

Supporting Students with Medical Conditions Policy

(November 2022)

This policy has been written for...	All staff and students at Valence School
Copies of this policy may be obtained from...	<ul style="list-style-type: none"> The School web site - https://www.valenceschool.com/ It is available as a hard copy on request from reception. Hard copies for reference are filed in the staff resource room
Participants and consultees in the formulation of this policy were...	The Principal, Senior Leadership Team & school Governing body
Edition, Review frequency and dates	<p>Date written: 26th November 2022 Date agreed and ratified by Governors: 28th November 2022 Date of next review: August 2025 This policy will be reviewed every three years or following any updates to national and local guidance and procedures.</p>
Relevant statutory guidance, circulars, legislation & other sources of information are...	<ul style="list-style-type: none"> -Royal Pharmaceutical Society 'Professional Guidance on the Safe and Secure Handling of Medicines' (2019) -Supporting Pupils at School with Medical Conditions (DfE, 2015) -Infection Prevention and Control Policy (Valence School, 2022) -Mental Capacity Act (2005) -Standards of conduct, performance and ethics for nurses and midwives. (NMC, 2018) -Classification of Medicines (MHRA 2021)
The lead members of staff are..	Vice Principal – Head of Safeguarding & Social Care Lead Nurse / Deputy Lead Nurse
Definitions and key terms used in this policy...	<p>School Nursing Team - Registered Nurses and Health Care Assistants (HCA) employed by Valence School. The term 'Nursing Team' will be used for both roles throughout the policy.</p> <p>MAR - The Medication Administration Record (MAR) chart is where prescribed medication is transcribed and checked by registered nurses.</p>

<p>The Rationale and Purpose of this policy</p>	<p>The purpose of this Policy is to ensure safe and consistent practice across the school</p>
<p>Key Personnel</p>	<p>Hannah Casper (Deputy Lead Nurse) Contact details: email: hcasper@valence.kent.sch.uk Tel: 01959 567846 (Ext 1600)</p> <p>Claire Louise Langridge (Deputy Lead Nurse) Contact details: email: clangridge@valence.kent.sch.uk Tel: 01959 567846 (Ext 1600)</p> <p>Roland Gooding (Principal) Contact details: email: rgooding@valence.kent.sch.uk Tel: 01959 565627 (ext. 1100) / 07896905605</p> <p>Lisa Kavanagh (Vice Principal – Lead DSL, Head of Safeguarding & Social Care) Contact details: email: lkavanagh@valence.kent.sch.uk Tel: 01959 567810 (ext. 1103) / 07912 124724</p> <p>Matt Strange (Vice Principal – Teaching & Learning) Contact details: email: mstrange@valence.kent.sch.uk Tel; 01959 562156 (ext. 1102) / 07894483673</p> <p>Jo Chivers (Residential Care Manager) Contact details: email: jchivers@valence.kent.sch.uk Tel: 01959 567819 (ext. 1104) / 07896905095</p> <p>The nominated Governor for Safeguarding is:</p> <p>Carys Long (Safeguarding Governor) Contact details: email: clong@valence.kent.sch.uk</p>

Introduction and Ethos

This policy is written in line with the requirements of:-

- Children and Families Act 2014 - section 100
- Supporting pupils at school with medical conditions: statutory guidance for governing bodies of maintained schools and proprietors of academies in England, DfE Sept 2014
- 0-25 SEND Code of Practice, DfE 2014
- Mental Health and behaviour in schools: departmental advice for school staff, DfE June 2014
- Equalities Act 2010
- Schools Admissions Code, DfE 1 Feb 2010

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

- SEN Policy / SEN Information Report
- Safeguarding Policy
- Off-site visits policy
- Complaints Policy
- Administering Medication Policy

This policy should be read in conjunction with the following school policies: Child Protection Policy, Off-site visits Policy, Health and Safety Policy, First Aid Policy, Complaints Policy, Medicine Management Policy.

This policy was developed by the Valence School Nurses with input from the Senior Leadership Team and Governing body and will be reviewed every three years.

Definition of Medical Conditions

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

Short-term affecting their participation at school because they are on a course of medication.

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 pupils feel safe.

Some children with medical conditions may be considered disabled. Where this is the case governing bodies **must** comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement or Education, Health and Care Plan (EHCP). Where this is the case this policy should be read in conjunction with the 0-25 SEND Code of Practice and the school's SEN policy / SEN Information Report and the individual healthcare plan will become part of the EHCP. As Valence supports students with complex health needs, every student at the school currently has an EHCP that reflects their needs.

The Statutory Duty of the Governing Body

The governing body remains legally responsible and accountable for fulfilling their statutory duty for supporting pupils at school with medical conditions. The governing body of Valene School fulfil this by:

- Ensuring that arrangements are in place to support pupils 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.
- Considering that many medical conditions that require 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 pupils 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. We will ensure that staff are properly trained to provide the support that pupils need.
- 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 pupils' 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.

