

**MEDICAL NEEDS POLICY**

<b>Role</b>	<i>Designated Teacher</i>	<i>Deputy Designated Teacher</i>
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Our 'Named Governor' with special responsibility for "Medical Needs" is Karen Nathan ....

Policy Reviewed & Approved by Governors:

Date: June 2017

Signed by Headteacher: \_\_\_\_\_

Signed on behalf of the  
Governors Committee: \_\_\_\_\_

Date of next review June 2020

### **Introduction:**

In a school community as large as Townley there is always a high probability that there will be students who have specific medical needs, perhaps due to:

- an existing long-standing medical condition
- a short-term condition as a result of an accident/emergency or illness
- developing a new medical condition during their time with us

This policy sets out how our school responds to and helps to manage such medical conditions such that students are supported and experience as normal and full a school experience as possible. Townley will consult and liaise with relevant outside agencies and other appropriate professionals in order to be able to provide additional and specialist support for such students. The views and wishes of the students themselves and their parents/carers will be taken in to consideration when developing an Individual Healthcare Plan.

This policy also sets out the procedures for the storage and issuing of medication on the school premises as well as general emergency procedures to be used for all students in the school.

Please see Appendix 1 page 11 – Glossary of terms.

### **Individual Healthcare Plans (IHCP):**

The IHCP is the main document that sets out how and when an individual student with medical needs will be cared for and supported at Townley. It provides a clear framework to assist all concerned to meet the additional needs of such students and to ensure consistency in approach by all parties concerned. It will clearly state actions to be taken, when they should be taken and who will be responsible for those actions.

An IHCP will be required in many cases but the decision as to whether one will be needed for any given student will be decided by the SENDCo, the healthcare professional(s) and the parents/carers. Clearly, if a student's needs increase in complexity, an IHCP can be introduced where one was previously not deemed appropriate. Should there not be an agreement between the parties involved about the requirement for an IHCP, the Student Services Manager will act as arbiter and will make the final decision.

The current format of IHCP used at Townley is shown in Appendix 2.

The process that will be followed in developing an IHCP is shown in Appendix 3.

Our version of the IHCP is designed to capture the key information required to provide appropriate, individual and targeted care and support for the student concerned. The level of detail to be included will be decided by the Student Services Manager/SENDCO and the document can be updated and the level of detail increased as time progresses.

Where a student has an Education Healthcare Plan (EHCP) or a legacy Statement, the IHCP should be linked to and become part of the EHCP. For a student with SEND but without an EHCP (or a legacy statement), their SEND should be detailed in the IHCP.

### **Relationship to Other School Policies:**

Where appropriate, this policy should be read in conjunction with the following school policies:

- Admissions policy
- Equal Opportunities policy (especially provision for disabled students)
- Attendance policy
- SEND policy (for students with EHCs as well as legacy Statements of SEND that remain in force until 2018)

### **Roles and Responsibilities:**

This policy requires that the Governing Body ensure that each individual, or group involved with a student with medical needs, fully understands their roles and responsibilities within the context of this policy.

#### Governing Body:

The Governing Body is responsible for ensuring that this policy remains current and is reviewed bi-annually, particularly to ensure that any changes in statutory responsibilities are incorporated in to the policy in a timely manner and that the relevant staff at Townley are aware of any changes to their individual or collective roles and responsibilities.

#### Head Teacher:

The Head Teacher is responsible for ensuring that this policy is implemented successfully, that all relevant staff are trained appropriately and are competent in any new or modified roles and that links with all required outside agencies and other professionals are established on a per-student basis. For students who are Looked After Child (LAC), there is also a requirement for the designated person to liaise with and to report to the Virtual head teacher for all LAC students as appointed by the Local Authority (LA). At Townley, the head teacher's roles and responsibilities are delegated to the Student Services Manager as appropriate.

#### Townley Academic & Associate Staff:

Any member of the academic or associate staff at Townley may be asked to provide support and care to students with medical conditions, including the administration of medicines, although teachers and associate staff cannot be compelled to or expected to undertake these roles. Where students require the regular administration of medicines as part of their condition, staff cannot and will not be expected to undertake these tasks but may agree to do so voluntarily; this will usually be by **written agreement** to include the consent of the parents/carers, after a formal case meeting has been held and suitable advice obtained from appropriate medical professionals.

