Carwarden House School

Supporting Students with Medical Conditions

Reviewed by Headteacher:	February 2025
Approved by FTB:	March 2025 (Bi-annually)
Date of next review:	March 2027

This policy is written in line with the requirements of:

- Children and Families Act 2014 - section 100
- Supporting students at school with medical conditions: statutory guidance for governing bodies of maintained schools and proprietors of academies in England, DfE Dec 2015
- The SEND Code of Practice, DfE 2014
- Mental Health and behaviour in schools: departmental advice for school staff, DfE June 2014
- Equalities Act 2010
- Supporting Students with Medical Conditions – Surrey Guidance January 2016

https://www.surreycc.gov.uk/ data/assets/pdf_file/0003/77097/Supporting-Children-and-Young-People-with-Medical-Conditions.pdf

This policy should be read in conjunction with the following school policies:

- SEN Policy
- Safeguarding & Child Protection Policy
- Equality Policy
- Equalities & Discrimination Policy

Foreword

This policy has been written with due regard to the Surrey guidance manual which is a revised document, which has been prepared in consultation with Professional Associations/Trade Unions, headteachers & the School Health Service. We have ensured the DfE guidance *Supporting Students at Schools With Medical Conditions* document, which was produced in February 2014 reference DFE-00024-2014, is fully reflected within this document.

The rationale for having such a policy is to put in place effective management systems to support individual young people with medical needs.

Most young people will at some time have a medical condition that may affect their participation in school. For many this will be short-term; perhaps finishing a course of medication.

It is recognised that the administration of medicines by teachers and support staff is not a part of standard contracts. This is a voluntary role and staff who provide support for young people with medical needs, or who volunteer to administer medication, need support from the headteacher and from parents, access to information and training and reassurance about legal liability. Close co-operation between the school, parents, health professionals and other agencies will provide a suitably supportive environment for young people with medical needs. Thereby, whenever possible, young people will maximise their access to education within the school.

Confidentiality

The Headteacher should always ensure all information is kept confidentially. The Headteacher should agree with the student where appropriate, or otherwise the parent, who else should have access to records and other information about the student. It is essential that relevant staff are informed on a strictly need to know basis and it is in the best interests of the student.

Staff indemnity

Carwarden House School (Iris Academy Trust) fully indemnifies all of its staff against claims for alleged negligence providing, they are acting within the remit of their employment. As the administration of medicines is considered to be an act of "taking reasonable care" of the student, staff agreeing to administer medication can be reassured about the protection their employer would provide. In practice this means that the Academy Trust, not the employee, would meet the cost of damages should a claim for alleged negligence be successful.

NB: It is important that managers make this clear before asking staff to volunteer. This also extends to protect volunteers and others who may be authorised and approved by the school.

Staff should take the same care that a reasonable, responsible and careful parent would take in similar circumstances, while they are responsible for the care and control of young people. In all circumstances, particularly in emergencies, staff are expected to use their best endeavours. The consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Definitions of medical conditions

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

1. **Short-term**: affecting their participation at school because they are on a course of medication or requiring treatment.

2. **Long-term:** potentially limiting access to education and requiring on-going support, medicines or care while at school to help them to manage their condition and keep them well, including monitoring and intervention in emergency circumstances. It is important that parents feel confident that the school will provide effective support for their child's medical condition and that students feel safe.

Some children with medical conditions may be considered disabled. Where this is the case The Board of Trustees **must** comply with their duties under the Equality Act 2010. Students at Carwarden House Community School (CHCS) all have special educational needs (SEN) identified in an Education, Health and Care Plan (EHCP).

Policy implementation

The statutory duty for making arrangements for supporting students at school with medical conditions rests with the Board of Trustees. The Board have conferred the following functions of the implementation of this policy to the staff below, however, the Board remains legally responsible and accountable for fulfilling our statutory duty.

The overall responsibility for the implementation of this policy is given to the Headteacher. The Headteacher will also be responsible for ensuring that sufficient staff are suitably trained and will ensure cover arrangements in cases of staff absences or staff turnover to ensure that someone is always available and on-site with an appropriate level of training.

The Senior Leadership team will be responsible for:

- ensuring risk assessments for all school visits and other school activities outside of the normal timetable include details of how students' medical needs will be met
- ensure a healthcare plan is developed for each student and making sure relevant staff are aware of these plans
- ensuring all individual healthcare plans are drawn up in conjunction with parents/carers and implemented consistently

All members of staff are expected to show a commitment and awareness of student's medical conditions and the expectations of this policy. All new members of staff will be inducted into the arrangements and guidelines in this policy upon taking up their post.

