



GEORGE ABBOT SCHOOL

Policy Title:	Supporting Young People with Medical Conditions (<i>Inc. Children with health needs who cannot attend school AND First aid</i>)	
Author:	SLT member responsible for Medical Procedures	
Date of most recent review:	April 2022	
Date of next review:	April 2023	
School Mission Statement:	Academic excellence within a strong community of equality and respect, where potential and opportunity are realised.	

Aims

The Children and Families Act 2014 places a duty on governing bodies of academies, to make arrangements for supporting young people at their school with medical conditions. Young people on roll at George Abbot School may, during their time with us, be affected by a wide range of medical needs, both physical and mental.

We believe inclusion and equal opportunities for young people with medical needs are an entitlement and, as such, the school has a responsibility to create the conditions for each one of our young people to access their education. We will give regard to the required curriculum adjustments, necessary environmental aspects and desirable social support to minimise barriers for these most vulnerable members of our school community.

As a school, we are committed to providing young people, with medical needs, with as much education as their condition allows. Our emphasis is on continuance of the learning process for those young people with physical or mental health problems, including young people with life threatening or limiting illness. The situations of the young people vary widely but they all retain the right to education suited to their age, ability, needs and current health.

Legislation and statutory responsibilities

This policy meets the requirements under *Section 100 of the Children and Families Act 2014*, which places a duty on governing boards to make arrangements for supporting students at their school with medical conditions. It is also based on the Department for Education's statutory guidance: *Supporting students at school with medical conditions*.

This policy is also based on:

- The Health and Safety (First Aid) Regulations 1981 which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

Appointed person(s) and first aiders

The school's appointed first aiders are Tanya Hutson and Gary Rowland. The Senior Leader responsible for first aid is Sarah Jones. The first aid leads are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident

We also have a team of First Aid trained staff.

Rights and Responsibilities of the Young Person

We recognise students at George Abbot School have the right to an education that helps them reach their potential and secure the attainment they need to pursue appropriate career paths and prepare them for full participation in adult life. We recognise students have the right to an education in their community alongside those who they see as their peers and role models. They have a right to be consulted and they (or their parents/carers on their behalf) will consent to agree to cooperate with their negotiated personal education plan.

Notifying a medical condition

George Abbot School cannot plan effective support arrangements unless parents/carers provide sufficient information, at the stage of admission, about their child's medical condition and any treatment or special care needed at the setting. Parents/carers should also keep the setting informed of any new or changing needs. The sharing of medical information is important if staff and parents are to ensure the best care for a child or young person.

Generally speaking, schools do not have to wait for a formal diagnosis before providing support to young people. In cases where a young person's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence. This would 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.

Parents/carers should provide the school with sufficient and up-to-date information about their child's medical needs. They may, in some cases, be the first to notify the school that their child has a medical condition. Once the school has been notified of a new medical condition, the Parents/Carers are sent a blank care plan to fill out with all their child's needs. They should carry out any action they have agreed to as part of its implementation. Examples of this might be to provide medicines and equipment and ensure they, or another nominated adult, are contactable at all times.

Some parents/carers may have difficulty understanding or supporting their child's medical condition. The School Nurse can often provide additional support and assistance in these circumstances.

If there are any special religious and/or cultural beliefs, which may affect any medical care that the child/young person needs, particularly in the event of an emergency, it is the responsibility of the parent/carer to inform the setting of this and confirm details in writing. Such information will be kept in the child/young person's medical file at the setting, for as long as necessary, with updates in consultation with the health nursing team.

Rights and Responsibilities of George Abbot School

We see it as our responsibility to work closely with students and parent/carers to ensure access to education.

Our school has a named person for young people with medical needs, who will liaise with parents and various agencies as part of ensuring that the young person has full and continuous access to education. For a student whose medical need is not thought to be recurring and whose absence is likely to be less than 15 days, it is our responsibility to ensure that online work is provided.

