



Alderman White School

A member of The White Hills Park Trust

Supporting Students with Medical Conditions (Including Students Who are Unable to Attend School) Policy

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Ratified on Behalf of the Governing Body by:

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1. Statement of intent

Alderman White School wishes to ensure that all students with medical conditions receive appropriate care and support at school, focusing on the needs of each individual child and how their medical condition impacts on their school life. This policy has been developed in line with the Department for Education's guidance released in December 15 – "Supporting students at school with medical conditions", section 100 of Children and Families Act 2014, and the Department for Education's guidance (2013) "Ensuring a good education for students who cannot attend school because of health needs".

Some students with medical conditions may be disabled and in this instance the Equality Act 2010 must be complied with. Some may also have SEN and may have an Education, Health, and Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision.

Ofsted places a clear emphasis on meeting the needs of students with SEN and Disabilities and this includes all students with medical conditions.

At the Alderman White School, we aim to:

- *Meet the duties under Section 100 of the **Children and Families Act 2014**, making arrangements to support students with medical conditions.*
- *Ensure that all students with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.*
- *Ensure effective management of short term and frequent absences connected with a student's medical condition and ensure appropriate support is in place to limit the impact on the child's educational attainment and emotional and general well-being.*
- *Ensure effective reintegration back into school so that children with medical conditions fully engage with learning and do not fall behind when they are unable to attend.*
- *Be inclusive for all students with medical conditions so that they have full access to education, including school trips and physical education.*

Governors will ensure that school leaders consult health and social care professionals, students, and parents to ensure that the needs of children with medical conditions are effectively supported.

2. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010

- Data Protection Act 2018
- DfE (2013) 'Ensuring a good education for students who cannot attend school because of health needs'
- DfE (2015) 'Supporting students at school with medical conditions'

This policy also operates in conjunction with the following school policies:

- Data Protection and Privacy Notices
- Document Retention
- Special Educational Needs and Disabilities (SEND)
- Supporting Students with Medical Conditions
- Attendance
- ICT Acceptable Use for Students
- School Child Protection and Safeguarding
- School Online safety policy

3. Definitions

2.1 "Medication" is defined as any prescribed or over the counter medicine.

2.2 "Prescription medication" is defined as any drug or device prescribed by a doctor.

2.3 "Controlled drugs" are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine and methadone.

2.4 A "staff member" is defined as any member of staff employed at the Alderman White School, including teachers.

4. Key Roles and Responsibilities

The Head Teacher will ensure that the school's policy is developed and effectively implemented with partners.

Mrs Holling is the named person with overall responsibility for policy implementation.

4.1 The Local Authority (LA)

The Local Authority are responsible for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- Arranging suitable full-time education for students of compulsory school age who, because of illness, would not receive suitable education without such provision.
- Making alternative arrangements for the education of students who need to be out of school for fifteen days or more due to a medical condition whether consecutive or cumulative.

- Liaising with the appropriate medical professionals to ensure minimal delay in arranging appropriate provision for the young person.

4.2 The Governing Body

The Governing body will approve the Supporting Students with Medical Conditions policy and hold the Headteacher to account for its implementation.

In addition, Governors will ensure:

- The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of the Alderman White School.
- Ensuring that the Supporting Students with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to ethnicity/national origin, culture, religion, gender, disability, or sexual orientation.
- Handling complaints regarding this policy as outlined in the School's Complaints Policy.
- Ensuring that all students with medical conditions can participate fully in all aspects of school life.
- Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions.
- Ensuring that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- Ensuring that written records are kept of all medicines administered to individual students and across the school population.
- Ensuring the level of insurance in place reflects the level of risk.

4.3 The Headteacher

The Headteacher is responsible for ensuring that all students with medical conditions are taught consistently across the school and have access to full provision.

They will also ensure that this quality of provision is subject to regular and effective self-evaluation, is well led, effectively managed, and well planned.