There is a clear expectation that any such teaching or associate staff who do volunteer will receive appropriate training (from medical professionals where appropriate) so that they can undertake these roles and will also know how to act in response to students who may experience (expected) emergencies as part of their condition. However, all teaching and associate staff at Townley need to consider the medical needs of the students as part of their routine lesson or activity planning and this responsibility is a normal part of their teaching/support duties.

The exceptions to this section are when a member of the associate staff is employed wholly or partly to support individual student(s) or all students with medical needs. In such cases, their contract will reflect this and their roles, responsibilities and involvement with individual students or all students with medical needs will be clearly defined.

#### Parents/Carers:

Parents/Carers may well be the first people to inform the school about a new medical condition. It is expected that this information will be comprehensive enough for the school to be able to act upon it. It is also expected that the school will be kept up-to-date with any changes or developments in the medical need(s) of their child. Parents/carers should be fully involved in the formulation of an IHCP for their child, should provide any medication or equipment required (e.g. epipens, inhalers, epilepsy medication) and should follow through on any actions agreed at case meetings.

Finally, at least one nominated adult should be available to be contacted by the school (including while the student is on a school trip/visit) in any cases of incident or emergency involving the student with medical needs and the contact details should be recorded on Sims.

### The Local Authority:

Although Townley is an Academy, the Local Authority still has a legal duty of care to ensure that students with medical needs are receiving full-time education in a secondary school. This includes, in some instances, providing specialist training for staff involved with providing care and support for such students. Townley will also need to provide children not in full time education (CNIFTE) returns at least twice a year, which will include students who have been absent for medical issues on a regular basis. Where a new medical need is diagnosed for an existing Townley student, and if that medical need is serious enough to preclude that student from continuing their education at Townley, the LA will be responsible for providing suitable alternative provision.

### OFSTED:

OFSTED have a duty to ensure that Townley is meeting the needs of any students with medical needs.

### The Student:

Townley wishes to involve our students in helping to develop their own healthcare plans and will always endeavour to take in to consideration their views, opinions and feelings.

### **Named Professionals and Accountability for Students with Medical Needs:**

This policy requires that a named individual at Townley will be made responsible for each student with medical needs, effectively acting as the student's Case Manager at Townley. This named professional will normally be the SENDCo or the Student Services Manager but could be a Learning Manager, member of the Senior Leadership Team (SLT) or other professional as deemed appropriate by the SENDCo.

If Townley is part of a multi-agency provision for the named student, the named professional at Townley **may** also be officially designated as the Lead Professional and will act in that capacity at all internal and external case review meetings.

The named professional for a given student with medical needs will:

- be the single point of reference for all staff at Townley
- be responsible for writing, updating and reviewing the student's IHCP
- collate communications to/from outside agencies
- be responsible for ensuring the smooth collation and flow of up-to-date information, data and records across the school community as well as to and from the Parents/Carers and all other outside agencies
- normally be the designated signatory for any official reports or other documentation that will be required as part of our support for the student at Townley (except where the head teacher has to sign in a legal capacity that cannot be delegated)
- attend any case meetings both at Townley and with other outside agencies

### **Storage and Distribution of IHCPs:**

A copy of all active IHCPs and all expired IHCPs will be kept by the Student Services Manager for a period of 3 years for the purposes of inspection by any relevant and authorized parties. A copy of all the current active IHCPs will be kept in the Student Services Department by the Manager. A copy of all current, expired or defunct IHCPs will be kept on the student's central record.

There is the need for careful balance between making relevant staff aware of the contents of an IHCP and the need for confidentiality for the sake of the student and their parents/carers.

The minimum list of individuals who should have access to a hard copy of an IHCP is:

- named professional
- SENDCo
- Student Services Manager

- all staff trained at Townley who provide first aid and emergency cover
- the relevant Learning Manager for that student's year group
- any named individual in the IHCP who provides 1-2-1 or specific support for the student
- relevant healthcare professionals named in the IHCP

Individual classroom teachers will be given a hardcopy if the severity of the support needs is deemed by the Student Services Manager to require such copies to be made.

#### **Review of IHCPs**

The IHCP should be reviewed if there is a change in the medical needs of the student concerned. Such a review can be requested by:

- Parent/carer
- Any teacher who teaches the student
- The named professional at Townley
- SENDCo, Student Services Manager, Senior Leadership Team (SLT) or the Headteacher
- Any professional from any of the other agencies involved

If the student has an EHCP, any review of the EHCP should automatically trigger a review of the IHCP.

