

# Darland High School Healthcare Needs Policy

**Date of issue: 4<sup>th</sup> September 2017**

**Review date: March 2020**

This policy is to be read in conjunction with the following policies:

Asthma Policy

Educational Visits Policy

Equalities Policy

Health and Safety Policy

**Name of person responsible for maintaining this policy: Assistant Headteacher Pupil Progress and wellbeing.**

## **1. Key principles**

Learners with healthcare needs should be properly supported so that they have full access to education, including trips and physical education.

Governing bodies must ensure that arrangements are in place to support learners with healthcare needs.

Governing bodies should ensure that education setting staff consult the relevant professionals, learners and parents to ensure the needs of the learner with healthcare needs are properly understood and effectively supported.

All learners with healthcare needs are entitled to a full education. In addition to the duties set out above (Education Act 2002), consideration must also be given to whether the learner is defined as disabled under the Equality Act 2010<sup>1</sup>. Governing bodies must comply with the duties of this Act, including those within an education context. For example, reasonable adjustments for disabled learners must be made and disabled learners must not be discriminated against when making admission arrangements. In drafting this statutory guidance and advice, the Welsh Ministers have had regard to the UNCRC – the contents reflect the rights contained in the convention<sup>2</sup>.

## **2. Roles and responsibilities** - The roles and responsibilities of the following:

### **2a. School**

The governing body will oversee the development and implementation of arrangements, which will include:

- Complying with applicable statutory duties, including those under the Equality Act 2010 (e.g. the duty to make reasonable adjustments in respect of learners with healthcare needs if they are disabled, as outlined above)
- Having a statutory duty to promote the well-being of learners. Schools should give consideration to how they can meet these needs, including providing learners access to information and material aimed at promoting spiritual and moral well-being and physical and mental health (Article 17 of the UNCRC)
- Considering how they can support learners to develop the skills, knowledge and emotional resilience required to uphold their rights, and the rights of others
- Ensuring the roles and responsibilities of all those involved in the arrangements to support the healthcare needs of learners are clear and understood by all those involved, including any appropriate delegation of responsibilities or tasks to a headteacher,

- member of staff or professional as appropriate
- Working collaboratively with parents and other professionals to develop healthcare arrangements to meet the best interests of the learner.
- Developing and implementing effective arrangements to support learners with healthcare needs. This should include a policy on healthcare needs and where appropriate, IHPs for particular learners.
- Ensuring arrangements are in place for the development, monitoring and review of the healthcare needs arrangements.
- Ensuring the arrangements are in line with other relevant policies and procedures, such as health and safety, first aid, risk assessments, the Data Protection Act 1998, safeguarding measures and emergency procedures.

### **School first aiders;**

The school undertakes to have at least four trained first aiders on the staff at any one time. Each of the following areas has a first aider:

- PE
- Science
- Design technology

These First Aiders are normally members of the technical staff and it is their job to deal with primary first aid needed by students in that area. In addition, there is a main school first aider. This main First Aider is a member of the school's office team and is stationed in the main school office.

### **The School Nurse**

There is a school nurse who is appointed and managed by the local NHS trust. She is available Wednesday mornings and is based in the Nurses office Her duties are vaccination programme, seeing students who are referred by staff and parents, attending meetings as required, e.g, Child In Need, Medical Updates, Organising and delivering training where relevant e.g, Epi-Pen annually; ensuring Healthcare Plans are up to date and robust. The system for referral to the school nurse is via a paper form which she collects regularly from the school office

### **2b. Parents/carers**

- On starting at Darland High School, parents are asked to

- Complete a form in the new pupil induction pack, listing any medical conditions that their child has, along with details of any medication.
- To inform Principal First Aider of any medication or healthcare needs, or changes;
- Participation in drafting and agreeing individual healthcare plan (IHP), where appropriate;
- Parents are contacted to in order to clarify any conditions that are listed on the form and subsequent medications, actions that are needed and how their needs may be met in school.
- Meet with the Assistant Headteacher Pastoral and principal First Aider if their child has a severe ailment which staff need to be particularly aware of.

### **2c. Pupils**

- To inform staff member/s if feeling unwell
- To inform relevant staff member/s of any medication or healthcare needs, or changes.
- Taking care when carrying medicines to and from school, and not sharing with others
- Taking part in discussions around sharing/confidentiality of their own personal information and/or medication

**2d. Local Authority** The school will work closely with the Local Authority to ensure that pupils with medical needs are accommodated safely in the school. In particular, the school will ask the LA for advice when considering adapting the school accommodation to make the school accessible to pupils with disabilities. It must be stressed that major adaptation of the school buildings (such as the installation of lifts) are the responsibility of the Local Authority.