The Headteacher is responsible for:

- Ensuring compliance with the relevant statutory duties when supporting students with health needs.
- Ensuring that there is a named member of staff who is responsible for: Dealing with students who are unable to attend school because of medical needs.
- The day-to-day implementation and management of Supporting Students with Medical Conditions Policy and procedures of the Alderman White School.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.

- Ensuring enough trained members of staff are available to implement the policy and deliver Care Plans in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.

4.4 Assistant Headteacher (Personal Development) and School SENDCo

- Liaising with healthcare professionals and parents/carers regarding implementation of relevant support to enable access to full provision.
- Notifying the LA when a student is likely to be away from the school for a significant period of time due to their health needs.
- Liaising with healthcare professionals regarding the training required for staff.
- Actively monitoring student progress and reintegration into school.
- Supplying education providers with information about the student's capabilities, progress and outcomes.
- Making staff who need to know, aware of a student's medical condition.
- Liaising with education providers and parents to determine students' programmes of study whilst they are absent from school.
- Keeping students informed about school events and encouraging communication with their peers.
- Contacting the Healthy Families School Nursing Service in the case of any child who has a medical condition.
- Providing a link between students and their parents, and the LA.
- Developing Care Plans and relevant risk assessments alongside medical professionals involved with the individual student.
- The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of the Alderman White School.

4.5 Staff

Staff are responsible for:

- Taking appropriate steps to support students with medical conditions.
- Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- Providing and monitoring appropriate work to limit the impact on the child's educational attainment and emotional and general well-being through periods of short- or long-term absence, ensuring the child can fully engage with learning and not fall behind when they are unable to attend.
- Administering medication if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting students with medical conditions if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.

- Only trained staff will be responsible for administering injections.

Any member of school staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

4.6 Healthy Families School Nursing Team

The Healthy Families School Nursing Team is responsible for:

- Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- Consulting locally with lead clinicians on appropriate support.

The school will work closely with health professionals and other support services to ensure that children with medical conditions receive a full education. In some cases, this will require flexibility and involve, for example, programmes of study that rely on part time attendance at school in combination with alternative provision arranged by the Health-Related Education Team.

4.7 Parents and carers

Parents and Carers are responsible for:

- Keeping the school informed with sufficient and up-to-date information about their child's medical needs.
- Completing a parental agreement for school to administer medicine before bringing prescribed medication into school.
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Being involved in developing a Care Plan for their child in collaboration with designated staff members and healthcare professionals if one is required.
- Collaborating with the school towards the best interests of their child.

4.8 The young person's role in managing their own medical needs

Students with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their individual Medical Care Plan. After discussion with parents/carers, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be reflected within Medical Care Plans.

Wherever possible, children who are competent should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. Children who can take their medicines themselves 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 prescribed 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 will follow the procedure agreed in the Medical Care Plan. Parents/Carers will be informed so that alternative options can be considered.

- Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures where possible and practical to do so.
- Where safe and possible, students will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be stored in an easily accessible location.
- If students refuse to take medication or to carry out a necessary procedure, parents/carers will be informed so that alternative options can be explored.
- Where appropriate, students will be encouraged to take their own medication under the supervision of an appropriate staff member.

5. Training and Support

Any member of school staff providing support to a student with medical needs will receive suitable training. This will be identified during the development or review of individual Healthcare Plans. Some staff may already have some knowledge of the specific support needed by a child with a medical condition and so extensive training may not be required. The relevant healthcare professional will normally lead on identifying and agreeing with the school, the type and level of training required, and how this can be obtained. Training will be sufficient to ensure that staff are competent and have confidence in their ability to support students with medical conditions, and to fulfil the requirements as set out in individual Healthcare Plans. They will have an understanding, of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff must not give prescription medicines or undertake health care procedures without appropriate training. A first-aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including the school NHS nurse, can provide confirmation of the proficiency of staff in a medical procedure, or in providing prescription medication.

Arrangements will be made by pastoral staff for briefing teachers about specific issues related to individual students. This will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs (Medical Care Plan). Whole school and new staff induction awareness training will be set up as required so that all staff are aware of the school's policy for supporting students with medical conditions and their role in implementing that policy.