**The Statutory Duty
of the Governing
Body**

- Developing a policy for supporting pupils with medical conditions that is reviewed regularly and accessible to parents and school staff.
- 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 below on policy implementation).
- Ensuring that the policy sets out the procedures to be followed whenever the school is notified that a pupil has a medical condition (see section below on procedure to be followed when notifications is received that a pupil has a medical condition).
- Ensuring that the policy covers the role of individual healthcare plans, and who is responsible for their development, in supporting pupils at school with medical conditions (see section below on individual healthcare plans).
- Ensuring that the school policy clearly identifies the roles and responsibilities of all those involved in arrangements for supporting pupils 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 the child's role in managing their own medical needs).
- Ensuring that the policy is clear about the procedures to be followed for managing medicines including the completion of written records (see section below on managing medicines on school premises).
- Ensuring that the policy sets out what should happen in an emergency (see section below on emergency procedures).
- Ensuring that the arrangements are clear and unambiguous about the need to support actively pupils 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).

The Statutory Duty of the Governing Body

- Considering whether to
 - develop transport healthcare plans in conjunction with the LA for pupils with life-threatening conditions who use home- to- school transport
 - Purchase and train staff in the use of defibrillators
 - Once regulations are changed consider holding asthma inhalers for emergency use.
- 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 pupils with medical conditions (see section on complaints).

Policy Implementation

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

The overall responsibility for the implementation of this policy is given to Roland Gooding (Principal). The Valence School Nurses will be responsible for ensuring that sufficient staff are suitably trained. The Senior Leadership Team 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.

Pathway Leads will be responsible for briefing supply teachers, preparing risk assessments for school visits and other school activities outside of the normal timetable and for the monitoring of individual healthcare plans.

The Assistant Principals, in conjunction with parents/carers, will be responsible for drawing up, implementing and keeping under review the individual support plan for each pupil and making sure relevant staff are aware of these plans.

All members of staff are expected to show a commitment and awareness of children's medical conditions and the expectations of this policy.

Procedures to be followed when notification is received that a pupil 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 pupils' needs change. For children being admitted to Valence 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 child moving to Valence mid-term, we will make every effort to ensure that arrangements are put in place within two weeks.

Valence school staff will ensure that the focus is on the needs of each individual student and how their medical condition impacts on their school life.

Valence school staff 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 participate in school trips and visits, or in sporting activities. We will strive to make any arrangements necessary to enable the inclusion of students in such activities and where this has not been possible; we will regularly review our decision recognising the fluctuating and complex needs of many of our students.

Individual support plans

Individual support plans will help to ensure that Valence effectively supports the medical conditions of each student. They will provide clarity about what needs to be done, when and by whom. A flow chart for identifying and agreeing the support a student needs and developing an individual support plan is provided at annex A.

Individual support plans will be held in the student's organisers and will be readily accessible for reference. 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.

Individual support plans will be written in partnership between the relevant health professionals, various school teams, parents/carers and student where possible. The aim should be to capture the steps which Valence 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. There may be a delay to admission if the support plan is not agreed.

Individual support plans

Valence staff will ensure that individual support plans are regularly reviewed to reflect the student's best interest whilst ensuring that Valence assess 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 support plan identifies the support the student will need to reintegrate effectively.

There is an agreed template that takes into account the specific needs of each student. The support plan should include the following including:

- Confirmation of the student's medical conditions, any escalation and treatment plans including signs and symptoms.
- 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 e.g. crowded corridors, travel time between lessons; access to designated facilities.
- Specific support for the student's educational, social and emotional needs.
- The level of support needed including assistance with emergency treatment and the ability of the student to self-manage medication or take responsibility for their medical needs
- Risk assessment to identify where separate arrangements are required.

Eating & Drinking Assessments

Where a student has swallowing difficulties linked to dysphagia, Eating and Drinking assessments are undertaken in conjunction with OTs and dysphagia trained Speech and Language Therapists.

The subsequent guidance issued reflects the IDSSI framework to specify the consistency and texture of food or fluids to be offered.

Staff receive training to understand and comply with all Eating and Drinking recommendations.

The school may make a referral for specialist dysphagia support (KCHFT) where there is a change in need.

Roles and responsibilities

Students with medical conditions will often be best placed to provide information about how their condition affects them. Where appropriate, 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 support plan.

Parents/carers should provide the school with sufficient and up-to-date information about their child's medical needs. Parents may be required to complete additional actions to facilitate continued attendance at school e.g. obtaining and providing medicines or equipment for use within school.

Although the school recognises students may have long or short term complex medical conditions, students who attend are expected to be well enough to manage the school day and able to engage in learning activities. Parents may therefore need to advise the school of their child's absence if they become unwell.

