wishing to raise a complaint about the support that a student with a medical condition is receiving should initially contact the Headteacher, who will try to resolve the matter. If a parent/carer wishes to raise a formal complaint, they should write to the Chair of Governors. Full details of our Complaints Procedure is in the Policies section of our school website.