Relevant staff training on updates to supporting students with medical conditions are accessed as part of the continuing professional development calendar.

The Headteacher will also enable visitors from outside the school, such as school nurses or other health professionals, to provide support and training to staff supporting students with medical conditions.

The family of the child will often be key in providing relevant information to school staff about how their child's needs can be met, and parents should be asked for their views.

- Teachers and support staff will receive training on Supporting Students with Medical Conditions Policy as deemed necessary with regards to students with medical conditions currently in the school.
- Teachers and support staff will receive regular and ongoing training as deemed necessary with regards to students with medical conditions currently in the school as part of their development. In the event of a student returning following long-term absence, training will be provided in a timely manner to assist with a student's return to school, before their anticipated return.
- Healthcare professionals will be involved where appropriate in identifying and agreeing with the school the type and level of training required.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility.
- No staff member may administer drugs by injection unless they have received training in this responsibility.
- A record of training undertaken, and a list of staff qualified to undertake responsibilities under this policy will be maintained by the office manager.

6. Individual Healthcare Plans

Whenever the school is notified that a student has a medical condition, we will liaise with parents/carers and healthcare professionals to determine whether a Healthcare Plan should be produced and ensure we are able to support the student appropriately. Transitional arrangements will be put in place in conjunction with the previous school. This will be reviewed on an annual basis or as needs change (whichever is soonest). The level of detail within plans will depend on the complexity of the child's condition and the degree of support needed.

Where students need to drink, eat or take toilet or other breaks to manage their condition effectively they will be enabled to do so. A Healthcare Plan will be issued to individual students where required, to assist staff in making an appropriate response.

The Healthcare Care Plan will provide details of the medical condition, any triggers, signs, symptoms and treatment (e.g. students with a known nut allergy/diabetes/epilepsy); it is there to enable any member of staff to follow the instructions in an emergency relating to the student's medical condition. A copy of the Healthcare Plan will be kept at student services and saved in a secure and accessible location on the school system known to all staff.

Healthcare Plans will be drawn up in partnership between the school, parents, and a relevant healthcare professional, who can best advise on the particular needs of the child. The child should also be involved whenever appropriate. A plan will identify the steps we need to take to help the child manage their condition and overcome any potential barriers to getting the most from their education. Where a child has SEN but does not have an Education, Health and Care Plan (EHCP), their special educational needs will be mentioned in their individual Healthcare Plan.

Where a child with identified medical needs is returning to school following a period of hospital education or alternative provision (including home tuition), the school will work with the local authority and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

The following considerations will be considered when producing individual Medical Care Plans:

- Where necessary, the Healthcare Plan will be developed in collaboration with the child, parents/carers, Pastoral Leads/Family Support Worker, Special Educational Needs Coordinator (SENDCO) and as necessary, other medical professionals to identify triggers, signs, symptoms and treatments.
- The Healthcare Plan will detail the child'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.
- Specific support for the child's educational, social and emotional needs - for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons.
- The level of support needed, including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.
- Who in the school needs to be aware of the child's condition and the support required.
- Arrangements for written permission from parents for prescribed medication to be administered by a member of staff, or self-administered by the student during school hours.
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments.
- Care Plans will be easily accessible whilst preserving confidentiality.
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable.
- Care Plans will be reviewed at least annually or when a student's medical circumstances change, whichever is sooner.
- Where a student has an Education, Health and Care Plan, the Care Plan will be linked to it or become part of it.
- Where a student is returning from a period of hospital education or alternative provision or home tuition, we will work with the education provider, Healthy Families Team, and medical professionals to ensure that the Care Plan identifies the support the student needs to reintegrate.
- Some young people may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their Medical Care plan.
- Parents/Carers will always be informed if their child has been or felt unwell at school.

7. Students with Health Needs who cannot attend School

Alderman White School wishes to ensure that all students who are unable to attend school due to medical needs, and who would not receive suitable education without such provision, continue to have access to as much education as their medical condition allows, to enable them to reach their full potential.

Due to the nature of their health needs, some students may be admitted to hospital or receive alternative forms of education provision. We recognise that, whenever possible, students should receive their education within the school and the aim of any provision will be to reintegrate students back into the school as soon as they are well enough.

The school understands their continuing role in a student's education whilst they are not attending the school and will work with the LA, healthcare partners and families to ensure that all students with medical needs receive the right level of high-quality support to enable them to maintain links with their education.

7.1. Managing Absence

Parents are advised to contact the school on the first day their child is unable to attend due to illness.

- a. Absences due to illness will be authorised unless the school has genuine cause for concern about the authenticity of the illness.
- b. The school will provide support to students who are absent because of illness, or the need to self-isolate, for a period of less than 15 school days by liaising with the student's parents/carers to arrange schoolwork as soon as they are able to cope with it or part-time education at school.
- c. The school will consider which aspects of the curriculum are prioritised in consultation with the young person, their family and relevant members of staff.
- d. For periods of absence that are expected to last for 15 or more school days, either in one absence or over the course of a school year, the named person with responsibility for students with health needs will notify the LA, who will take responsibility for the student and their education.
- e. Where absences are anticipated or known in advance, the school will liaise with the LA to enable education provision to be provided from the start of the student's absence.
- f. For hospital admissions, the appointed named member of staff will liaise with the LA regarding the programme that should be followed while the young person is in hospital.
- g. The LA will set up a personal education plan (PEP) for the student which will allow the school, the LA and the provider of education to work together.
- h. The school will monitor attendance and mark registers to ensure it is clear whether a student is, or should be, receiving education otherwise than at school.

- i. The school will only remove a student who is unable to attend because of additional health needs from the school roll where:
 - The young person has been certified as unlikely to be in a fit state of health to attend the school, before ceasing to be of compulsory school age; and
 - Neither the young person nor their parent has indicated to the school the intention to continue to attend the school, after ceasing to be of compulsory school age.
- j. A student unable to attend the school because of their health needs will not be removed from the school register without parental consent and medical certification, even if the LA has become responsible for the young person's education.

7.2. Support for Students who cannot attend School

Where a student has a complex or long-term health issue, the school will discuss their needs and how these may be best met with the LA, relevant medical professionals, parents/carers and, where appropriate, the young person themselves.

- a. The LA expects the school to support students with health needs to attend full-time education wherever possible, or for the school to make reasonable adjustments to students' programmes of study where medical evidence supports the need for those adjustments.
- b. The school will make reasonable adjustments under students' individual healthcare plans (IHCPs), in accordance with the Supporting Students with Medical Conditions Policy.
- c. Students admitted to hospital will receive education as determined appropriate by the medical professionals and hospital tuition team at the hospital concerned.
- d. During a period of absence, the school will work with the provider of education to establish and maintain regular communication and effective outcomes.
- e. Whilst a student is away from school, the school will work with the LA to ensure they can successfully remain in touch with their school using the following methods:
 - School newsletters
 - Emails
 - Invitations to school events
 - Cards or letters from peers and staff
- f. Where appropriate, the school will provide the education provider with relevant information, curriculum materials and resources.
- g. To help ensure a student with additional health needs is able to attend the school following an extended period of absence, the following adaptations will be considered:
 - A personalised or part-time timetable, drafted in consultation with the named staff member
 - Access to additional support in school
 - Online access to the curriculum from home
 - Movement of lessons to more accessible spaces
 - Places to rest at school
 - Special exam arrangements to manage anxiety, fatigue and the administration of any medication required.

7.3. Reintegration

When a student is considered well enough to return to school, the school will develop a tailored reintegration plan in collaboration with the LA.

