



Ysgol  
Hamadryad

# Healthcare Needs Policy

**Angor cadarn cyn hwylio'r don /**

**A secure anchor before setting sail**

Headteacher:

Mrs Rhian Carbis

Chair of Governors:

Dr Dafydd Trystan

## Ysgol Hamadryad Healthcare Needs Policy

**Date of policy:** July 2019

**Member(s) of staff responsible for policy:** Headteacher, Deputy Headteacher, all members of SMT.

**Review Date:** July 2021

### **Introduction**

This policy is purely related to responding to healthcare needs of learners rather than actions the school might take to reduce the likelihood of healthcare needs occurring. It should be considered in conjunction with the school's Restorative Approaches Policy, Positive Behaviour Policy, administering Medicines Policy and its Strategic Equality Plan to provide a holistic view of the steps Ysgol Hamadryad take to ensure the wellbeing of all learners, staff and others at the school. Ysgol Hamadryad will aim to ensure that all learners with healthcare needs will have access to a full education, including school trips and physical education. The school will also implement procedures to deal with emergency medical needs.

This policy will be regularly reviewed and updated and has been written in line with the Education Act 2002, Equality Act 2010 and Welsh Government Guidance "Supporting Learners with Healthcare Needs" 215/2017.

### **Definitions**

- 'Parent(s)' is a wide reference not only to a pupil's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of, a pupil.
- 'Medical condition' for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. Being 'unwell' and common childhood diseases are not covered.
- 'Medication' is defined as any prescribed or over the counter treatment.
- 'Prescription medication' is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.
- A 'staff member' is defined as any member of staff employed at Ysgol Hamadryad.

## **Key roles and responsibilities**

### **The Local Authority (LA) is responsible for:**

- Promoting co-operation between relevant partners regarding supporting pupils with medical conditions.
- Providing support, advice /guidance and training to schools and their staff to ensure Individual Healthcare Plans (IHP) are effectively delivered.

### **The Governing Body of Ysgol Hamadryad is responsible for:**

- Ensuring reasonable arrangements are in place to support pupils with medical conditions.
- Ensuring reasonable arrangements focus on meeting the needs specific to the learner and consider how this impacts on their education.
- Ensuring the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
- Ensuring that the school Healthcare Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/national/ origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.
- Ensuring the policy covers reasonable arrangements for pupils who are competent to manage their own health needs.
- Ensuring, as far as is reasonable, that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential.
- Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials.
- Ensuring written records are kept of, any and all, medicines administered to pupils.
- Ensuring the policy sets out procedures in place for emergency situations.
- Ensuring the level of insurance in place reflects the level of risk.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy

### **The Headteacher is responsible for:**

- Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy.
- The day-to-day implementation and management of this policy
- Liaising with healthcare professionals regarding the training required for staff.
- Identifying staff who need to be aware of a child's medical condition.
- Ensuring that Individual Healthcare Plans (IHPs) are in place where necessary.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.

- If necessary and reasonable, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy. Ensuring that more than one staff member is identified, to cover holidays / absences and emergencies.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- Continuous two-way liaison with school nurses and school in the case of any child who has or develops an identified medical condition.
- Ensuring confidentiality and data protection compliance.
- Assigning appropriate accommodation for medical treatment/ care.
- Considering the purchase of a defibrillator.

**Staff members are responsible for:**

- Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help.
- Knowing where controlled drugs and other medications are stored and how to access them.
- Taking account of the needs of pupils with medical conditions in their class / lessons.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
- Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location.
- Informing the Headteacher of any changes to the medical needs of all children of which they are made aware, e.g. by parents at the school gate.

**School nurses are responsible for:**

- Collaborating on developing an IHP in anticipation of a child with a medical condition starting school.
- Notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career.
- Supporting staff to implement an IHP and then participate in regular reviews of the IHP. Giving advice and liaison on training needs.
- Liaising locally with lead clinicians on appropriate support.
- Assisting the Headteacher in identifying training needs and providers of training.

**Parents and carers are responsible for:**

- Keeping the school informed about any new medical condition or changes to their child/children's health.
- Participating in the development and regular reviews of their child's IHP.
- Completing a parental consent form to administer medicine or treatment before bringing medication into school.

- Providing the school with the medication their child requires and keeping it up to date, including collecting leftover medicine.
- Carrying out actions assigned to them in the IHP, with particular emphasis on being contactable at all times, whether directly or through a nominated adult.

