



Eastern High School Healthcare Needs Policy

Eastern High School is dedicated to ensuring that all students have the opportunity to access a full and broad education, including all sporting activities and school trips. To this end, the school will implement all necessary procedures to manage any emergency medical needs.

This policy will be regularly reviewed and updated and has been written in line with the Education Act 2002, Equality Act 2010 and Welsh Government Guidance 'Supporting Learners with Healthcare Needs' 2017.

Key roles and responsibilities

The Local Authority is responsible for:

- Ensuring that all relevant partners work in collaboration to support pupils with medical conditions.
- Ensuring that guidance, training, support and advice is provided to schools so that Individual Healthcare Plans (IHPs) meet the students' needs effectively

The Governing Body of Eastern High School is responsible for:

- Ensuring that students have every opportunity to access a full curriculum and that their needs are met on a daily basis
- Ensuring that all relevant parties are included in developing the Healthcare plan and their roles are clearly identified
- Ensuring that the healthcare policy does not discriminate on any grounds, including origin/religious belief, sexual orientation, disability or gender reassignment.
- Ensuring that the policy covers the arrangements for students who are capable of managing their own health needs
- Ensuring that all staff are trained to manage the individual medical needs of students with IHPs
- Ensuring that there are relevant records are kept for students
- Ensuring that any medical emergencies are covered in the policy
- Ensuring that the level of school insurance covers the needs of the students on site
- Ensuring that any complaints are outlined in the school's complaints policy

The Headteacher is responsible for:

- Ensuring that staff are aware of the policy and that it is developed in line with outside agencies that work with the school and child
- Ensuring the daily implementation of the policy
- Ensuring that staff training needs are identified with appropriate healthcare professionals
- Ensuring that healthcare plans are developed in line with the child's needs and updated as and when necessary
- Ensuring that sufficient staff are trained to manage the students' medical needs on a daily basis even during periods of staff absence
- Ensuring that staff have the correct level of insurance cover when managing the students need in line with the healthcare policy
- Ensuring that there is appropriate accommodation to administer any medical treatment
- Ensuring that any medical advice is sought for students who have developed a medical condition
- Considering the purchase of a defibrillator

Staff members are responsible for:

- Ensuring that appropriate staff are contacted if a student with a medical condition needs help
- Ensuring that appropriate staff are aware where controlled drugs are stored and where the storage key is held
- Ensuring that all relevant training is up to date, in order to be able to manage the medical needs students effectively on a daily basis
- Ensuring that specialist training is undertaken to manage the administration of medications effectively
- Ensuring inhalers, adrenalin pens and blood glucose testers are held in appropriate and accessible locations

School nurses are responsible for:

- Developing, with the appropriate staff, strategies to manage a pupil's medical needs effectively in school
- Notifying the school regarding a student's medical condition as early as is reasonably possible, in order that the student's needs are met appropriately on a daily basis
- Liaising with appropriate medical teams to ensure that appropriate staff have up to date training to deal with any medical issues that could occur
- Ensuring that appropriate training is provided to staff

Parents and carers are responsible for:

- Ensuring that the school is fully aware of the child's medical condition, any changes to their health or medication and any recent diagnosis that requires an individual healthcare plan
- Attending and participating in any IHP reviews
- Ensuring that parental consent has been given to allow medication or treatment to be administered during the school day
- Ensuring that the school has the appropriate medication for the individual pupil, which is up to date and that any out of date medication is destroyed
- Ensuring that they contribute fully to the IHP and are contactable at all times, if an incident or emergency should occur

Pupils are responsible for:

- Contributing to their IHP
- Ensuring that they understand and follow the IHP, are able to self-manage their medication or health needs. This includes carrying medicines or devices which are deemed appropriate by a healthcare professional and agreed by parents

Medical conditions register/list

- School admission forms must request any medical information on pre-existing medical conditions. Parents are encouraged to provide any medical letters or diagnosis to the school so that they are aware of the child's needs
- Parents are advised to contact the school as soon as possible and speak to appropriate staff to discuss any medical conditions that may have arisen so that an IHP can be put in place with support from the appropriate professionals
- A medical conditions register is kept and updated on a regular basis and made accessible to all members of staff
- All supply staff will be given instructions to access the medical conditions register on entry to the school.
- Pupils on the medical conditions register will have meetings with appropriate professionals to discuss their needs and update or create the IHP if they are transferring to high school. Also, this will ensure that any training needs will be identified in advance