#### **Emergency Healthcare Plans:**

Where emergency responses to a student's medical needs are critical or time-critical, a senior healthcare professional may produce an Emergency Healthcare Plan (EHP). This EHP will automatically become part of the student's IHCP.

#### **Collaborative and Multi-Agency Working:**

In some cases, Townley will only work with parents/carers and the student in order to provide adequate care and support. However, it will often be the case that other agencies will need to be involved. The named professional at Townley will be the person designated to maintain and to develop the appropriate professional relationships with other agencies involved.

The Student Services Manager will make the initial contact with other agencies and will set up any initial meetings/contact required. Each agency has its own protocols for administration and paperwork, although in certain circumstances (e.g. EHCP) there is a set style and methodology employed by all the involved parties and Townley will be expected to follow these.

The responsibility for implementing the IHCP lies solely with Townley.

#### **Prescription Medicines at Townley:**

The storage and administration of prescription medicines at Townley must be taken very seriously.

Where students need to take prescription medicines at school, the following procedures must be followed:

- Unless there is a very good reason not to, the medicines must be kept in the original packaging as dispensed by a pharmacist
- The instructions for dosage, side-effects etc. must be supplied with the drug
- The drugs must be labeled with the student's name and House Tutor Group
- The drugs must be in-date
- If there is a need to refrigerate the drugs, this must be clearly indicated on the packaging or in the instructions

- The refrigerator in student services is annually examined by the site team using the portable appliance testing (PAT) equipment
- On the rare occasion medicine is brought in that requires refrigeration, it is stored in the fridge once the temperature has been checked and is between 0 and 5 degrees as recommended by Bromley Healthcare Team to the Student Services Manager
- Drugs for use only in an emergency (e.g. epipens) must be in their original packaging where appropriate, then placed inside a plastic tub or container clearly labeled with the student's name, House Group and with their photo on the outside of the tub
- All epipen users must carry a prescribed epipen with them at all times and there must be a spare kept in student services
- All such drugs must be stored in the designated cupboard in Student Services for drugs
- A record must be kept of when a student is given access to the drugs or when they are handed over to the student for self-medication
- Asthma inhalers should be carried on the person of students and kept close to hand for emergency use; spare inhalers should be kept in Student Services as detailed above
- Student services do have spare inhalers which can be used in emergencies (as recommended by the Department of Health)

It must be made clear to students with prescription medicines that they are for their use only and they must not be given to other students, even if their symptoms seem the same.

#### **Non-Prescription (over-the-counter) Medicines at Townley:**

The storage and administration of non-prescription medicines at Townley must be taken very seriously.

Where students need to take non-prescription medicines at school, these should be limited to plain paracetamol painkillers. The issuing of aspirin, ibuprofen or codeine based painkillers is strictly forbidden except on the express instructions of a doctor and with the written consent of parents/carers (in which cases, they will be treated as prescription drugs for the purposes of this policy).

When a student starts at Townley, the parents/carers are asked for their blanket permission for staff at Townley to give their child an appropriate dose of paracetamol painkillers if their child attends Student Services with a condition requiring short-term and immediate pain relief. If a student requests paracetamol, Sims is checked to see if permission has been given. If not a phone call home is made and the outcome recorded on Sims

A written record of any such issuing of paracetamol will be kept by the Student Services team and appropriate questioning of the students to establish the type of pain/discomfort and the timing and dose of any recent pain killers that they have already taken will be made beforehand. The time and date the medication is given is recorded on Sims and written in the student's school planner to inform the parent/carer. They will provide a signature to acknowledge this.

A repeat permission will be obtained from parents/carers as part of the consent form for any trips or visits that students may participate in. The trip leader assumes responsibility for the issuing of paracetamol and painkillers to students as detailed above and recording the information and informing parents on return. Parents will be informed if there is a need during the trip.

#### **General Emergency Procedures at Townley:**

Students with IHCPs will already have actions listed in the case of emergencies and they may even have an EHP from their healthcare professional.

As a routine part of running a large school, Townley has risk assessed the more common types of emergencies involving students that may be encountered. This includes, but is not limited to:

- Asthma attacks
- Anaphylactic shock/allergic reactions
- Epileptic seizures/episodes
- Cardiac arrest

Staff are given regular refresher training on how to deal with these incidents. Written details/advice are also maintained on the school network so that staff can access them at any time.

