

SAFFRON VALLEY COLLEGIATE

Educating Pupils with Medical Needs



Approved: November 2017

Due for review: Autumn 2020

Mission Statement

The Saffron Valley Collegiate seeks to provide a personalised educational experience that identifies and responds to the circumstances and needs of each individual child or young person. In doing so it enables them to progress academically and become successful learners through the re-engagement of the young person with education.

EQUALITIES STATEMENT:

All who work at the Saffron Valley Collegiate are committed to the celebration of diversity, and the challenging of disadvantage and discrimination, in all of its forms.

These values are explicit to the ethos of the Saffron Valley Collegiate and implicit in all policies and practices

Ref:

DfE: Ensuring a good education for children who cannot attend PRU because of health needs – Statutory guidance for local authorities (January 2013)

DfE: Supporting pupils at PRU with medical conditions – Statutory guidance for governing bodies of maintained PRUs and proprietors of academies in England (September 2014)

Section 100 of the Children and Families Act 2014

Aims

Children and young people with temporary or recurring medical or mental health needs are valued as full and participating members of the PRU community. In September 2014 a new duty was introduced for governing bodies to make arrangements to support pupils with medical conditions, in terms of both physical and mental health, to enable them to play a full and active role in school life, remain healthy and achieve their academic potential.

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The co-ordinator for children with medical needs will have overall responsibility for ensuring that this, and other policies and procedures, are regularly reviewed and fully implemented.

For each provision, the Coordinator for pupils with medical needs is the Assistant Head of Provision

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

For children starting at a new provision, arrangements will be in place in time for the pupil's start date. In other cases, such as a new diagnosis, this should normally take no more than two weeks. Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the headteacher will make the final decision.

A flow chart setting out the process that may be followed for identifying and agreeing the support a child needs is provided at Appendix A.

Individual healthcare plans (IHPs)

Individual healthcare plans (IHPs) can help to ensure that staff can effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. They are likely to be helpful in the majority of cases, and especially for long-term and complex medical conditions, although not all children will require one.

Plans will be reviewed at least annually or earlier if the child's needs change. They will be developed in the context of assessing and managing risks to the child's education, health and social well-being and to minimise disruption. Where the child has a special educational need, the individual healthcare plan will be linked to the child's statement or EHC plan where they have one.

When drawing up an IHP the following will be considered:

- the medical condition, its triggers, signs, symptoms and treatments;
- the pupil's resulting needs, including medication (its side-effects and its storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons;
- specific support for the pupil'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, counselling sessions;
- the level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their own medication, this should be clearly stated with appropriate arrangements for monitoring;
- who will provide this support, their training needs, expectations of their role, cover arrangements for when they are unavailable and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional;
- who in the provision needs to be aware of the child's condition and the support required
- written permission from parents and the head of provision for medication to be administered by a member of staff, or self-administered by individual pupils during school hours;
- separate arrangements or procedures required for PRU trips or other PRU activities outside of the normal PRU timetable that will ensure the child can participate e.g. risk assessments;
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition
- what to do in an emergency, including whom to contact, and contingency arrangements. Other pupils in the provision should know what to do; 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 arrives, or accompany a child taken to hospital by ambulance.

Roles and Responsibilities

Collaborative working arrangements

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. Partnership working between staff, healthcare professionals, and where

appropriate, social care professionals, local authorities and parents and pupils is critical. Senior staff and Coordinators will work as a whole PRU team to share best practice and learning to meet the needs of pupils.

The management committee has ultimate responsibility to make arrangements to support pupils with medical conditions, and will:

- ensure that arrangements are in place to support pupils with medical conditions. In doing so they should ensure that such children can access and enjoy the same opportunities as any other child. No child with a medical condition will be denied admission or prevented from taking up a place because arrangements for their medical condition have not been made;
- take into account that many of the medical conditions that require support will affect quality of life and may be life-threatening. They will often be long-term, on-going and complex and some will be more obvious than others. The management committee will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life;
- ensure that their arrangements give parents confidence in the provision's ability to support their child's medical needs effectively. The arrangements will show an understanding of how medical conditions impact on a child's ability to learn, increase their confidence and promote self-care. In line with their safeguarding duties, not place other pupils at risk or accept a child in a provision where it would be detrimental to the child and others to do so;
- ensure that the arrangements they put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented. The management committee should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They should also ensure that any members of staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

Management committees should ensure that written records are kept of all medicines administered to children.

The Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation;
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations;
- Take overall responsibility for the development of IHPs;
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way;
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse;
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.

The Assistant Head of Provision will:

- have responsibility for the development of IHPs at their provision. S/he may or may not be a first aider;
- ensure that policies are developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation;
- ensure that all staff who need to know are aware of the child's condition;
- ensure that sufficient trained staff are available to implement the policy and deliver against all IHPs, including in contingency and emergency situations;
- contact the school nursing service in the case of any child who has a medical condition that may require support but who has not yet been brought to the attention of the school nurse;
- obtain information about a child's medical needs and ensure this information is kept up to date.

SVC staff:

- may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.
- All staff will have received suitable training, and their competency will be assured, before they take on responsibility to support children with medical conditions.
- Any member of staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Pupils will:

often be best placed to provide information about how their medical condition affects them. They will be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their IHP. Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures. Wherever possible, children should be able to access their medicines and relevant devices for self-medication, quickly and easily. Children who can take their medicines themselves or manage procedures may require a level of supervision. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

Parents will:

- provide the PRU with sufficient and up-to-date information about their child's medical needs. They may in some cases notify the provision that their child has a medical condition. They will also be involved in the development and review of their child's IHP. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

The school nurse or other qualified healthcare professionals will:

- notify SVC when a child has been identified as having a medical condition who will require support. Wherever possible, they will do this before the child starts at the provision.
- The school nursing service would not usually have an extensive role in ensuring that appropriate steps are taken to support children with medical conditions, but can support staff on implementing a child's IHP (if required) and provide advice and liaison
- The school nursing service is able to provide training to PRU staff to administer the following medications:
 - Epipen (for allergies)
 - Buccal Midazolam (for epilepsy)
 - Inhalers (for asthma)
- The school nursing service has a duty phone number for enquiries relating to training or health care plans and can be contacted on 020 8274 6391

The school nursing service can be contacted at: CH-TR.Northschoolnurses@nhs.net

GPs, paediatricians and other healthcare professionals will:

- notify the school nurse when a child has been identified as having a medical condition that will require support during the school day.
- they may provide advice on developing healthcare plans.
- Specialist local health teams may be able to provide support for children with particular conditions (e.g. asthma, diabetes, epilepsy or other health needs as appropriate).

Local authorities will:

- promote cooperation between relevant partners such as management committees, proprietors of academies, clinical commissioning groups and the NHS England, with a view to improving the well-being of children so far as relating to their physical and mental health, and their education, training and recreation;
- provide support, advice and guidance, including suitable training for staff, to ensure that the support specified within individual healthcare plans can be delivered effectively;
- work with SVC to support pupils with medical conditions to attend full time.

Providers of health services will:

- co-operate with schools and alternative providers that are supporting children with a medical condition, including appropriate communication, liaison with school nurses, and participation in locally developed outreach and training.

Clinical commissioning groups will:

- ensure that commissioning is responsive to children's needs, and that health services are able to co-operate with education providers supporting children with medical conditions.

Staff training and support

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with **Headteacher**. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. An overview of this policy will be provided to new staff during their induction.

Staff will not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect individual healthcare plans at all times) from a healthcare professional.

Managing medicines at the PRU

- Prescription and non-prescription medicines will only be administered during school hours when it would be detrimental to a child's health or school attendance not to do so, and where we have parental written consent;
- No child under 16 should be given prescription or non-prescription medicines without their parent's written consent - except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents (It is good practice for professionals to follow the criteria commonly known as the Fraser

- guidelines). In such cases, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality;
- No child under 16 will be given medicine containing aspirin unless prescribed by a doctor; -;
 - Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours;
 - SVC will only accept prescribed medicines that are in-date, labelled (with the child's name and instructions for administration, dosage and storage) and provided in the original container as dispensed by a pharmacist. The exception to this is insulin which must still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container;
 - All medicines will be stored safely. Children will know where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenalin pens will be readily available to children and not locked away;
 - Due to the particular risks associated with the potential for self-harm or criminal behaviour that surround the young people who attend the PRU, no pupil will be allowed to carry their own prescribed or non-prescribed medication; this includes controlled drugs. [Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.];
 - The provision will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered should be noted; and if medication is for any reason not given a record must be kept and the parent informed;
 - A record of all allergies of the child must be maintained;
 - When no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps.