#### **Pupils are responsible for:**

- Contributing to their IHP.
- Complying with the IHP and self-managing their medication or health needs, including carrying medicines or devices if judged competent to do so by a healthcare professional and agreed by parents.

#### **Training of staff:**

- Newly appointed teachers, supply or agency staff and support staff will receive training on the 'Medical Healthcare Needs' Policy as part of their induction.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and signed off as competent.
- School will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

#### **Medical conditions register /list**

- Schools admissions forms request information on pre-existing medical conditions. Parents must have easy pathway to inform school at any point in the school year if a condition develops or is diagnosed.
- A medical conditions list or register should be kept, updated and reviewed regularly by the nominated member of staff. Each class teacher and staff within the class should have an overview of the list for the pupils in their care, within easy access.
- Supply staff and support staff should similarly have access on a need to know basis. Parents should be assured data sharing principles are adhered to.
- For pupils on the medical conditions list transition point meetings should take place where necessary in advance of transferring to enable parents, school and health professionals to prepare IHP and train staff if appropriate.

#### **Individual Healthcare Plans (IHPs)**

- Where necessary an Individual Healthcare Plan (IHP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Additional Learning Needs Co-ordinator and medical professionals.
- IHPs will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. Staffrooms are inappropriate locations under Information Commissioner's Office (ICO) advice for displaying IHP as visitors /parent helpers etc. may enter. If consent is sought from parents a photo and instructions may be displayed. More discreet location for storage such as Intranet or locked file is more appropriate. *However, in the case of conditions with*

***potential life-threatening implications the information should be available clearly and accessible to everyone.***

- IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a pupil with a Healthcare plan also has a Statement of SEN, Individual Education Plan or Individual Development Plan; the IHP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA /AP provider and school is needed to ensure that the IHP identifies the support the child needs to reintegrate.

### **Transport arrangements**

- Where a pupil with an IHP is allocated school transport the school should invite a member of the transport team to participate in the IHP meeting. A copy of the IHP will be copied to the Transport team and kept on the pupil record. The IHP must be passed to the current operator for use by the driver /escort and the Transport team will ensure that the information is supplied when a change of operator takes place.
- For some medical conditions the driver/ escort will require adequate training. For pupils who receive specialised support in school with their medical condition this must equally be planned for in travel arrangements to school and included in the specification to tender for that pupil's transport.
- When prescribed controlled drugs need to be sent in to school, parents will be responsible for handing them over to the adult in the car in a suitable bag or container. They must be clearly labelled with name and dose etc.
- Controlled drugs will be kept under the supervision of the adult in the car throughout the journey and handed to a school staff member on arrival. Any change in this arrangement will be reported to the Transport team for approval or appropriate action.

### **Education Other Than at School**

- All pupils who are off school for less than 15 days due to illness or physical medical difficulties will be provided work to complete at home if the condition permits.
- All pupils who are off school for 15 days or more due to illness or physical medical difficulties, and would not otherwise receive a suitable full-time education, should be referred to the local authority's duty to arrange educational provision.

### **Medicines**

Please refer to the school's detailed Administering Medicines Policy.

### **Emergencies**

- Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms.

- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

### **Day trips, residential visits and sporting activities**

- Reasonable adjustments should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays and sports activities. Where possible, they will be not prevented from doing so without clear medical advice.
- To comply with best practice and in line with LA H&S guidance on school trips, risk assessments should be undertaken to allow for planning for including pupils with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day IHP requirements for the school day.

### **Avoiding unacceptable practice**

Each case will be judged individually but in general the following is not considered acceptable at Ysgol Hamadryad:

- Preventing children from easily accessing their inhalers and medication or administering their medication when and where necessary.
- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school.
- Sending the pupil to the school office alone or with an unsuitable escort if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues when they are related to medical conditions.
- Creating unreasonable barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

### **Insurance**

- Teachers who undertake responsibilities within this policy will be assured by the Headteacher that they are covered by the LA/school's insurance.

**Complaints**

- All complaints should be raised with the school in the first instance.
- The details of how to make a formal complaint can be found in the School Complaints Policy.

Signed by the Chair of Governors: \_\_\_\_\_

Signed by the Headteacher: \_\_\_\_\_ Rh. Corbis \_\_\_\_\_

Date: July 2019