



PRESTON MUSLIM GIRLS
— **HIGH SCHOOL** —

Education with Patience Modesty Gratitude Humility Sincerity

SUPPORTING PUPILS AT PRESTON MUSLIM GIRLS HIGH SCHOOL MEDICAL CONDITIONS POLICY

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SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS POLICY

1 Introduction and Aim

Section 100 of the Pupil and Families Act 2014 places a duty on the Governing Body and Senior Leadership Team to make arrangements for supporting pupils at the School with medical conditions. Pupils with special medical needs have the same right of admission to school as other pupils and cannot be refused admission or excluded from school on medical grounds alone.

The aim of this Policy is to ensure all pupils with medical conditions at Preston Muslim Girls High School are properly supported in both physical and mental health so they can play a full and active role in school life, remain healthy and achieve their academic potential.

Teachers and other school staff in charge of pupils have a common law duty to act in the place of the parent and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine. The prime responsibility for a pupil's health lies with the parent who is responsible for the pupil's medication and should supply the school with information.

This Policy will be reviewed regularly and will be readily accessible to Parents/Carers and staff through our School Website.

2 Policy Implementation

All schools and academies are expected to have a policy dealing with medical needs and to be able to demonstrate that this is implemented effectively. The person who will coordinate the successful administering and implementation of this Policy is given to Helen Hardman, SENDCo. She will coordinate staff training, including cover arrangements in case of staff absences or staff turnover to ensure that someone is always available and on site. She will coordinate arrangements to brief supply teachers, overseeing risk assessments for school visits and other school activities outside of the normal timetable and for the monitoring of individual healthcare plans. All new members of staff will be inducted into the arrangements and guidelines set out in this Policy.

3 Definitions of Medical Conditions

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

- * Short-term affecting their participation in school activities because they are on a course of medication;
- * Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

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4 The Role of Staff and the Governing Body at Preston Muslim Girls High School

Some pupils with medical conditions may be disabled. Where this is the case governing bodies must comply with their duties under the Equality Act 2010. Some may also have Special Educational Needs and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For pupils with SEND, this guidance should be read in conjunction with the SEN Code of Practice and the school's SEND Policy.

If a pupil is deemed to have a long-term medical condition, the school will ensure that arrangements are in place to support them. In doing so, we will ensure that such pupils can access and enjoy the same opportunities at school as any other pupil. The school, health professionals, Parents/Carers and other support services will work together to ensure that pupils with medical conditions receive a full education, unless this would not be in their best interests because of their health needs. In some cases this will require flexibility and involve, for example, programmes of study that rely on part time attendance at school in combination with alternative provision arranged by the Local Authority and health professionals. Consideration will also be given to how pupils will be reintegrated back into school after long periods of absence. Staff must not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any Individual Health Care Plans).

The school will ensure that our arrangements give parents/carers/pupils confidence in the school's ability to provide effective support for medical conditions in school. In making arrangements, it must be taken into account that many of the medical conditions that require support at school will affect the quality of life and may be life threatening. Some will be more obvious than others. The school will ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.

The arrangements will show an understanding of how medical conditions impact on a pupil's ability to learn, as well as increase their confidence and promote self-care. We will ensure that staff are properly trained to provide the support that pupils need. Arrangements will be clear and unambiguous about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so unless evidence from a clinician such as a GP states that this is not possible.

The school will clearly identify the roles and responsibilities of all those involved in the arrangements they make to support pupils at school with medical conditions as it requires partnership working between school staff, healthcare professionals (and, where appropriate, social care professionals) the local authority and parents and pupils.

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We recognise that a first -aid certificate does not constitute appropriate training in supporting pupils with medical conditions. Healthcare professionals, including the school nurse, will advise on training and subsequent confirmation of the proficiency of staff in a medical procedure, or how medication should be administered.

5 Procedures to be followed when notification is received that a pupil has a medical condition

We will ensure that the correct procedures will be followed whenever we are notified that a pupil has a medical condition. The procedures will also be in place to cover any transitional arrangements between schools, the process to be followed upon reintegration or when pupil's needs change and arrangements for any staff training or support.

For pupils starting at PMGHS, arrangements will be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or pupils moving to the area mid-term, we will make every effort to ensure that arrangements are put in place within two weeks. We will therefore ensure that the focus is on the needs of each individual pupil and how their medical condition impacts on their school life.

In line with our Safeguarding duties, we will ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases. We will therefore not accept a pupil in school at times where it would be detrimental to the health of that pupil or others.

If a pupil (regardless of whether they have an Individual Health Care Plan) needs to be taken to hospital, a member of staff should stay with the pupil until the Parent/Carer arrives, or accompany a pupil taken to hospital by ambulance.

6 Individual Health Care Plans

Individual Healthcare Plans will help to ensure that the school effectively supports pupils with medical conditions. They will 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.

However, not all children will require one. 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 is best placed to take a final view.

Individual Health Care Plans will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will include the key information and actions that are required to support the pupil effectively. The level of detail within plans will depend on the complexity of the pupil's condition and the degree of support needed.