### **2e. NHS Wales school health nursing service, health and other professionals, third sector organisations and other specialist services**

The school will liaise fully with healthcare professionals to:

- Offer advice on the development of IHPs
- Assist in the identification of the training required for the education setting to successfully implement IHPs
- Support staff to implement a learner's IHP through advice and liaison with other healthcare, social care and third sector professionals.

### **3. Creating an accessible environment**

Darland High School is inclusive and accessible in the fullest sense to learners with healthcare needs and will work closely with parents, health service professionals and the local Authority in ensuring that the following are adjusted in order to ensure:

- Physical access to school building/s.
- pupils with healthcare issues are accommodated on day visits and off site residential visits.
- Pupils with healthcare issues are accommodated in PE lessons and have access to a range of extra-curricular activities.
- Food is managed well in accordance to particular dietary requirements.

### **4. Sharing information**

The school will share information about the healthcare needs of pupils in the following ways:

- By publication annually of the 'Blue Book' listing the medical and additional learning needs of all pupils.
- Through logging on SIMS, the medical needs of all pupils.
- Through highlighting to staff any changes in medical need or healthcare plans in the urgent notes section of the SIMS pupil detail page and through announcement to staff in the weekly staff briefing.

### **5. Procedures and record keeping for the management of learners' healthcare needs**

In addition to transferring the medical information provided on entry of the pupil to the school to the school's SIMS, the Assistant Headteacher will oversee the main first aider in drawing up healthcare plans for pupils with severe medical needs and / or those who require prescription medication to be administered during the school day.

## **6. Storage, access and the administration of prescription medication and devices**

Pupils needing daily prescription medicine are asked to send in sufficient supplies for their child, along with the school consent form for their administration – this is stored in the relevant folder in the office.

Prescription medicine is generally administered by the Office First Aider who keeps the medicine securely. In their absence a member of staff will administer instead. Pupils taking daily prescription medication are asked to report to the school office at a set time every day and are supervised while they take their medicine. A record is taken of each prescription medication administered and kept in the relevant in the office.

For pupils with severe and potentially life threatening medical conditions (e.g. diabetics, epileptics), there is a named box in a special lockable cabinet in the main office, where each pupil's medicine is kept, along with an Individual Healthcare Plan. The school first-aider keeps a record of the expiry date of each medicine and reminds parents when the medicine is about to expire.

There is a sharps box for the disposal of medicines.

Where a pupil requires non-prescription medication as part of on-going treatment for an illness or condition, parents should contact the pastoral team for support. A specific plan can then be drawn up in conjunction with the school nurse.

## **7. Emergency procedures**

For every pupil with a severe medical condition (e.g. Epilepsy, Diabetes), there will be an emergency health care plan. Designated First Aiders should be in charge of carrying out an emergency procedure, although the school undertakes to train as many staff as possible in the training for what to do when faced with anaphylaxis and diabetic shock.

In the absence of the Office first Aider, the Assistant Headteacher, pastoral will take charge.

## **8. Training**

The school will (in accordance with 3 above) undertake to keep a minimum of 4 fully trained first aiders on the staff.

All teaching staff, and as many ancillary staff as can be accommodated, will be given training on a biennial programme, on meeting the needs of the following: Anaphylaxis, Diabetes, Asthma.

## **9. Qualifications and assessments**

Should learners miss public exams through illness or incapacity, we will let parents know that the school requires a note from the pupil's doctor to enable the school to apply to the examination body for special consideration.

Access arrangements for pupils with learning and / or medical needs is managed by the school's Additional Needs Coordinator (ANCO). Application for extra time and other arrangements needs to be completed several months in advance of the commencement of the exams.

## **10. Education other than at school (EOTAS)**

The school will work closely with the Education Support Worker from the LA and other bodies such as CAMHS, to determine whether adjustments need to be made to the pupil's timetable to meet their needs. Where part time schooling is the result of this agreement, the school will organise work to be sent home where appropriate.

Should a child be incapacitated and unable to attend school through hospitalisation or the need to recuperate after an illness or injury, then the pupil's Progress Coordinator will arrange for appropriate work to be sent home for the pupil.

## **11. School transport**

It is the responsibility of the Local Authority to ensure that all pupils who have a severe medical or learning need are provided with taxi transport to and from school. It must be stressed that any decision on entitlement to this transport rests with the Local Authority and not with the school.