Individual Healthcare Plans (IHPs)

- Where necessary an IHP will be developed in collaboration with the pupil, parents/carers, headteacher, SENCO and medical professionals
- IHPs will be accessible to all staff via our shared area. Supply staff are able to log onto our system and will have clear instructions to follow to obtain the information
- IHPs will be reviewed on an annual basis. However, a meeting will take place sooner if the child's medical condition changes

- An IHP will become part of an Annual Review for children with a Statement of Educational Need
- For pupils returning from a period of hospital education, alternative provision or home tuition, collaboration with the LA/AP provider and school will be necessary. This is to ensure that the IHP clearly identifies the needs of the child and the support they will require to reintegrated successfully

Education other than in School

- Pupils who are absent from school due to illness or physical medical difficulties will be provided with work
- Pupils who are unable to attend full-time education will be provided with education via the LA

Medicines

- Where possible, medication should be prescribed before and after school hours unless this will be detrimental to a child's health
- If medication has to be administered during school hours, parents are required to sign a consent form
- No child will be given any prescription or non-prescription medication without parental/ carer consent
- No child will be given medication containing aspirin without a doctor's prescription
- Medicines MUST be in date, labelled and provided in their original container with clear dosage instructions. Insulin is the only exception because it may come in a pen or pump form. Medicines which do not meet these criteria will not be administered and parents/carers will be informed
- A maximum of four weeks' supply of medication may be provided to the school at one time
- School will keep all medication in a locked storage cupboard in the medical room, with access only being given to designated, trained staff. Controlled drugs will be easily accessible in the case of an emergency
- Any medication left over at the end of the course will be returned to parents/carers
- Written records/logs will be kept of any medication that has been administered by trained staff
- Pupils will always be able to access their medication on a daily basis
- Posters will be visible in staff areas, highlighting those pupils who have medical conditions such as diabetes, asthma epilepsy etc.
- Eastern High School *cannot be held responsible* for side effects that occur when medication has been administered and taken correctly
- Staff will not force any pupil to take medication. If a pupil refuses to adhere to the IHP parents/carers will be informed immediately and a review will be scheduled as soon as possible

Emergencies

- Medical emergencies will be dealt with under the school's emergency procedures. Pupils with an IHP will have clear instructions to follow in the case of an emergency and will be made aware of the signs and symptoms that the child may display
- Children will be escorted to hospital if parents are unable to arrive at the school in time. Staff will remain with the child until parents/carers arrive

Day trips, residential visits and sporting activities

- Children with an IHP should be able to attend and participate in day trips, residential trips and sporting activities, unless medical advice says otherwise
- To comply with best practice, risk assessments should be undertaken, in line with the LA's health and safety guidance on school trips, in order to plan for pupils with medical conditions. Consultation with parents, healthcare professionals etc. in relation to trips and visits will be separate to the regular IHP for a school day

Avoiding unacceptable practice

Each case will be investigated thoroughly and judged individually. The following is considered unacceptable.

The following behaviour is unacceptable at Eastern High School:

- Preventing children from accessing their medication or inhalers on a daily basis. Preventing children from having their medication administered at any time when required
- Assuming that pupils with the same medical condition require the same treatment
- Ignoring medical evidence, medical advice and the views of the child, parent or carer
- Sending pupils home on a regular basis or denying pupils the opportunity to participate in a full school life
- Not contacting First Aid if a child is unwell and sending them alone to reception
- Sending attendance letters to parents/carers of pupils who are absent due to their medical condition
- Refusing to allow pupils to eat, drink or use the toilet when this constitutes part of their condition and how to manage it effectively
- Forcing parents to come to school to administer medication or provide medical support
- Refusing pupils, the right to participate in school trips and school life

Insurance

- Designated staff who undertake responsibilities within the policy re assured by the headteacher that they are covered by the LA/school's insurance
- Full written insurance policy documents are available to be viewed by designated members of staff who are providing support to pupils with IHPs. Those who wish to view the appropriate documentation should contact the headteacher.

Complaints

- All complaints should be investigated by the school in the first instance
- The details on how to make a formal complaint can be found in the school's complaints policy

Date Approved by Full Governing Body	14/05/2018
Signed on behalf of Full Governing Body	
Name (Chair of Governors)	Mrs Barbara Cooke
Date	14/05/2018
Date of next review	September 2020