



Kingdown School

Believe | Aspire | Achieve

# Student Medical Needs Policy

Authors: SENCo - **Ruth Dunford** November 2020

Contact via: Heather Taylor [hrt@kingdown.wilts.sch.uk](mailto:hrt@kingdown.wilts.sch.uk)

Adopted by Governing Body: 19<sup>th</sup> November 2020

For review Every **three years**

## STUDENTS WITH MEDICAL CONDITIONS

### Management Responsibility

The designated members of staff with responsibility for students with medical conditions at Kingdown School are the **SENCO (Mrs Dunford) and Deputy Headteacher: Inclusion (Mr Dudley)**. The role of the designated members of staff is to provide a link between the school, family and the LA and other agencies.

### 1. ROLES OF THOSE INVOLVED IN SUPPORTING STUDENTS WITH MEDICAL CONDITIONS.

#### The role of parents/carers

- Notify the school if their child has a medical condition.
- Provide the school with sufficient and up-to-date information about their child's medical needs.
- Are involved in the development and review of their child's Individual Health Plan (or IHP).
- Carry out any agreed actions contained in the IHP.
- Ensure that they, or another nominated adult, are contactable at all times.

#### The role of students:

- Are fully involved in discussions about their medical support needs.
- Contribute to the development of their IHP.
- Are sensitive to the needs of students with medical conditions.

#### The role of school staff:

- May be asked to provide support to students with medical conditions, including the administering of medicines, but are not required to do so.
- Take into account the needs of students with medical conditions in their lessons, when deciding whether or not to volunteer to administer medication.
- Receive sufficient training and achieve the required level of competency, before taking responsibility for supporting students with medical conditions.
- Know what to do and respond accordingly when they become aware that a student with a medical condition needs help.
- Information will be shared with school staff as deemed necessary to ensure appropriate provision can be made for a student.

#### The role of the school nurse:

- At the earliest opportunity, notifies the school when a student has been identified as having a medical condition which requires support in school.
- Supports staff to implement IHPs and provides advice and training.
- Liaises with lead clinicians locally on appropriate support for students with medical conditions.

#### The role of healthcare professionals

Healthcare professionals, including GPs and paediatricians:

- Notify the school nurse when a child has been identified as having a medical condition that will require support at school.
- Provide advice on developing IHPs.
- May provide support in the school for children with particular conditions, e.g. asthma, diabetes and epilepsy

#### The role of the LA:

- Commissions school nurses for local schools.
- Promotes co-operation between relevant partners.
- Makes joint commissioning arrangements for education, health and care provision for students with SEND.

- Provides support, advice and guidance, and suitable training for school staff, ensuring that IHPs can be effectively delivered.
- Works with the school to ensure that students with medical conditions can attend school full-time.
- Where a student is away from school for a sustained period of time or more (whether consecutively or across a school year), the LA has a duty to make alternative arrangements, as the student is unlikely to receive a suitable education in a mainstream school.

## **2. CONTINUING PROVISION FOR STUDENTS WITH MEDICAL CONDITIONS**

When Kingdown School becomes aware that a student will be absent from school for a sustained period of time because of their medical need (with a supporting note from a doctor), the Head of House will notify the Education Welfare Officer (EWO) as soon as possible who will work closely with the school in the student's best interests.

The Head of House will provide the EWO with such information as is required to make a referral to an appropriate education provider.

### **Monitoring and Recording of Absence**

All students who are unable to attend school for a sustained period of time due to medical needs will be monitored and reviewed on a regular basis, by the Head of House together with relevant LA representatives and the Whole School Attendance Lead. The monitoring will be by telephone/meeting depending on circumstances. Ongoing medical advice will be taken into account at all times. Cases are treated and dealt with on an individual basis in accordance with the needs of the student.

Absence will be recorded on the register as illness (code I) only when appropriate medical advice has been received. To authorise an absence form medical needs evidence at consultant level must be received by the school. When a student commences education with an alternative education provider the absence will be recorded as educated off site (e.g. code B). This is in accordance with the Local Authority attendance policy.

Students absent for medical reasons will not be removed from the school roll unless advice is received from the County School Medical Officer together with a consultant's letter, stating they will not be fit to return to school before ceasing to be of compulsory school age. Parents will be fully consulted and their consent sought if their child is to be removed from the school roll in these circumstances.

### **Students with Long -Term or Recurring Absence**

Some students will be away from school long-term or with recurrent bouts of illness. In these cases, the designated member of staff will liaise with the LA to ensure that alternative education provision is put in place. The school will have responsibility for ensuring that the education provider has all information regarding work programmes and curriculum plans. It is acknowledged that continuity of education is important for these students. For students whose Learning progress is being severely affected by long term absence the Special Educational Needs Co-coordinator (SENCo) will be advised and consideration will be given as to whether Statutory Assessment of Special Educational needs should commence.

### **Students with an Education Healthcare Plan (or EHCP)**

These students may be able to access alternative educational provision - sometimes with assistance from specialist teaching services. The SENCo will liaise and co-ordinate with the SEND lead worker to ensure appropriate provision is in place.

The school will retain responsibility for coordinating the Annual Review meetings and for inviting the appropriate people to such reviews.

## **Reintegration**

For students who have been absent from school it may be necessary to have a staged reintegration plan. The designated member of staff will co-ordinate the initial meeting to instigate a plan, together with the LA, parent and student and any health professionals who may need to be involved.

The reintegration will be monitored and reviewed regularly with all parties to ensure success.