When taking pupils out on day and on residential visits are required to obtain parental consent and a Form 4 from each child, before taking the trip. Form 4 details the medical needs of the pupils and it is the visit leader's responsibility to familiarise themselves and other supervisory staff with the relevant medical information before the visit leaves school. Details of the visit and any medical needs of pupils are required to be entered on the Evolve Visit Approval system before the visit leaves.

## **12. Reviewing policies, arrangements and procedures**

This policy is subject to biennial review by the governors' Student and Staff Wellbeing Working Party. In addition, the Health and Safety Officer will make a formal report to the former body detailing the First Aid and accident statistics from the time of previous meeting.

## **13. Insurance arrangements**

All offsite visits are covered by the school's insurers (Zurich)

## **14. Complaints procedure** Please see separate School Complaints Policy

**15. Individual healthcare plans (IHPs)** IHPs are created under the direction of the medical professionals involved with the patient alongside parents/carer – this is then communicated to the school, Assistant Headteacher Pastoral when either a pupil with severe medical needs starts at the school, or when an existing pupil develops a condition requiring one.

## 16. Unacceptable practice

It is not acceptable practice to

- Prevent learners from attending an education setting due to their healthcare needs, unless their attending the setting would be likely to cause harm to the learner or others.
- Prevent learners from easily accessing their inhalers or other medication, and prevent them from taking their prescription medication when and where necessary.
- Assume every learner with the same condition requires the same treatment
- Ignore the views of the learner or their parents, or ignore healthcare evidence or opinion (although these views may be queried with additional opinions sought promptly).
- Send learners with healthcare needs home frequently or prevent them from staying for normal activities, including lunch, unless this is suitably specified in their IHP.
- Send a learner who becomes ill or needs assistance to a medical room or main office unaccompanied or with someone unable to properly monitor them.
- Penalise a learner for their attendance record if the absence is related to their healthcare needs. 'Authorised absences' including healthcare appointments, time to travel to hospital of appointment, and recovery time from treatment or illness should not be used to penalise a learner in any way. This includes, but is not limited to, participation in activities, trips or awards which are incentivised around attendance records
- Request adjustments or additional time for a learner at a late stage. They should be applied for in good time. Consideration should also be given to adjustments or additional time needed in mock examinations or other tests.
- Prevent learners from drinking, eating or taking toilet or other breaks whenever needed in order to manage their healthcare needs effectively
- Require parents, or otherwise make them feel obliged, to attend the education setting, trip or other off-site activity to administer medication or provide healthcare support to the learner, including for toileting issues.
- Expect or cause a parent to give up work or other commitments because the education setting is failing to support a learner's healthcare needs.
- Ask a learner to leave the classroom or activity if they need to administer non-personal medication or consume food in line with their health needs.
- Prevent or create unnecessary barriers to a learner's participation in any aspect of their education, including trips, e.g. by requiring a parent to accompany the learner.

The school has an Equalities Policy and will review provision for pupils with severe healthcare needs on an annual basis.

# Parental Request for Prescription Medicine to be administered in school



Name of child

Date of birth

Tutor Group

Medical condition / illness


## Prescription Medicine

Name of prescription medication

Dosage & method

Timing

Special precautions / other instructions

Self administration – Y / N


**NB: PRESCRIPTION MEDICINES MUST BE IN THE ORIGINAL CONTAINER AS DISPENSED BY THE PHARMACY**

## Contact Details

Name

Daytime telephone number

Relationship to child


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

This will be reviewed in \_\_\_\_\_ weeks / months      Date: \_\_\_\_\_

Signature (s) \_\_\_\_\_

Date \_\_\_\_\_



# CONSENT FORM USE OF EMERGENCY SALBUTAMOL INHALER

Darland High School



Child or young person showing symptoms of asthma / having asthma attack

Child's full name (print) .....

Form Class .....

1. I confirm my child has been diagnosed with asthma and has been prescribed an inhaler.
2. My child will have a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.
4. Consent for their name to be held on an asthma register as eligible to receive salbutamol in an emergency.

You may wish to discuss this form with your child.

Signed ..... Date .....

Parent/ carer full name (print) .....

Mobile telephone number .....

Home / work telephone number ..... / .....

Parent / carer address .....

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E-Mail address .....

Child's Doctor's name .....

Child's Doctor's telephone number .....

Child's Doctor's address .....

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## **Glossary**

### **Acronyms**

UNCRC      The United Nations Convention on the Rights of the Child

IHP          Individual Health Care Plans

NHS          National Health Service

SIMS        Schools Information Management System

CAMHS      Child and Adolescence Mental Health Services