Local authorities, 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. 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).

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.

Integrated Care Boards (ICB) will take over the Clinical commissioning groups (CCGs) following the Health and Care Act 2022 ICBs replace CCGs and are focused on core NHS services, with responsibilities including NHS funding, commissioning, and workforce planning. ICBs have a broad focus, covering ICS-wide strategy, public health, social care, and wider issues impacting the health and wellbeing of the local population commission other healthcare professionals such. 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 pupils with SEN, and considering the quality of teaching and the progress made by these pupils. Inspectors are already briefed to consider the needs of pupils 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.

Valence School regularly hosts external professionals and facilitates the following clinics:

- Dental.
- Neurodevelopment
- Paediatricians
- Immunisations
- Local GP for residential students.
- School Counsellor

Staff training and support

Medicines and medical procedures will only be undertaken by nurses and identified trained staff. The Senior Leadership Team and school nursing team will agree the training required and the nurses will supervise school staff in becoming medicines competent. The school and nursing staff will risk assess the skill required and the nurses will audit to ensure best practice principles are being followed.

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

Training is currently provided for the following procedures:

- Tracheostomy
- Gastrostomy and Enteral Feeding
- Epilepsy Awareness
- Oxygen Administration
- Oral Suction
- Vagal Nerve Stimulator (VNS)
- Medication administration
- Asthma awareness
- EpiPen awareness
- Mitrofanoff catheter

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. A first aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including the school nursing team, can provide confirmation of proficiency of staff in a medical

procedure, or in providing medication. A competency framework will be used to assess and maintain a consistent standard of practice. Regular audits, observation and practice refresher sessions will also ensure proficiency is maintained.

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 pupils with medical conditions and their role in implementing the policy.

Where necessary, the school will seek advice from relevant healthcare professions about specialist training needs.

The student's role in managing their own medical needs

If, after discussion with the parent/carer, it is agreed that the child is competent to manage his/her own medication and procedures, s/he will be encouraged to do so. This will be reflected in the individual healthcare plan.

Medication will continue to be stored securely to ensure that the safeguarding of other children is not compromised. Valence does also recognise that children who take their medicines themselves and/or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, then relevant staff will help to administer medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents will be informed so that alternative options can be considered.

Emergency procedures

The Senior Leadership Team 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.

All students have an individual support plan which 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 pupils 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 displays signs or symptoms that suggest they are becoming unwell whilst at school, the student will initially be assessed and supported by staff who will liaise with parents to agree the proceeding course of action.

Where urgent emergency treatment is required, staff will immediately call for an ambulance

For less urgent treatment, the school will provide First Aid if required and will liaise with parents to agree arrangements for the student to attend A&E or Minor Injuries for assessment.

For general additional treatment needs (eg, unexplained rashes; signs of possible infection; unexplained pain or discomfort) further assessment by a GP may be requested.

- For students who are registered with our local GP (residential students) this may involve staff arranging and supporting the student to attend an appointment for further assessment and treatment.
- For students who are not registered with our local Westerham surgery, parents may be asked to collect their child and arrange for assessment with their GP.

Nurses in conjunction with Senior On Call will assess and agree the level of urgency for treatment unless a treatment plan/protocol is already agreed and noted in the Student's Support Plan.

The school will monitor any incidences requiring ad hoc treatment and will liaise with parents where patterns of need are identified.

Day trips, residential visits, and sporting activities

We will actively support pupils 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.

We will always conduct a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils 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.

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

- Prevent children from easily accessing their inhalers and medication and 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\carers; or ignore medical evidence or opinion (although this may be challenged).
- Send children 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 child becomes ill, send them to the school office or medical room unaccompanied or without someone suitable.
- Penalise children for their attendance record if their absences are related to their medical condition, eg hospital appointments.
- Prevent pupils 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