Procedure to be followed when notification is received that a student has a medical condition

This covers notification prior to admission, procedures to cover transitional arrangements between schools or alternative providers, and the process to be followed upon reintegration after a period of absence or when students' needs change. For students being admitted to CHCS for the first time with good notification given, the arrangements will be in place for the start of the relevant school term. In other cases, such as a new diagnosis or a student moving to CHCS mid-term, we will make every effort to ensure that arrangements are put in place within two weeks.

In making the arrangements, we will take into account that some of the medical conditions that require support at school will affect quality of life and may be life-threatening. We also acknowledge that some may be more obvious than others. We will therefore ensure that the focus is on the needs of each individual student and how their medical condition impacts on their school life. We aim to ensure that parents/carers and students can have confidence in our ability to provide effective support for medical conditions in school, so the arrangements will show an understanding of how medical conditions impact on the child's ability to learn, as well as increase their confidence and promote self-care.

We will ensure that staff are properly trained and supervised to support students' medical conditions and will be clear and unambiguous about the need to actively support students with medical conditions to fully participate in school trips and visits and not prevent them in doing so. We will make arrangements for the inclusion of students in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible. We will make sure that no student with a medical condition is denied admission or prevented from attending the school because arrangements for supporting their medical condition have not been made. However, in line with our safeguarding duties, we will ensure that all students' health is not put at unnecessary risk from, for example infectious disease. We will therefore not accept a student in school at times where it would be detrimental to the health of that individual or others.

CHCS does not have to wait for a formal diagnosis before providing support to students. In cases where a student's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on available evidence. This would normally involve some form of medical evidence and consultation with parents/carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place. These discussions will be led by Senior Leaders, and following these discussions an individual healthcare plan will written in conjunction with the parent/ carers by the school and be implemented.

Individual healthcare plans

Individual healthcare plans will help to ensure that CHCS effectively supports students 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. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex. However, not all students will require one. The school, healthcare professional and parent/carer 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 healthcare plans will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will capture the key information and actions that are required to support the child effectively. The level of detail within the plan will depend on the complexity of the student's condition and the degree of support needed. This is important because **different students with the same health condition may require very different support.**

Individual healthcare plans (and their review) should be drawn up in partnership between the school, parents/carers and a relevant healthcare professional e.g., specialist or children's community nurse, who can best advise on the particular needs of the student. Students should also be involved whenever appropriate. The aim should be to capture the steps which CHCS should take to help manage their condition and overcome any potential barriers to getting the most from their education. Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the school.

CHCS will ensure that individual healthcare plans are reviewed at least annually or earlier if evidence is presented that the student's needs have changed. They will be developed and reviewed with the student's best interests in mind and ensure that CHCS assesses and manages risks to the student's education, health and social wellbeing, and minimises disruption. Where a student is returning to school following a period of hospital education or alternative provision, we will work with the local authority and education provider to ensure that the individual healthcare plan identifies the support the student will need to reintegrate effectively.

A student's individual healthcare plan should all include the following information:

- The medical condition, its triggers, signs, symptoms and treatments;
- The student'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 and environmental issues eg crowded corridors, travel time between lessons;
- Specific support for the student's educational, social and emotional needs - for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- 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;
- 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;
- Who in the school needs to be aware of the child's condition and the support required;
- Arrangements for written permission from parents/carer and the Headteacher, for medication to be administered by a member of staff, or self-administered by the student 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 child can participate e.g., risk assessment;
- The designated individual to be entrusted with information about the student's condition where confidentiality issues are raised by the parent/student,
- What to do in an emergency, including whom to contact, and contingency arrangements. Some students may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

Roles and responsibilities

Please refer to the section on policy implementation for the functions that have been delegated to different members of staff at CHCS.

In addition, we can refer to the **Community Nursing Team** for support with drawing up Individual Healthcare Plans, provide or commission specialist medical training, liaison with lead clinicians and advice or support in relation to students with medical conditions.

Other **healthcare professionals, including GPs and pediatricians** should notify the Community Nursing Team when a child has been identified as having a medical condition that will require support at school. Specialist local health teams may be able to provide support, and training to staff, for children with particular conditions (eg asthma, diabetes, epilepsy).

Students with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other students will often be sensitive to the needs of those with medical conditions, and can, for example, alert staff to the deteriorating condition or emergency need of students with medical conditions.