Day trips, residential visits and sporting activities

Reasonable adjustments will be made to encourage pupils with medical conditions to participate in school trips and visits, or in sporting activities. Teachers will 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. The PRU will make arrangements for the inclusion of pupils in such activities unless evidence from a clinician such as a GP or consultant states that this is not possible. Staff will always ensure information is taken offsite regarding pupils' medical needs, and that they carry appropriate and sufficient medication, where necessary.

Home to PRU transport for pupils requiring special arrangements

Where necessary, SVC will liaise with the local authority to discuss transport arrangements for pupils with long standing medical needs who require assistance to travel to and from

school. In emergency situations staff will arrange transport via LA approved minicab services.

Supporting pupils through periods of absence

For some pupils, their health condition will require them to have an extended period of time out of school. SVC will do all that it can to ensure that such children are supported through their period of absence and sensitively re-integrated once they are well enough to attend.

The co-ordinator for children with medical needs will take an active and continuing role in their educational, social and emotional progress. SVC will at all times aim to work in partnership with parents to ensure the best possible outcomes and a return to school as soon as possible.

Where a child's health condition requires an extended period of absence from school, it may be helpful to seek the assistance of the Springboard Service. Staff will support pupils who are temporarily unable to attend classes on a full time basis. These pupils may be:

- (a) Children who have been deemed by a medical practitioner as being too ill to attend school for more than 15 days or who have conditions which lead to recurrent absences which become significant in the longer term.
- (b) Pupils with mental health problems who are unable to attend school.

Some children with medical conditions may be disabled. Where this is the case the governing body will comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision.

The aim of Springboard will be to reintegrate pupils into full time education at the earliest possible opportunity.

Unacceptable practice

Although staff should use their discretion and judge each case on its merits 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;
- send children with medical conditions home frequently or prevent them from staying for normal school activities including lunch;
- if the child becomes ill, send them to the office or medical room unaccompanied

- penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- prevent pupils 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 SVC fails to support their child's medical needs;
- prevent or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. requiring parents to accompany the child.

Emergency Procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

<p>In the event of an emergency, the ambulance (or other emergency service) should be directed to the relevant site:</p>

Coningsby PRU, 45 Coombe Road, Croydon, CR0 1BQ

Cotelands PRU to the rear of John Ruskin College at Crossways, CR2 8JJ

Moving On PRU, 279 High Street, CR0 1QH

Phil Edwards PRU, 17 Sylvan Road, London SE19 2RU

Springboard at Hazelglen, 170 Sanderstead Hill, CR2 0DB

Liability and indemnity

Management committees should:

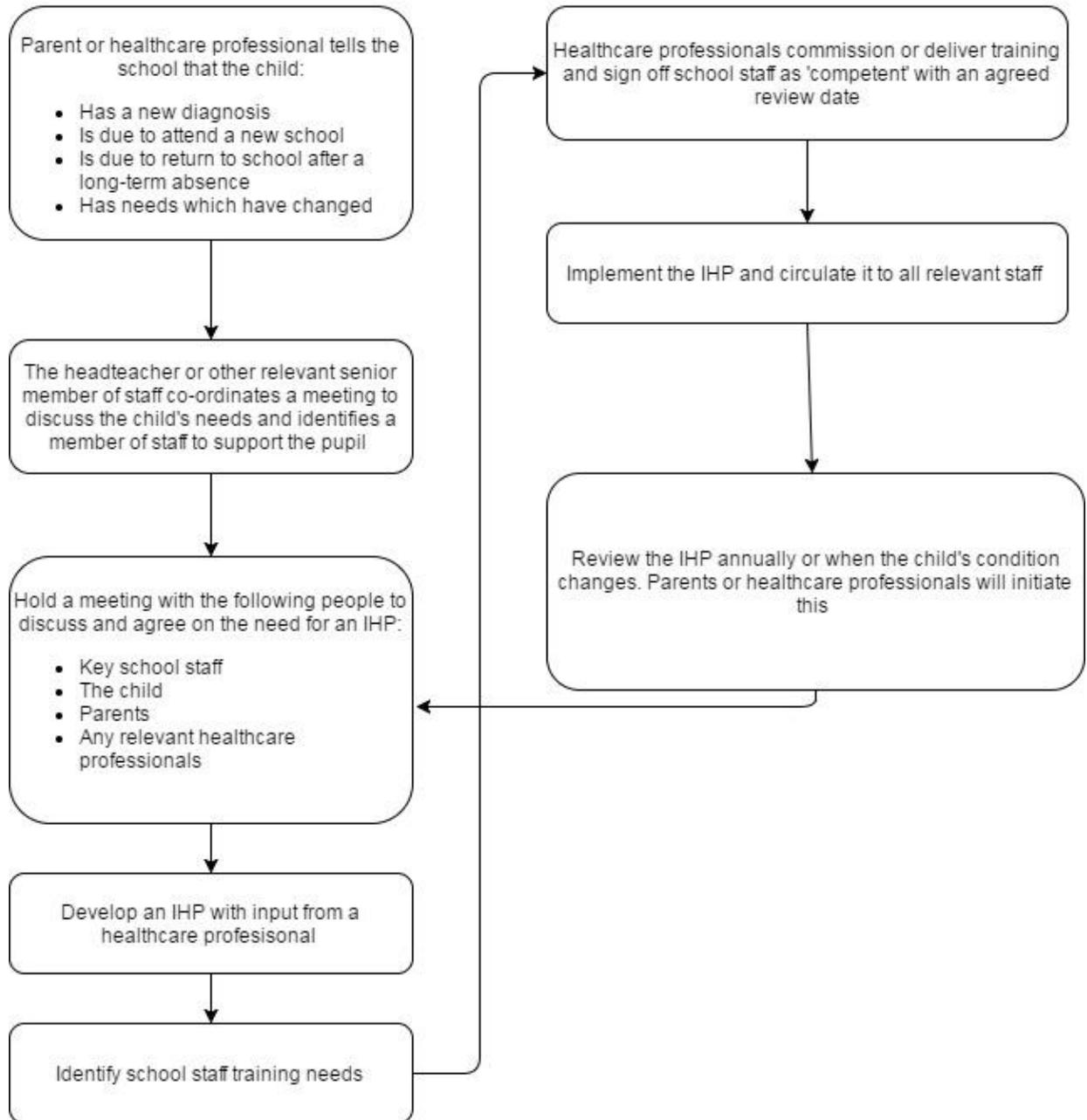
- ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.
- Insurance policies should provide liability cover relating to the administration of medication, but individual cover may need to be arranged for any healthcare procedures. The level and ambit of cover required must be ascertained directly from the relevant insurers. Any requirements of the insurance, such as the need for staff to be trained, should be made clear and complied with.
- In the event of a claim alleging negligence by a member of staff, civil actions are likely to be brought against the employer.

Complaints

Should parents be dissatisfied with the support provided to their child they should discuss their concerns directly with the provision. If for whatever reason this doesn't resolve the issue, they may make a formal complaint via the SVC complaints procedure.

This policy will be reviewed regularly and will be accessible to parents/carers via the school website, or by hard copy on request at the school office.

Appendix A: Process for developing IHPs



Appendix B: Administering medicines in the PRU – based on DfE’s statutory guidance on supporting pupils at school with medical conditions

DO	DO NOT
<ul style="list-style-type: none"> ✓ Remember that any member of school staff may be asked to provide support to pupils with medical conditions, but they are not obliged to do so ✓ Check the maximum dosage and when the previous dosage was taken before administering medicine ✓ Keep a record of all medicines administered. The record should state the type of medicine, the dosage, how and when it was administered, and the member of staff who administered it ✓ Inform parents if their child has received medicine or been unwell at school ✓ Store medicine safely ✓ Ensure that the child knows where his or her medicine is kept, and can access it immediately 	<ul style="list-style-type: none"> × Give prescription medicines or undertake healthcare procedures without appropriate training × Accept medicines unless they are in-date, labelled, in the original container and accompanied by instructions × Give prescription or non-prescription medicine to a child under 16 without written parental consent, unless in exceptional circumstances × Give medicine containing aspirin to a child under 16 unless it has been prescribed by a doctor × Lock away emergency medicine or devices such as adrenaline pens or asthma inhalers × Force a child to take their medicine. If the child refuses to take it, follow the procedure in the individual healthcare plan and inform their parents

Appendix C: Individual Healthcare Plan

Name of provision	
Child's name	
Year group	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing support in school	
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

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

Daily care requirements

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

Arrangements for school visits/trips etc.

Other information

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

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

Plan developed with

Staff training needed/undertaken – who, what, when