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Where a pupil has SEND but does not have an EHC plan, their SEND should be mentioned in their Individual Health Care Plan. Individual Health Care Plans, (and their Review), may be initiated, in consultation with the Parent/Carer, by a member of school staff or a healthcare professional involved in providing care to the pupil. The Individual Health Care Plan must be completed by the Lead Professional (usually the SENCO) with support from Parents/Carers, and a relevant healthcare professional, e.g. school, specialist or pupil's community nurse, who can best advise on the particular needs of the pupil. Pupils should also be involved whenever appropriate. The responsibility for ensuring it is finalised and implemented rests with the School.

The school will ensure that Individual Health Care Plans are reviewed at least annually or earlier if evidence is presented that the pupil's needs have changed. They will be developed and reviewed with the pupil's best interests in mind and ensure that the school assesses and manages risks to the pupil's education, health and social wellbeing and minimises disruption. Where the pupil has a SEND identified in a statement or EHC plan, the Individual Health Care Plan should be linked to or become part of that statement or EHC plan.

It is advised that the Individual Health Care Plan includes;

- * the medical condition, its triggers, signs, symptoms and treatments;
- * the pupil's resulting needs, including medication (dose, side-effects and storage);
- * 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/noisy conditions, travel time between lessons;
- * specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete tests, use of rest periods or additional support in catching up with lessons, counselling sessions;
- * the level of support needed, (some pupils will be able to take responsibility for their own health needs), including in emergencies. If a pupil 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 pupil'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 pupil's condition and the support required;

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- * arrangements 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;
- * separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments;
- * where confidentiality issues are raised by the Parents/Carers or pupil, the designated individuals to be entrusted with information about the pupil's condition;
- * what to do in an emergency, including whom to contact, and contingency arrangements. Some pupils may have an Emergency Health Care Plan prepared by their lead clinician that could be used to inform development of their Individual Health Care Plan. The Health Care Plan will not be the School's responsibility to write or review.

7 The Pupil's Role in managing their own Medical Needs

If it is agreed, after discussion with the Parents/Carers, that a pupil is competent to manage their own health needs and medicines, the school will encourage them to take responsibility for managing their own medicines and procedures. This will be reflected within Individual Health Care Plans.

If a pupil refuses to take medicine or carry out a necessary procedure, staff should not force them to do so but instead follow the procedure agreed in the Individual Health Care Plan. Parents/Carers should be informed, outside of the review, so that alternative options can be considered.

8 Managing Medicines on Preston Muslim Girls High School Site

The following are the procedures to be followed for managing medicines:

- * Staff will not give prescription medicines or undertake health care procedures without appropriate training which will be kept updated to reflect any individual healthcare plans and/or changes;
- * Medicines should only be administered at school when it would be detrimental to a pupil's health or school attendance not to do so;
- * No pupil under 16 should be given prescription or non-prescription medicines without their Parents/Carers written consent;

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- * The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container;
- * All medicines will be stored safely in a locked cupboard at Reception. Pupils should know where their medicines are at all times and be able to request access to them immediately. Where relevant, they should know who holds the key to the storage facility, which will be a member of reception staff.
- * Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to pupils; these will be stored at reception where both teachers and pupils know how to access them. If a pupil requires an asthma inhaler, they may carry it with them but it is crucial that there is a spare inhaler in the school at all times;
- * During school trips, the first aid trained member of staff will carry all medical devices, spare inhalers (Blue inhalers) and medicines required;
- * Staff administering medicines should do so in accordance with the prescriber's instructions. The school will keep a record of all medicines administered to individual pupils, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at the school should be noted. Written records are kept of all medicines administered to pupil. These records offer protection to staff and pupils and provide evidence that agreed procedures have been followed;
- * When no longer required, medicines should be returned to the Parent/Carer to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps;
- * All pupils will be made aware that at no time should they pass prescription medicines to another pupil.

9 Emergency procedures

School has clearly defined guidelines as to what should happen in an emergency situation and all staff are made aware of this process.

10 Day trips, residential visits and sporting activities

Teachers will be made aware of how a pupil's medical condition will impact on their participation, but there should be enough flexibility for all pupils to participate according to their own abilities and with any reasonable adjustments.

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Arrangements will be put in place for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.

A risk assessment will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. Parents and pupils will be consulted and advice sought from the relevant healthcare professional to ensure that pupils can participate safely.

11 Unacceptable Practice

Although school staff should use their discretion and judge each case on its merits with reference to the pupil's Individual Health Care Plan, it is not generally acceptable practice to:

- * prevent pupils from easily accessing their inhalers and medication;
- * assume that every pupil with the same condition requires the same treatment;
- * ignore the views of the pupil or their Parents/Carers or ignore medical evidence or opinion, (although this may be challenged;
- * send pupil 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;
- * send pupils to the school reception unaccompanied or with someone unsuitable; if they become ill;
- * penalise pupil for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- * prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- * prevent pupils from participating or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring Parents/Carers to accompany the pupil.

12 Complaints

Should parents/carers or pupils 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 complaints procedure.

Preston Muslim Girls High School: Parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Preston Muslim Girls High School: record of medicine administered to all children

Name of school/setting

Preston Muslim Girls High School

Date

Child's name

Time

Name of medicine

Dose given

Any reactions

Signature
of staff

Print name

[illegible]

Preston Muslim Girls High School : staff training record – administration of medicines

Name of school/setting

Name

Type of training received

Date of training completed

Training provided by

Profession and title

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Preston High School : Contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely