



Valence School
enabling independence

**SUPPORTING PUPILS AT SCHOOL
WITH MEDICAL CONDITIONS POLICY**

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DATE AGREED:

DATE NEXT REVIEW.....

INTRODUCTION:

Policy and Procedures

This policy has been developed in accordance with the statutory guidance for governing bodies of maintained schools and proprietors of academies produced by the Department for Education April 2014.

This policy applies to all staff, governors and volunteers, temporary, agency and supply/visiting staff to the school. It is to be read by all staff working in the school. The policy will be available to parents.

Purpose of Policy

1. The purpose of this policy is to describe the principles and arrangements in place at Valence School to ensure that children and young people with medical conditions can access and enjoy the same opportunities as any other child and their medical needs be met in full.
2. The Governors and the Staff understand that as a designated school for children and young people with physical disabilities and medical conditions there will be additional policies and procedures e.g. the administration of medication policy/ the moving and handling policy/eating and drinking policy which will enhance and add to this one but in essence the principles of access, equal opportunity and rights to have all medical needs met and documented correctly will be contained in this policy.
3. The Governors and the Staff understand that many of the medical conditions that require support at Valence school will affect quality of life and may be life threatening.
4. The Governors and the Staff will ensure that the needs of the child and how their medical condition impacts on their school life will be assessed on an individual basis and that individualised care plans and care will be provided and reviewed regularly as necessary and at least annually.
5. The Governors and the Staff will ensure that arrangements will give parents and pupils confidence in the school's ability to provide effective support for their medical conditions and additional medical needs. Staff will be trained to have an in depth understanding of the medical condition encountered including an understanding of how the condition impacts on learning as well as in the particular clinical skills needed to deliver the health care plan.

6. The Governors and Staff will ensure that adequate relevant training has been undertaken by sufficient staff before taking on responsibility to support a child with any complex medical condition.
7. The Governors and Staff will ensure that children and young people who are competent to take responsibility for management of their own medical condition are encouraged, adequately trained and supervised to carry out their own care.
8. The Governors and Staff will ensure that children and young people with medical conditions will not be prevented from participating in school trips, visits and sporting activities by their medical needs.
9. Complaints concerning support with medical needs should be directed in the first instance to the Head of Healthcare or an appropriate School Manager. These will be dealt with promptly and treated seriously with feedback on investigations and outcomes to the parents throughout the process. All investigations will be transparent and any actions will be discussed with parents in the appropriate manner either at a direct meeting, in writing or more remotely as appropriate.

Roles and Responsibilities

The school is responsible for ensuring that all action taken is in line with the statutory guidance for governing bodies of Maintained Schools and proprietors of Academies produced by the Department for Education.

The Governing Body authorises the Head teacher to have overall responsibility for ensuring that this policy is implemented. He/she will carry out this responsibility in conjunction with the Head of Healthcare, the Head of Social Care and the Head of Teaching and Learning.

The Head of Healthcare is responsible for –

- Ensuring that relevant training in the skills needed to support the students' medical needs is provided liaising with the health provider Kent Community Health NHS Foundation Trust (KCHFT).
- Liaising with other healthcare professionals, agencies and staff within and outside of the school as appropriate, working collaboratively.
- Ensuring that all relevant staff are made aware of any medical condition, its consequences and actions needed for each affected individual student.
- Establishing local school procedures and ensuring that these procedures are followed.
- Managing and monitoring the Health Care Team whether employed by the school or the healthcare provider.
- Ensuring that individual health care plans are completed, monitored, agreed with parents and shared with relevant staff at least annually and more often where needed.

- Ensuring that cover arrangements are made in the case of staff absence or staff turnover so that all students' medical needs are met.
- Acting as a consultant for staff to discuss medical concerns.
- Ensuring that parents concerns and anxieties are addressed.
- Acting as a liaison between the school and the healthcare provider, KCHFT.

The Head of Social Care is responsible for –

- Ensuring that all relevant social care staff attend training and update sessions provided.
- Monitoring all social care staff competency and referring any staff who fail to maintain their competency for re-training.
- Ensuring that locally established school procedures are followed.
- Ensuring that staff work collaboratively and in partnership with other teams across the school so that the medical needs for the students are met effectively.
- Ensuring that relevant risk assessments for residential activities/or ones where the keyworker is identified to fulfil them are completed.
- Ensuring that all relevant social care staff will be made aware of any medical condition and its consequences and the actions needed for each affected individual student.
- Ensuring that cover arrangements are made in the case of staff absence or staff turnover so that all students' medical needs are met
- Ensuring that parents concerns and anxieties are addressed.

The Head of Teaching and Learning is responsible for -

- Ensuring that all relevant classroom support staff/teachers attend training and the update sessions provided.
- Monitoring classroom support staff/teachers competency and referring any staff who fail to maintain their competency for re-training.
- Ensuring that locally established school procedures are followed.
- Ensuring that staff work collaboratively and in partnership with other teams across the school so that the medical needs for the students are met effectively.
- Ensuring that relevant risk assessments for school trips and other educational school activities are completed.
- Ensuring that all relevant classroom support staff/teachers will be made aware of any medical condition and its consequences and actions needed for each affected individual student.
- Ensuring that cover arrangements are made in the case of staff absence or staff turnover so that all students' medical needs are met.
- Briefing all supply teachers.
- Ensuring that parents concerns and anxieties are addressed.

The procedure to be followed when notification is received that a pupil has a medical condition

As previously mentioned the designation of Valence School is defined as “for children with physical disabilities and medical needs”. All children admitted to the school will have medical needs by definition. They should all have an Education Health and Care Plan. Therefore the procedure outlined below is the normal admissions procedure. During this procedure a lot of information about a prospective student’s medical needs will be gathered; principally on the Placement Day in the Placement Day documentation which then becomes the Interim Care Plan (Appendix 1).

Individual healthcare plans

- Because the school is a designated school for children with disabilities and complex medical needs and all children will have medical needs, individual healthcare plans/routines and protocols will be needed and produced for every student. These will be included initially within the Interim Care Plan created after the Placement Day and then within three months of entry to the school when further assessments have been completed within the individual student’s Support Plan (Appendix 2).
- The Health Team under the management of the Head of Healthcare will be responsible for collection of the information and the development of appropriate health treatment plans/protocols on the Placement Day which will be included in the Interim Care Plan and then following more assessment within The Support Plan.
- Information will be sought from other healthcare professionals outside the school to provide advice on information incorporated into these healthcare plans/protocols.
- Parents should provide the school with sufficient and up to date information about their own child’s individual needs.
- The healthcare plans incorporated in the Interim Care Plan and Support Plan will be shared with the parents/guardian of students under 18 years and the student themselves. The Parents and young person will be invited to contribute and to confirm that all the information in the plan is a complete and accurate record. A Health and Support Plan Review meeting will be carried out annually where any issues arising can be discussed. Parents will be invited to attend. Options such as telephone or skype attendance will be offered but if none of these are possible at the least the parental views and comments will be incorporated into the plans and the signature of the appropriate person obtained to confirm that the healthcare plans/protocols are up to date and accurate.
- Healthcare professionals and school staff attending the Health and Support Plan Review meeting will be documented on the completed document.
- Both the Interim Care plan and then the Support plan will be shared with all relevant members of the school staff to ensure that the plan is carried out completely and in a timely fashion.
- Where a student is self-managing their medication this will be clearly documented on the Support Plan.

- Social Care staff, principally the keyworker, will be invited to the Health and Support Plan Review meeting

Staff training and support

Staff must not give prescription medicines or undertake healthcare procedures including moving and handling without appropriate training (updated to reflect any individual healthcare plans). Staff training and support is essential to the safe delivery of care and health needs to the students at Valence school. A first-aid certificate does not constitute appropriate training in supporting students with medical needs. The school in conjunction with the healthcare provider (KCHFT) will provide training and competency packages which will enable staff to carry out the necessary tasks and skills. The school/health care provider will assess staff as competent and will update them appropriately keeping records of all these actions.

Induction training

Staff will be given a basic understanding of the roles and responsibilities of the Health Team including Nursing, Physiotherapy, Occupational therapy and Speech and Language Therapy within their Induction training. They will also receive Moving and Handling, Infection Control and Basic Eating and Drinking training before they commence any work during their Induction training.

Administration of medication training

The Nursing team at Valence (employed by healthcare provider KCHFT) will deliver the training package and competency which has 3 components; a theory presentation, a theory test in which the participant must score above 80% and then practical sessions carried out with a trained nurse. The practical sessions will continue until the participant is confident and the nurse is happy to sign that the participant as competent. Continued support will be given as required by the nursing team and an annual update will be completed.