- a. The school will work with the LA when reintegration into school is anticipated to plan for consistent provision during and after the period of education outside school.
- b. As far as possible, the young person will be able to access the curriculum and materials that they would have used in school.
- c. If appropriate, the school nurse will be involved in the development of any reintegration plan and informed of the timeline of the plan by the appointed named member of staff, to ensure they can prepare to offer any appropriate support to the young person.
- d. The school will consider whether any reasonable adjustments need to be made to provide suitable access to the school and the curriculum for the student.
- e. For longer absences, the reintegration plan will be developed near to the young person's likely date of return, to avoid putting unnecessary pressure on an ill student or their parents in the early stages of their absence.
- f. The school is aware that some students will need gradual reintegration over a long period of time and will always consult with the young person, their parents and key staff about concerns, medical issues, timing and the preferred pace of return.
- g. The reintegration plan will include:
 - The date for planned reintegration, once known.
 - Details of regular meetings to discuss reintegration.
 - Details of the named member of staff who has responsibility for the student.
 - Clearly stated responsibilities and the rights of all those involved.
 - Details of social contacts, including the involvement of peers and mentors during the transition period.
 - A programme of small goals leading up to reintegration.
 - Follow up procedures.
- h. The school will ensure a welcoming environment is developed and encourage students and staff to be positive and proactive during the reintegration period.
- i. Following reintegration, the school will support the LA in seeking feedback from the young person regarding the effectiveness of the process.

7.4. Information Sharing

It is essential that all information about students with health needs is kept up-to-date.

- a. To protect confidentiality, all information-sharing techniques, will be agreed with the young person and their parent in advance of being used, in accordance with the Data Protection policy.
- b. All teachers, TAs, supply, and support staff will be provided with access to relevant information, including high-risk health needs, first aiders and emergency procedures, via the standard school protocols for information sharing.

- c. Parents/Carers will be made aware of their own rights and responsibilities regarding confidentiality and information sharing. To help achieve this, the school will:
 - Ensure this policy and other relevant policies are easily available and accessible.
 - Provide the young person and their parents with the relevant Privacy Notices.
 - Consider how friendship groups and peers may be able to assist students with health needs.
- d. When a student is discharged from hospital or is returning from other education provision, the school will ensure the appropriate information is received to allow for a smooth return to the school. The named member of staff will liaise with the hospital or other tuition service as appropriate.

7.5. Examinations and Assessments

The named member of staff will liaise with the alternative provision provider over planning and examination course requirements where appropriate.

Relevant assessment information will be provided to the alternative provision provider if required.

Awarding bodies may make special arrangements for students with permanent or long-term disabilities and learning difficulties, or temporary disabilities and illnesses. Applications for such arrangements will be submitted by the school, or LA if more appropriate, as early as possible.

8. Medicines

Medicines will be kept in a locked cupboard (apart from EpiPen's) at student services. Staff will check the correct dosage is given and check that the medication is given to the correct student and that the expiry date has not been exceeded. Medicines will be kept in an individual named clear plastic folder/box with the photograph of the student clearly visible. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. The school will store a spare prescribed asthma inhaler for a student if parents choose to provide one. In these cases, it is the responsibility of the parent to ensure that this inhaler is within its use by date.

Staff administering medicines should do so in accordance with the prescriber's instructions. A record of all medicines administered to individual students will be kept, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted. Proper record keeping protects both staff and students and provides evidence that agreed procedures have been followed.

In administering medicines, the following considerations will be considered:

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers must complete and sign a parental agreement for school to administer medicine.
- No student will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents/carer whilst respecting their right to confidentiality.
- No student under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- Where applicable a maximum of one half-term's supply of the medication may be provided to the school at one time.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.
- Medications will be stored in an agreed secure medical storage facility (except EpiPen's).
- Any medications left over at the end of the course will be returned to the student's parents/carer.
- Written records will be kept of any medication administered to pupils.
- Students will never be prevented from accessing their medication.
- Alderman White School cannot be held responsible for side effects that occur when medication is taken correctly.

Staff members identified and trained to administer medicines in school:

1. Andrea McLaughlin (Student Support Mentor)
2. Karen Newton (Teaching Assistant)
3. Paul Foster (Progress Leader Year 10)
4. Amy Griffiths (Student Support Mentor)
5. Julie Shiels (SENDCO)
6. Mandy Holling (Assistant Head)

9. Arrangements for Supply Staff

Where possible, in a teacher's absence, lessons will be covered by other staff within school. Where this is not possible, supply staff will be provided with all relevant and necessary information to ensure that all students with medical conditions can play a full and active role in the lesson.