The school has two defibrillator units (one in student services and another on the wall next to the Science office in the 2006 building) and has trained a group of staff to use them. This group includes staff from several physical areas of the school site as well as from different departments and roles. This provides a reasonable level of cover across the school site at the times when the site is being used more intensively. The defibrillator units are automatic versions that, in a worst case scenario, can be used by any individual by following the instructions provided with the units. The units are checked monthly by the Lead First Aider from Student Services. There is a visual indicator which informs the current charge of the unit.

#### **Students who need to go to hospital:**

Where the Student Services team (or in their absence, any member of staff) deems it necessary to call an ambulance, the usual procedures will be followed by dialing '999'. If a student is to be sent to hospital by (paramedic) ambulance, parent/carer/designated adult will be called in the first instance to accompany their child but failing this a member of staff will be sent with that student and will act *in loco parentis* until the student's parent/carer/designated adult arrives at the school or hospital and assumes responsibility for the child. The member of staff should take with them the Student Services mobile phone and should keep the school informed of progress as often as is practical. It may be the case that permission will be needed for medical treatment and this can be given by the member of staff acting *in loco parentis*, although contact with the parents/carers will, in most cases, be possible even if they are not present with the child.

#### **School Trips and Visits:**

Students with medical needs should be able to undertake trips and visits in the majority of cases. Their IHCP should take account of these possibilities and in any case, the IHCP should be modified if new opportunities for a trip or visit become available.

Clearly, additional Risk Assessments will need to be undertaken and these must include provision for other applicable sections of this policy to be applied by the trip leader or by a nominated member of staff who will accompany the trip in order to provide help, care and support.

#### **Reintegration of a Student from Hospital Education or from Alternative Provision:**

Where a student re-joins Townley from either hospital education or some form of alternative provision (including Home Tuition), an IHCP should be used to clearly establish not only what support and care need to be put in place but also the methodology that will be adopted to facilitate effective reintegration to Townley. Where appropriate, any existing IHCP from the previous setting can be used to help guide Townley's IHCP. The LA will necessarily be part of the handover process and should be able to provide additional help and advice to Townley.

**Attendance:**

Students with Medical Needs may experience a decline in their attendance as a result of their additional needs. There could be many different reasons for this, including but not limited to:

- a) the need for ongoing (medical) appointments that mean the same specific lesson(s) are missed regularly over a period of time
- b) attendance at frequent but irregularly scheduled appointments
- c) blocks of absence due to new or phased treatment/operations/medication
- d) the need for recovery time or respite care
- e) changes in mental health or emotional wellbeing as a response to/result of other physical or mental health issues or their treatments
- f) anxiety due to a fear of the responses of other students (and staff) to their conditions or the fear of returning to school after a period of absence
- g) attendance at in-school counselling sessions that may be regularly scheduled in the same lessons each week/fortnight

How attendance matters are communicated to the student and their parents/carers must be given careful consideration. The approach to be taken should be kept current in the student's IHCP. The school's attendance officer needs to be kept informed of any students who have medical needs and what protocols will be used if and when they communicate with parents/carers.

**Tests, Examinations and 'Coursework'/Projects:**

Students with medical needs will undertake tests, examinations, coursework and projects as part of either their internal or external examination courses. Such students must be given every opportunity to complete the courses in as normal a manner as possible. Reasonable or expected changes/adaptations could include some or all of the following:

- change of test or examination venue (e.g. wheelchair access, use of crutches, requirement for exceptionally quiet venue or a venue with few other or no other students present)
- additional invigilator(s)
- invigilators sent to the student's home or hospital for examinations to be undertaken under appropriate conditions off of the school premises
- extra time in tests and examinations or extended deadlines for coursework or projects
- staggered start and end times for examinations (e.g. students on crutches avoiding crowds)
- use of different media to undertake work (e.g. laptop instead of writing, scribe provided if necessary)
- use of rest periods during tests and examinations
- 1-2-1 support in catching up with missed lessons in specific or all subjects
- Academic Mentors provided for support and/or catch-up
- Special Consideration for students who have missed formal external examinations and/or 'coursework'
- the use of 'Form 8' (or its successor) by the school's examination's officer and SENDCo  
Form 8 is an application for access arrangements and provides a profile of learning difficulties. It is required for all public examinations if special requirements will need to be organized for the student (for example extra time)

It is considered good practice for these requirements to be anticipated well in advance of a student starting a formal examination course (e.g. in the case of extra time in tests, these can be introduced in Key Stage 3 to ensure that students are not at a disadvantage and are the normal way of working).