Parents/carers should provide the school with sufficient and up-to-date information about their child's medical needs. They are responsible for making sure that their child is well enough to attend the school and able to participate in the curriculum as normal. CHCS cannot plan effective support arrangements unless parents provide sufficient information about their child's medical condition and any treatment or special care needed whilst at school. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's individual healthcare plan and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Some parents may have difficulty understanding or supporting their child's medical condition themselves. The School Health Service can often provide additional support and assistance in these circumstances.

Local Authorities are commissioners of school nurses for maintained schools and academies in Surrey. Under Section 10 of the Children Act 2004, they have a duty to promote co- operation between relevant partners such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and NHS England, with a view to improving the well-being of children with regard to their physical and mental health, and their education, training and recreation. Surrey County Council (SCC) will work with us to support students with medical conditions to attend full time. Where students would not receive a suitable education in a mainstream school, because of their health needs, the local authority has a duty to make other arrangements. Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from school for 15 days or more because of health needs (whether consecutive or cumulative across the year) https://www.gov.uk/government/publications/education-for- children-with-health-needs-who-cannot-attend-school

The Trustees remains legally responsible and accountable for fulfilling their statutory duty for supporting students at school with medical conditions. The Trustees of Carwarden House Community School fulfil this by:-

- Ensuring that arrangements are in place to support students with medical conditions. In doing so we will ensure that such children can access and enjoy the same opportunities at school as any other child.
- Taking into account that many medical conditions requiring support at school will affect quality of life and may be life-threatening. Some will be more obvious than others and therefore the focus is on the needs of each individual child and how their medical condition impacts on their school life.

- Ensuring that the arrangements give parents and students confidence in the school's ability to provide effective support for medical conditions, should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care.
- Ensure that sufficient staff have received suitable training and are competent before they take on the responsibility to support children with medical conditions. There will be a designated member of staff with responsibility for students with medical conditions.
- Ensuring that no child with a medical condition is denied admission, or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with safeguarding duties, we will ensure that students' health is not put at unnecessary risk from, for example, infectious diseases, and reserve the right to refuse admittance to a child at times where it would be detrimental to the health of that child or others to do so.

- Ensuring that the arrangements put in place are sufficient to meet our statutory duties and ensure that policies, plans, procedures and systems are properly and effectively implemented;

- Developing a policy for supporting students with medical conditions that is reviewed regularly and accessible to parents and school staff (this policy);

- Ensuring that the policy includes details on how the policy will be implemented effectively, including a named person who has overall responsibility for policy implementation (see section on policy implementation);

- Ensuring that the policy sets out the procedures to be followed whenever the school is notified that a student has a medical condition (see section on procedure to be followed when notification is received that a student has a medical condition);

- Ensuring that the policy covers the role of individual healthcare plans, and who is responsible for their development, in supporting students at school with medical conditions (see section on individual healthcare plans);

- Ensuring that the school policy clearly identifies the roles and responsibilities of all those involved in arrangements for supporting students at school with medical conditions and how they will be supported, how their training needs will be assessed and how and by whom training will be commissioned and provided (see section below on staff training and support);

- Ensuring that the school policy covers arrangements for children who are competent to manage their own health needs and medicines (see section below on self- administration by child or young person)

- Ensuring that policy is clear about the procedures to be followed for managing medicines including the completion of written records (see separate Medicines policy);

- Ensuring that the policy sets out what should happen in an emergency situation (see section below on emergency procedures);

- Ensuring that the arrangements are clear and unambiguous about the need to support actively students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so (see section on day trips, residential trips and sporting activities);
- Ensuring that the policy is explicit about what practice is not acceptable (see section on unacceptable practice);

- Ensuring that the appropriate level of insurance is in place and appropriate to the level of risk (see section on Liability and Indemnity);

- Ensuring that the policy sets out how complaints may be made and will be handled concerning the support to students with medical conditions (see section on complaints).

The Headteacher must ensure that there are a number of sufficiently trained staff to implement this policy and deliver against all individual healthcare plans. The headteacher is accountable for decisions about the CHCS's role in administering medication. For each student with a medical condition, the headteacher will need to agree with the parents exactly what support CHCS can provide. Where there is a concern about whether the school can meet a student's needs, or the expectations of the parents appear unreasonable, the headteacher can seek further advice from the school health team, or the local education officer.

Providers of health services should co-operate with schools that are supporting children with medical conditions. They can provide valuable support, information, advice and guidance to schools, and their staff, to support children with medical conditions at school.

Clinical Commissioning Groups (CCGs) commission other healthcare professionals such as specialist nurses. They have a reciprocal duty to co-operate under Section 10 of the Children Act 2004 (as described above for local authorities). The local Health and Well-being Board provides a forum for the local authority and CCGs to consider with other partners, including locally elected representatives, how to strengthen links between education, health and care settings.

The **Ofsted** inspection framework places a clear emphasis on meeting the needs of disabled children and students with SEN, and considering the quality of teaching and the progress made by these students. Inspectors are already briefed to consider the needs of students with chronic or long-term medical conditions alongside these groups and to report on how well their needs are being met. Schools are expected to have a policy dealing with medical needs and to be able to demonstrate that it is being implemented effectively.

Staff training and support

Staff will be given regular training in first aid, use of the defibrillator, administration of medication and management and awareness of specific medical conditions requiring specialist training e.g. epilepsy and diabetes. A register is maintained of who has received training and is located in the staff section of SIMS (restricted access).

All staff who are required to provide support to students for medical conditions will be trained by healthcare professional qualified to do so. The training needed will be identified by the healthcare professional during the development or review of the individual healthcare plan.

Training should be sufficient to ensure that staff are competent and have confidence in their ability to support students with medical conditions, and to fulfil the requirements set out in the individual healthcare plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans) – **please refer to the school Medicines policy**. A first aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals can provide confirmation of proficiency of staff in a medical procedure. The school will ensure there is an appropriate trained person/s to assess the competency of staff providing medication.

All staff will receive induction training and regular whole school awareness training so that all staff are aware of the school's policy for supporting students with medical conditions and their role in implementing the policy. The Headteacher will seek advice from relevant healthcare professionals about training needs, including preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

The family of a child will often be key in providing relevant information to school staff about how their child's needs can be met, and parents will be asked for their views. They can, and should, provide specific advice, but should not be the sole trainer.

Emergency procedures

The Headteacher will ensure that arrangements are in place for dealing with emergencies for all school activities wherever they take place, including school trips within and outside the UK, as part of the general risk management process.

Where a student has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other students in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

If a student needs to be taken to hospital, staff should stay with them until the parent arrives, or accompany a student taken to hospital by ambulance. Health professionals are responsible for any decisions on medical treatment when parents are not available. Staff need to ensure they understand the local emergency services cover arrangements and that the correct information is provided for navigation systems.

Day trips, residential visits, and sporting activities

We will actively support students with medical condition to participate in day trips, residential visits and sporting activities by being flexible and making reasonable adjustments unless there is evidence from a clinician such as a GP that this is not possible. Any restrictions on the student's ability to participate in PE should be clearly identified and incorporated in their Individual Healthcare Plan.

We will always conduct a risk assessment so that planning arrangements take account of any steps needed to ensure that students with medical conditions can be included safely. This will involve consultation with parents/carers and relevant healthcare professions and will be informed by Health and Safety Executive (HSE) guidance on school trips.

It is helpful to have one copy of the parental consent form in the language of the country visited. Where a student requires and has a particular medical action plan, this should be available in the host language.

Parents should be requested to check what rules apply to taking their child's medicine out of the UK, and into the country the child is going to or passing through. Different countries have different rules and regulations about the types of medicine they allow to be taken into their country and the maximum quantity that can be taken in. Some medicines available over the counter in the UK may be controlled in other countries.

Other issues for consideration

Where a student uses home-to-school transport arranged by the Local Authority and they also have a medical condition which is life-threatening, we will share the student's individual healthcare plan with the local authority (and potentially with the transport contractor and/or escort).

The school may consider whether to hold asthma inhalers on site for emergency use.

Young people on work experience

The headteacher should ensure that the placement is suitable for a young person with a particular medical condition and relevant medical information shared with employers by the WEx coordinator.

Unacceptable practice

Although staff at CHCS should use their discretion and judge each case on its merit with reference to the student's individual healthcare plan, it is not generally acceptable practice to:

- Prevent students from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Assume that every student with the same condition requires the same treatment;
- Ignore the views of the student or their parents\carers; or ignore medical evidence or opinion (although this may be challenged);
- Send students 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;
- If the student becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- Penalise students for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- Prevent students from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively.
- Require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs.
- Prevent children from participating, or creating unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

Liability and indemnity

Please ask the school Business Manager for details of the school's liability & indemnity insurance.

Complaints

Should parents/carers be unhappy with any aspect of their child's care at CHCS, they must discuss their concerns with the school. This will be with the child's class teacher/form tutor in the first instance, with whom any issues should be addressed. If this does not resolve the problem or allay the concern, the problem should be brought to a member of 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 parent/carer can make a formal complaint using CHCS Complaints Procedure (see Complaints policy).