## **Contact between School/Student**

Kingdown School is committed to ensuring that, even if a student is absent for medical reasons they should retain contact with the school.

After consultation with the student and parents, and taking into account their wishes in relation to the level of contact, the designated member of staff will put a plan into place to ensure contact is maintained.

Kingdown School has the following modes of contact available:

- Newsletters sent home
- Peer group home visits
- Inclusion in trips and social events
- Homework clubs
- Contact with peers and members of staff via e-mail

## **3. WITHIN SCHOOL**

Students with medical needs who are able to be in school will be supported in accessing mainstream lessons where it is safe to do so. Adaptations will be made to timetables to ensure rooming is appropriate and accessible. Adaptations will be made where necessary; for example, adapting room layout and table height to enable wheelchair access.

Consideration will be taken to ensure that the school site is suitable to allow students with medical needs to enable students with medical needs to access the site freely and independently. Disabled toilets will be accessed using a fob with the fob being given to designated students. The emergency cord will be maintained and checked regularly.

Kingdown is able to organize and host meetings with relevant outside agencies such as the OT service and Physical and Medical, Sensory Impairment, Physical and Medical Needs Service.

Students may require support from our Enhanced Provision procedures in school. For example, Springboard (our medical needs study room) and our Internal Support Room both provide suitable working areas which are well supported by staff. If appropriate, students with medical needs may be offered alternative entry and exit points, adapted timetables with leave early options where required (to move around the school site whilst it is quiet) as well as a meet and greet service where needed. Use of our Enhanced Provision support will be discussed and agreed as / when medical needs arise, in conjunction with student, parents and senior staff. The use of Enhanced Provision support will also be regularly reviewed as, where appropriate, it is always our aim to reintegrate students into mainstream lessons.

## **Pastoral Support for Students with Medical Needs**

We are aware that sometimes, students with medical needs may benefit from additional pastoral support, or support for their emotional and mental wellbeing. Where this is the case, the student's tutor or Head of House can look to arrange the most appropriate form of support. We are able to offer a wide range of provision including mentoring with

an older peer or adult, counselling, ELSA sessions, mindfulness courses and even work with a CAMHS Practitioner. More details about these services can be found on our [Mental Health and Wellbeing Policy](#).

#### **4. PUBLIC EXAMINATIONS**

Wherever possible students will be entered for public examinations. Kingdown School will endeavour to work with other education providers to ensure that coursework is completed and that sufficient educational input is made to enable each student to reach their full potential.

In some cases, the school may make special arrangements with Awarding Bodies for students who are unable to attend school because of their medical need.

As the time for public examinations nears students and parents will be informed by the exams officer of dates, times and any special access arrangements that have been granted by the examining body.

#### **5. MEDICATION**

Parents are responsible for their child's medication. The Head teacher reserves the right to decide whether the school can assist a student who needs medication. If this is agreed, the School Nurse (Carole Alston) will support the student to take their medication. The School Nurse will safeguard all medications and no un-authorised person will have access. The School Nurse will liaise with parents regarding any medical or health needs and will maintain appropriate records. The School Nurse will ensure any necessary medical information is made known to staff.

##### **Record Keeping**

The School Nurse will maintain current and ongoing records of all students' medical needs, which are relevant to school, and any incident, which she deals with. Parents must liaise with the school and keep the school fully aware of their child's medical needs or change in condition.

##### **Long Term Medical Conditions**

Students with long-term medical conditions will be encouraged to take responsibility for the administration of their own medication. Unless otherwise arranged, it is recommended that all students give their medication to the School Nurse for safekeeping. Students who are prescribed an asthma inhaler will be responsible for keeping this with them at all times. If they wish to keep a spare inhaler at school this should be given to the School Nurse. The School Nurse will endeavour to ensure that medication is taken at the correct time. Students with long term medical needs may need a Health Care Plan which will be put in place by their Specialist Nurse and other health professionals.

##### **Short Term Medical Conditions**

Students with short-term medical needs should only bring medication to school if it is absolutely necessary. If they do, it must be given to the School Nurse. Parents must make prior contact with the School Nurse to complete a medication consent form.

##### **Administering Medication**

Students requiring regular medication to be given in school will need to have a consent form completed and signed by a parent/carer authorising this. Medication will be kept at the Medical Room and the School Nurse will support the student in taking this. If a student refuses to take their medication, the school will not force them to do so, but will inform the parent/carer. Students may administer their own non-prescribed medication (e.g. pain relief) or use an inhaler if they have brought it in themselves with parental consent. For safety reasons we recommend that one dose (e.g. 2 paracetamol or similar) is sufficient to be brought into school by a student for personal use. On no account

should whole bottles/packets of medication be brought into school. Staff and students must not offer any medication to other students.

### **School Trips**

Staff should be aware of medical needs of the students and ensure they understand what procedures to follow for individual students in case of an emergency. Arrangements for taking any necessary medication will be planned with parents. All medications should be given to the supervising member of staff for safe keeping unless the child needs instant access to the medication. Staff will carry a First Aid Kit on all outings and events held outside of school.

### **Staff Training**

There are regular opportunities for staff to attend First Aid training courses. All staff are required to complete the Asthma Awareness e-learning module every 3 years. Staff training is also available for Type 1 Diabetes and Anaphylaxis & Administration of Adrenaline Auto-Injector.

The School Nurse is fully qualified. In her absence, the Head's PA is First Aid trained and will be able to administer medication or advise in the case of emergencies.