### **Altering a Student's Timetable:**

In some cases it may be prudent for the student's school timetable to be reviewed. This might include the temporary suspension of their lessons in practical or physically active subjects if the student has an injury. It may also be appropriate to consider whether a student should be allowed to drop one or more of their subjects in order to provide additional 'free' time in which to catch up on other subjects, to reduce overall workload and associated stress or to allow for regular appointments with medical, counselling or other outside agencies.

Where such a reduction in subjects is intended, a case meeting will be called, chaired by the Assistant Headteacher for Student Services. After a risk assessment has been undertaken of the effects of dropping one or more subjects on the student's education and future, a recommendation will need to be made to the head teacher for approval for this change.

### **Insurance**

The Business Manager ensures the Risk Protection Arrangement with the Education Funding Agency is in place for general school procedures and operation. This is available for staff within school and shared with parents at trip meetings. Staff and students with medical conditions must provide the Business Manager with a letter from their General Practitioner (GP) to confirm they are fit to travel and engage in the activities associated with it. All risk assessments must be carried out accordingly with regard to any medical condition. The Business Manager ensures the documents are updated annually.

### **Unacceptable Practice:**

The type of care and support provided to each individual student with medical needs should be established via an IHCP where practicable. Each case must be judged on its individual merits and all staff involved should use their professional judgement.

However, the situations listed in Appendix 4 are judged by this policy to be unacceptable practices:

### **Complaints:**

Parents/carers have the right to complain if they are dissatisfied that Townley is providing the appropriate level or type of support and care for their child with medical needs. In the first instance, parents/carers should raise their concerns by writing to the named professional (case officer) at Townley who deals with their child's case. If the complaint cannot be resolved in this way or if the complaint involves the named professional, the parent/carer should follow Townley's advertised complaints procedure available on the school's website.

## **APPENDIX 1 - Glossary of Terms:**

The following terms are used throughout this Policy.

Term	Official Acronym	Meaning/Interpretation
Looked After Child	LAC	Students who are currently in (or have previously been in) the care of the Local Authority for a minimum of 1 day, either in a specialised 'Care Unit' or with Foster Parents
Children not in full time education	CNIFTE	A census originated by Local Authorities to keep records and to monitor children who are being educated anywhere except in a mainstream school
Education and Healthcare Plan	EHCP	The document that specifies how an individual student with SEND will receive support for their Special Educational Needs and Disability and how the associated funding will be spent. This is the replacement for "Statements of Special Educational Needs" and was introduced in 2014
Emergency Healthcare Plan	EHP	A document written by a senior healthcare professional (e.g. a specialist or consultant) that details what action(s) to take in the event that a student requires an emergency response to their medical needs
Individual Health Care Plan	IHCP	The official document used to record, monitor and to report on the specific and personal care and support provided to a named student at Townley
Local Authority	LA	The local authority ("Council") is the local government body that manages and runs local services in a borough or county. The LA now has very limited control over schools that are Academies
Special Educational Needs and Disability	SEND	Special Educational Needs and Disability. The designation used for a student who has at least one of these two requirements. The severity of the student's SEND may be severe enough to qualify them for an EHC.
Special Educational Needs and Disability Co-ordinator	SENDCo	The designated and qualified professional in each and every school or college who is responsible for advising the Headteacher and the Governors about matters to do with SEND.

# Appendix 2: The IHCP Proforma used at Townley

## Individual healthcare plan

Name of school/setting

Child's name

House tutor group

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date


### Family Contact Information

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)


### Clinic/Hospital Contact

Name

Phone no.

NHS number


### G.P.

Name

Phone no.


Who is responsible for providing support in school

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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