- The school will endeavour to request consistent supply staff for effective continuity.

- All supply staff and other students in school will be clear of where to go to access support and how to access it.

10. Emergencies

Where a child has an individual Medical Care Plan, this will 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 students 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 child needs to be taken to hospital, staff should stay with the child until the parent/carer arrives, or if necessary, accompany a child taken to hospital by ambulance.

All medical emergencies will be dealt with under the school's emergency procedures by one of the school's qualified First Aiders.

Where a Care Plan is in place, it should detail:

- What constitutes an emergency
- What to do in such an emergency

Students will be informed in general terms of what to do in an emergency such as informing a member of staff.

If a student needs to be taken to hospital, a member of staff will remain with them until their parents/carer arrive.

11. Day Trips, Residentials, and Sporting Activities

Students with medical conditions will be supported to participate in school trips and visits, and in sporting activities. Teachers should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. Arrangements will be made for the inclusion of students in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible, or if the school feels the adjustment is not reasonable.

The school will consider what reasonable adjustments might be made to enable children with medical needs to participate fully and safely on visits. A risk assessment will be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. This will require consultation with parents and students and advice from the relevant healthcare professional to ensure that students can participate safely. Health and Safety Executive (HSE) guidance on school trips will be considered.

12. Transition Arrangements

We are fully committed to effective transitional arrangements between organisations as required, including as part of our regular process for Intake transition as well as changes of school through in-year transfers. This applies to all students with medical conditions whether they are entering and leaving our organisation. Any identified training or support needs will

be established and acted upon as soon as possible. For children starting at Alderman White School, where possible, arrangements will be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or children moving to a new school mid-term, every effort will be made to ensure that arrangements are put in place within two weeks.

Where students experience an extended period of absence caused by a specific medical condition, or when needs change, meetings will take place upon reintegration between all relevant and necessary parties to ensure appropriate support is in place to limit the impact on the child's educational attainment and emotional and general well-being. Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), Alderman White staff will work with the local authority and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

It is not always necessary to wait for a formal diagnosis before providing support to our students. In cases where a student's medical condition is unclear, or where there is a difference of opinion, judgements will be made about what support to provide based on the available evidence. This will normally involve some form of medical evidence and consultation with parents/carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place.

13. Avoiding Unacceptable Practice

Alderman White School understands that the following behaviour is unacceptable:

- Assuming students with the same condition require the same treatment.
- Ignoring medical evidence or opinion.
- Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Ignoring the views of the child or their parents; or ignoring medical evidence or opinion (although this may be challenged).
- Sending students home frequently or preventing them from taking part in activities at school
- Sending the student to the Base or Reception alone if it is deemed that they are too ill to make it there safely.
- Penalising students with medical conditions for their attendance record where the absences relate to their condition (medical evidence will be required).
- Making parents/carers feel obliged or forcing parents/carers to attend school to administer medication or provide medical support.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow students to eat, drink or use the toilet when they need to, to manage their condition.

14. Safeguarding

In line with the document Keeping Children Safe in Education (KCSIE), all staff are aware of what to do if a student tells them that they are being abused or neglected. Staff are also aware of the need to manage the requirement to maintain an appropriate level of confidentiality. This means only involving those that need to be involved, such as the Designated Safeguarding Leads and children's social care. A member of staff will never promise a student that they will not tell anyone about a report of abuse, as this is not in the best interests of the individual.

The involvement of the Designated Safeguarding Lead (or Deputy Designated Safeguarding Lead) will ensure that trusted, high quality local resources are engaged, links to the police and other agencies are utilised and knowledge of local issues that may be appropriate to address in lessons.

Designated Safeguarding Lead: Mr David Farnie David.farnie@whptrust.org

Deputy Designated Safeguarding Lead: Ms Maria Owens maria.owens@whptrust.org

15. Liability and Indemnity

Teachers who undertake responsibilities within this policy are covered by the school's insurance policy.

Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact the Operations Manager.

16. Other Considerations

Sudden cardiac arrest is when the heart stops beating and can happen to people of any age and without warning. If this does happen, quick action (in the form of early CPR and defibrillation) can help save lives. A defibrillator is a machine used to give an electric shock to restart a patient's heart when they are in cardiac arrest. Alderman White School has a defibrillator as part of our first-aid equipment – located in the school courtyard. Local ambulance stations are aware of its location.

Staff members appointed as first-aiders are already be trained in the use of CPR. As a school, we aim to promote these techniques more widely, amongst both teachers and students alike, particularly through our PSHE provision.

We hold asthma inhalers and EpiPen's for emergency use in school.

17. Complaints

Details of how to make a complaint can be found in the School's Complaints Procedure.

Stage 1 - Complaint Heard by Staff Member

Stage 2 - Complaint Heard by Headteacher

Stage 3 – Complaint Heard by the Governors Complaints Appeal Panel (CAP)

18. General Data Protection Regulations (GDPR) & Data Protection Act (DPA 2018)

Data will be processed in line with the requirements and protections set out in the GDPR and the DPA 2018. Data will be held in accordance with the School's Management and Retention of Record's policy. Data may also be shared when appropriate in accordance with our statutory duties and as detailed in the Schools Privacy Notice.

19. Links to Other Policies

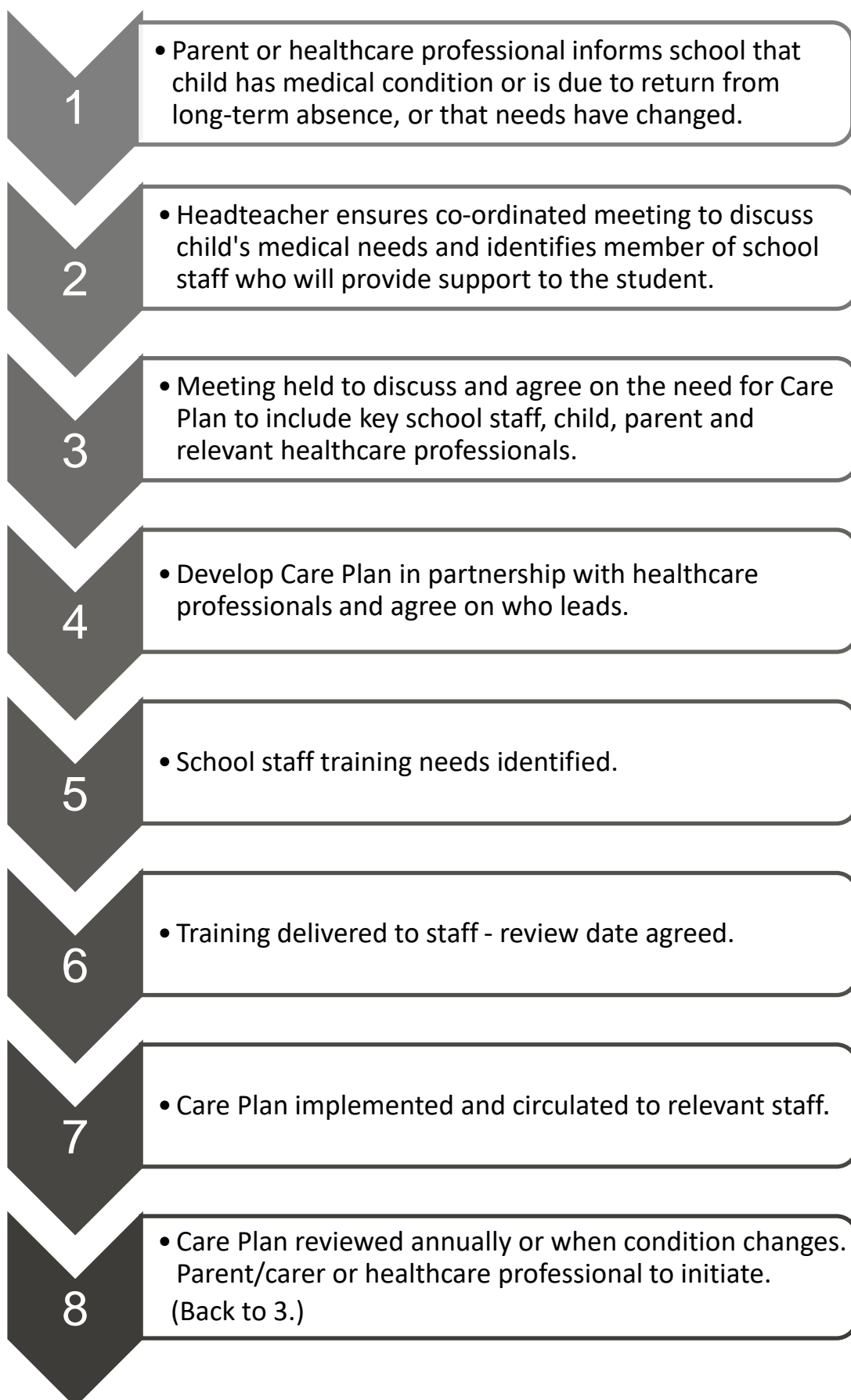
This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality Information and Objectives
- First Aid
- Health and Safety
- Safeguarding
- Special Educational Needs Information Report and Policy
-