Emergency medication training

The Nursing Team at Valence (employed by healthcare provider KCHFT) will deliver the training package and competency. All emergency medications used at the school will be covered including medication for asthma and use of the equipment e.g. spacer that is needed and medication for epilepsy. There will be a theory component and practical demonstrations. The practical session will continue until the participant is confident and the nurse is happy to sign that the participant as competent. Continued support will be given as required by the nursing team and an annual update will be completed.

Moving and handling training

The Moving and Handling Trainers employed by Valence will deliver an initial training package as part of the induction programme for new staff. This comprises both theory and

practical sessions and staff will not be allowed to carry out moving and handling procedures with students until this is completed. Staff competency will then be monitored through a buddy system for at least six weeks. The school also provides a Moving and Handling Team of senior staff lead by the Moving and Handling Trainers who have additional training. All Home Living Area Managers and Assistant Managers and the Learning Support Supervisors are part of this group and it is their responsibility to monitor and assess the competence of their teams in moving and handling. Any issues or additional training needs will be referred to the Moving and Handling Trainers who will assess and address as necessary.

Enteral feeding training

The Nursing team at Valence (employed by healthcare provider KCHT) will deliver the training package and competency. This may be included as part of the administration of medication training or can be trained for separately. The practical sessions will continue until the participant is confident and the nurse is happy to sign that the participant as competent. Continued support will be given as required and an annual update will be completed.

Diabetes training

The Nursing team at Valence (employed by healthcare provider KCHFT) deliver the training package and competency in conjunction with the particular student's diabetic team. The Valence training package has 3 components; a theory presentation, a theory test in which the participant must score above 80% and then practical sessions carried out with a trained nurse. The practical sessions will continue until the participant is confident and the nurse is happy to sign that the participant as competent. This will be expected to include a variety of situations so that the staff member has a good understanding of the decision making processes needed and the protocol. Continued support will be given as required and an annual update will be completed.

The Valence Nursing team will work in close liaison with the Specialist Diabetic Nurse for each diabetic student. Specialist training for individually named staff by the student's diabetic nurse around the individual student will be delivered as necessary. Parents and family members are often highly skilled around managing their child's diabetes and training from the family is an appropriate action but it should be combined with additional training from professionals so that they are not the sole trainers.

Other training

Other healthcare related skills e.g. suction, vagal nerve stimulator management, cough assist, mouth care, skincare, setting up of ventilation etc

Training will be delivered by the Health Team (employed by healthcare provider KCHFT and Valence School) if there is an individual student's need for any of the skills listed above.

If there is need for additional training e.g. interventions and care for a ventilated student, tracheostomy care etc this would be identified in the initial Placement Day interview and

documented in a health care plans/protocols. Appropriate training and trainers would be sourced to deliver training to identified members of staff from both the Health provider and Valence School. The roles and responsibilities would be documented in a health care plan/protocol.

Theoretical training

Theoretical training around specific medical conditions will be delivered on a regular basis on staff training days by the Health Team (employed by healthcare provider KCHFT and Valence School). This will include an understanding of the implications of a variety of conditions seen regularly within the Valence school population and preventative measures which are important in the management of many long term conditions. Training around the understanding of rare conditions will be delivered on a needs led individual basis

The Child/Young person's role in managing their own medical needs

Young people who have the capacity to take responsibility for managing their own medical needs will be encouraged to do so. This could include self- medication, management of enteral feeding, oral suction or urinary self- catheterisation and other simple medical procedures including emergency medication procedures like the use of an Epi-pen.

If the young person is not physically capable of completing the whole task they will still be encouraged to undertake the theoretical training and take responsibility for their own medical care, instructing staff and ensuring that documentation is completed under their direction.

The School will ensure that they are provided with adequate training to the same standard as Staff training. The young people will be expected to use the same documentation and undertake the same assessment and review process as staff modified as above if necessary.

Management of medicines

Details of the processes for managing medicines including safe storage and documentation in school should be found in the Medication Policy and Protocols.

Unacceptable practice

Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is generally unacceptable practice to:

- Prevent children from easily accessing their inhalers and medication and not administering their medication when and where necessary.
- Assume that every child with the same condition requires the same treatment.

- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged).
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in the individual healthcare plans:
- If a child becomes ill, send them to the medical room unaccompanied or with someone unsuitable
- Prevent children from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- Require parents 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 create unnecessary barriers to children participating in any aspect of school like including school trips e.g. by requiring parents to accompany the child.

Appendix 1: Placement Day Information – leading to Interim Care Plan – please access document in all staff/ prospective students/ interim care plan.

Appendix 2: Support Plan - please access document in All staff/ support plans