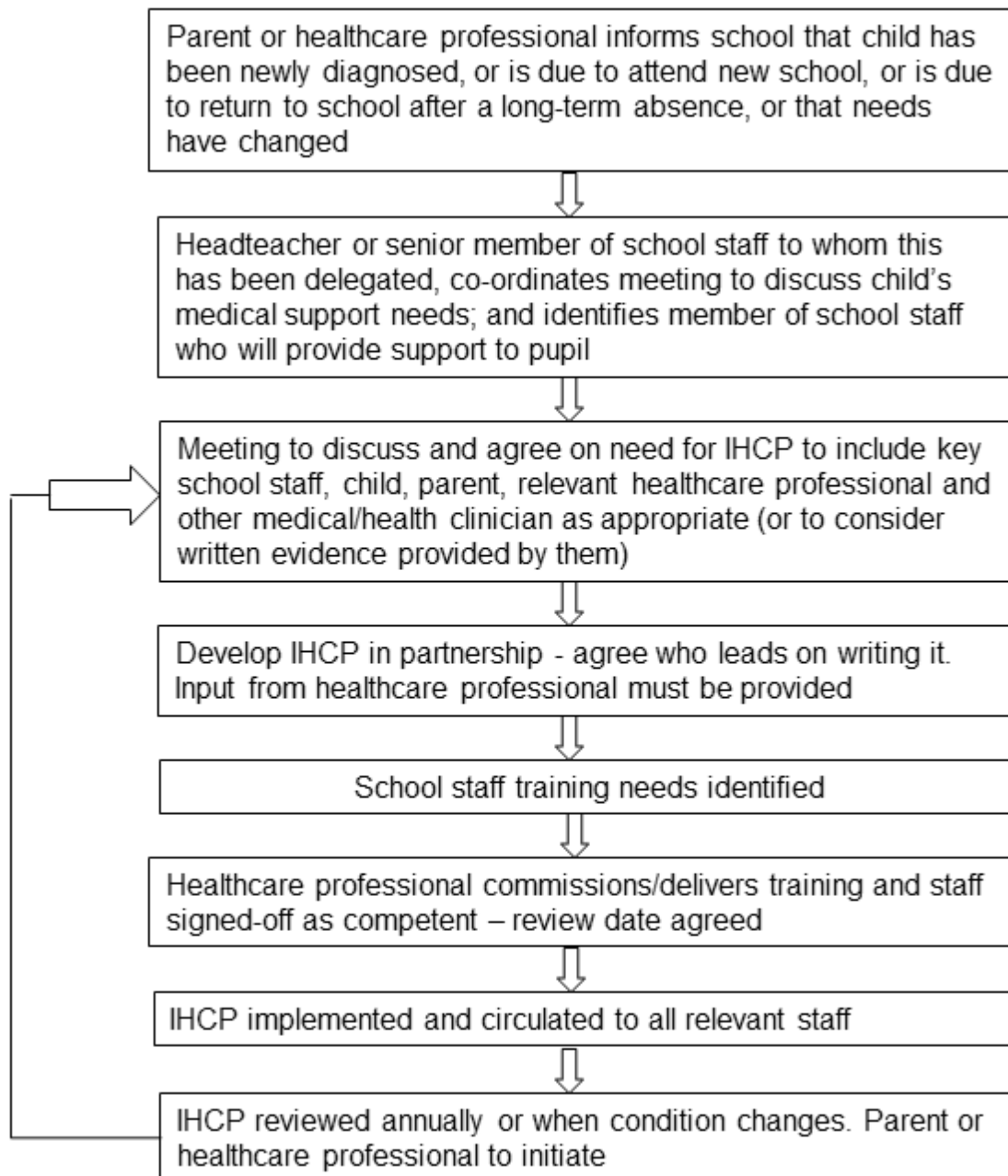
Valence School, as a KCC maintained school, is insured by QBE UK Limited. The limit of indemnity for public liability is £50,000,000.

Complaints

Should parents\carers be unhappy with any aspect of their child's care at Valence, they are encouraged to discuss their concerns with the school. This may be with the student's class teacher or residential manager in the first instance or escalated to the senior manager on-call. Parents and carers may wish to access the school's complaints procedure if they feel that their concern has not been satisfactorily resolved.

Students are welcome and encouraged to provide feedback regarding the care and support they receive across the school. Students also have access to the school's complaints procedure and will be supported to access this as required.

Annex A: Model process for developing individual healthcare plans



Template A: My Health and List of associated Sections in Individual Support Plan in the Student's Organiser.

My Health



Student Information	
Name: DOB:	NHS Number:

Parent/Guardian contact information		
Name:	Relationship to student:	Contact number
Name:	Relationship to student:	Contact number

GP Name: Address:	Other professionals involved Social Worker: Consultants: CAMHS: Dietician: Physiotherapist: Occupational Therapist:
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Medication taken at Home	Medication taken at School
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Medical interventions that must be administered during school including self-administer interventions		
What	When	Who by (staff or student)

Epilepsy: Yes/No

Details:

Is an Epilepsy Protocol in place? Yes/No

Allergies: Yes/No

Details:

Is an Allergy Protocol in place? Yes/No

Any Other Emergency protocols (ie, asthma)

Details:

Is protocol in place? Yes/No

Respiratory difficulties: Yes/No

Details: Please attached relevant protocols

List of Where Other Health Information is in Individual Support Plan:

- Important Health Information:
 - Diagnoses
 - Growth
 - Pressure areas and Skin care
 - Continence
- Things you should know about my eating and drinking
 - I am fed via a Gastrostomy tube
- My Physical Needs according to my EHC Plan
- Daily Living Skills