We will:

- Coordinate Individual Healthcare Plan meetings, when needed. Relevant healthcare professionals will be invited if appropriate. At these meetings, professionals will identify and agree the type and level of training required and how it can be obtained. For those young people on the Special Education Needs Code of Practice, the Special Education Needs Coordinator (SENCO) will be involved with the review meetings in liaison with any other relevant staff.
- Ensure any medical needs arrangements and any staff training or support, will be put 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 arrangements are put in place as soon as possible.
- Seek parental permission to liaise with health and related services including but not limited to, Child and Adolescent Mental Health Services (CAMHS). School will not need to inform parents if there are exceptional circumstances, as outlined in the school's Confidentiality and Disclosures policy.
- Ensure arrangements for exam entry fees and requests for concession are well planned, in discussion with our SENCO, as to the young person's need for breaks.
- The Assistant Headteacher with responsibility for medical needs has a strategic overview for students with medical needs and the pastoral Heads of Year have the day-to-day, functional responsibility including liaising with the First Aid Officer. The First Aid Officer will disseminate medical information on a need-to-know basis and coordinating appropriate training requirements.
- The school's First Aid Officer is responsible for collating, disseminating and monitoring individual health care plans. It is also her responsibility to inform the Heads of Year and DSL if there are any medical issues or concerns.
- If the school's First Aid Officer is absent, her role is covered by a trained member of office staff.
- It is the responsibility of the trip/activity leaders, to liaise with the Heads of Year and First Aid Officer to ensure that risk assessments are in place for students with medical needs.

For young people out of school

- Ensure young people who have an illness/diagnosis which indicates prolonged or recurring periods of absence from school, whether at home or in hospital, have access to education.
- Offer a loan of appropriate resource materials, where possible.
- Ensure concessions for external examinations are planned with SENCO. Young people with medical needs can expect the necessary support regarding career interviews, work experience placements and college visits.

As a school we expect the health network to fulfil their responsibility as part of facilitating continuous access to education for our young people with medical needs. This may include advice or practical tasks to enable training of ancillary staff to carry out medical procedures.

Any member of school staff may be asked to provide support to young people with medical conditions, including the administering of medicines, although they are not required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of young people with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. 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. As part of the school's continuing professional development, staff indicate if they feel that they require further training and this information is held by the Deputy Headteacher.

Equal opportunities

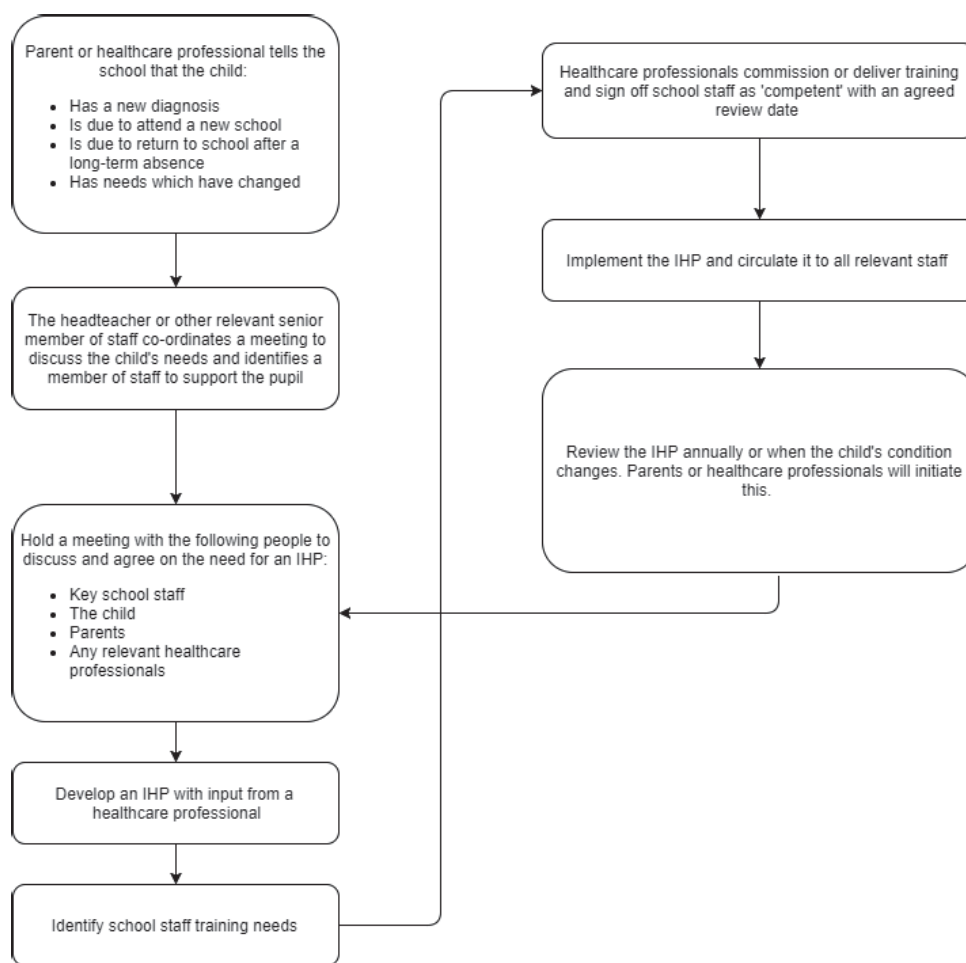
George Abbot is clear about the need to actively support students with medical conditions so they can regularly attend clubs, participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so planning arrangements take account of any steps needed to ensure students with medical conditions are included. In doing so, students, their parents and any relevant healthcare professionals will be consulted.