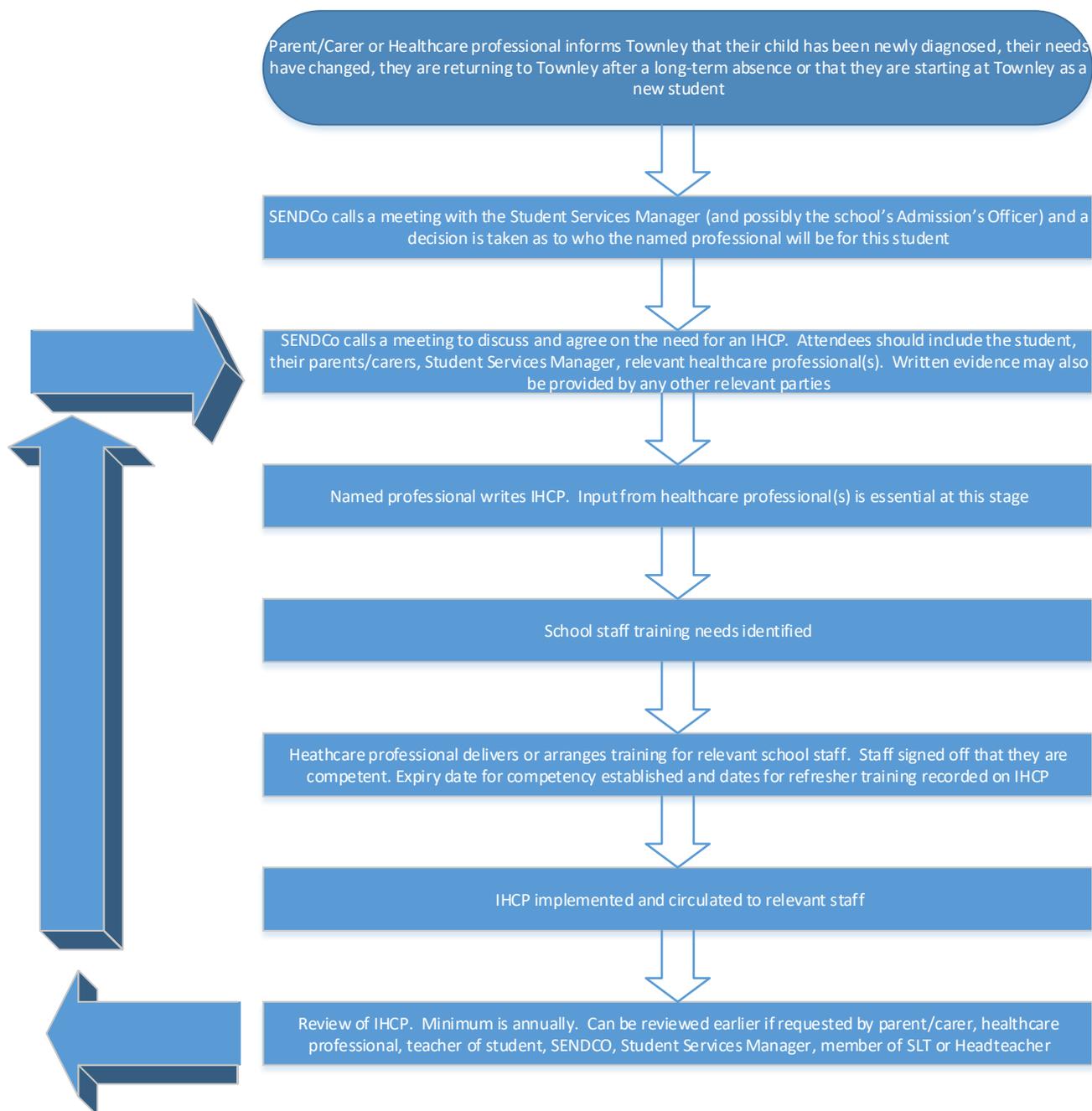
Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

## Appendix 3: Developing an IHCP

The following flowchart shows the normal process of developing an IHCP at Townley:



## Appendix 4: Unacceptable Practices

The following situations are judged by this policy to be unacceptable practices, to:

- assume that every student with the same condition requires the same approach and treatment(s)
- send the student home frequently or to prevent them from participating in normal/routine school activities, including lunch, unless their IHCP specifies this
- prevent students from easily accessing their medication or equipment (e.g. inhalers) as and when necessary
- prevent students from administering their own medication as and when necessary
- if the student becomes ill, to send them to Student Services unaccompanied or with someone who is not suitable
- penalise students for their attendance record if absences are due to their medical condition (e.g. appointments at hospital, with their GP etc.)
- prevent students from managing their condition effectively by preventing them eating, drinking, going to the toilet or taking breaks where this is part of their condition
- require parents/carers, or otherwise make them feel obliged, to attend school to administer medication, to undertake toileting or to provide any form of regular and/or generalised support for their child
- cause parents/carers to have to give up working because the school is failing to support their child's medical needs
- prevent students from participating, or to create unnecessary barriers to students participating, in any aspect of school life, including trips and visits, by requiring parents/carers to accompany their child
- ignore the views of students or their parents/carers; to ignore medical evidence or opinion. However, these may be challenged