20. Monitoring

This policy will be reviewed and updated by the Governing board annually.

Appendix 1 - Care Plan Implementation Procedure



Appendix 2 - Care Plan Template

The Alderman White School Individual Health Care Plan	
Child's name	
Form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	
Family Contact Information	
Name:	
Phone no: (work)	
(home)	
(mobile)	
Relationship to child:	
Clinic/Hospital Contact	
Name:	
Phone no:	
G.P.	
Name:	
Phone no:	
Who is responsible for providing support in school:	
Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc:	
<div style="border: 1px solid black; height: 40px;"></div>	
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 student'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 - Parental agreement for a school to administer medicine template
 The school will not give your child medicine unless you complete and sign this form

The Alderman White School medicine administering form

Date for review to be initiated by:	
Name of child:	
Date of birth:	
Form:	
Medical condition or illness:	

Medicine

Name/type of medicine: <i>(as described on the container)</i>	
Expiry date:	
Dosage and method:	
Timing:	
Special precautions/other instructions:	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency:	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name:	
Daytime telephone no:	
Relationship to child:	
Address:	
I understand that I must deliver the medicine personally to:	

I give consent to school staff administering medicine in accordance with the school policy. I will inform the school if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s): _____

Date: _____

Appendix 4 - Record of medicine administered to an individual child template

The Alderman White School record of medicine administered to an individual child

Name of child

--

Date

--	--	--

Time given

--	--	--

Dose given

--	--	--

Staff initials

--	--	--

Date

--	--	--

Time given

--	--	--

Dose given

--	--	--

Staff initials

--	--	--

Date

--	--	--

Time given

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Dose given

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Staff initials

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Date

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Time given

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Dose given

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Staff initials

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Time given

Dose given

Staff initials

Appendix 5 - Staff training record – administration of medicines

Name of school/setting:

Name:

Type of training received:

Date of training completed:

Training provided by:

Profession and title:

I confirm that **add name of member of staff** has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated by **add name of member of staff**.

Trainer's signature: _____

Date: _____

I confirm that I have received the training detailed above.

Staff signature: _____

Date: _____

Suggested review date: _____

Appendix 6 - Contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

- Your telephone number:
 - Alderman White **0115 9170424**
- Your name.
- Your location as follows:
 - Alderman White, Chilwell Lane, Bramcote, Nottingham

- The satnav postcode (if different from the postal code.)
 - Alderman White **NG9 3DU**

- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.

Place a completed copy of this form by the phone.

Appendix 7 - Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent,

RE: DEVELOPING AN INDIVIDUAL HEALTH CARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting students at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each student needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, students, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will include add details of team. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I or add name of other staff lead would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,

Name of Headteacher