Being notified that a child has a medical condition

When the school is notified that a student has a medical condition, the process outlined below will be followed to decide whether the student requires an Individual Healthcare Plan (IHP). The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for students who are new to our school.



Children with Special Medical Needs

The plans will be reviewed at least annually or earlier if there is evidence that the student’s needs have changed.

A Care Plan will be put in place for any child with a medical or physical condition (asthma, allergies, diabetes, epilepsy etc.). This should be completed by the child’s parent/carer and returned to The First Aid Officer in Raynham Office and reviewed by the Assistant Head responsible for medical conditions. The First Aid Officer will circulate copies to all relevant personnel. It is paramount several contacts are included, and *at least* two contact numbers for each person is provided. It is important the contact details are kept up to date.

All Care Plans will be revised as necessary at the start of each new academic year and it is the parent/carer responsibility to inform the school of any immediate changes in their child’s condition.

The school operates on a ‘need to know’ basis and therefore believes the Care Plans in place for children with special needs/medical issues should be accessible to all teaching staff in order to ensure any incident is managed safely. Risk assessments or special care plans are put in place when needed to support visits/trips etc. These will be planned and written in liaison with parents, students and health care professionals consulted if applicable.

Emergency Procedures

In an emergency, the injured/sick child should *not* be left unaccompanied at any time and help should be sought by sending a responsible student with the appropriate details to the First Aid Room. The First Aid Officer will then assist with a First Aid kit and should an ambulance be required this will be summoned immediately at the scene, liaising with the main office in Elmslie Building. When it has been necessary to summon an ambulance, every effort will be made to contact the parents/carers immediately. If necessary, a member of staff will accompany the injured child in the ambulance and will remain with him/her until the parents/carers have been located.

All injuries that require a student to seek further medical treatment are recorded by completing an Injury Report Form (Form FIN241). The information is then entered onto Surrey's on-line Accident Reporting website and an email confirmation is received that the incident has been logged. It is automatically forwarded to the Safety Consultant (County Personnel) and Risk Management and Insurance Unit. A copy is kept in the First Aid Room. The Premises Manager is also sent a copy of the report to carry out an investigation, if necessary, of the incident. Where applicable, the on-line system allows a RIDDOR report to be forwarded to the Health & Safety Executive (HSE).

Recording

- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form
- A copy of the accident report form will also be added to the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Notifying parents

The first aider or member of the pastoral team will inform parents of any **serious** accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Parents are only contacted for certain injury's or if I deem it serious enough to let them know

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Informing the headteacher or their manager of any specific health conditions or first aid needs

Administering Medicine to Students

Where possible, the need for medicines to be administered at school should be avoided. Parents are therefore requested to try and arrange the timing of doses accordingly. All expired medication will be returned to parents to dispose of.

Paracetamol

The school does not provide any painkillers. Should a child need painkillers it is the parent/carer responsibility to provide the school with the required medication in its original packaging, with dosage instructions and complete and sign Form 3A: 'Parental agreement for school/setting to administer medicine'. A log book is kept in the First Aid Room of the student's name, the time and reason for administering the medication. If it is necessary for the child to carry their medication, the form 3B: 'Request for child to carry his/her own medicine' should be completed by a parent/carer and filed in the First Aid Room. However, this should be avoided if possible.

Ibuprofen/Aspirin

We will not accept any ibuprofen medication, e.g. Nurofen, for any students under the age of 16 unless it has been specifically prescribed by a GP and has each child's name on the pharmacy label, or we have a letter from a GP. This rule also applies to aspirin which is not recommended to under 16 year olds.

Foreign/International Medication

Foreign/International medication cannot be accepted and should be re-prescribed by the family GP.

Allergies

Children suffering from severe allergies should carry an adrenaline auto-injector in their school bag *at all times*. If any child forgets to bring his/her adrenaline auto-injector to school, he/she will be sent home immediately. Likewise, two adrenaline auto-injectors clearly labelled in a container with a photo of the child should be provided to be kept in the

First Aid Room in case of emergency. Parents should reiterate the importance of NOT accepting shared food during the school day. Please note George Abbot School is not a nut free environment.

It is the responsibility of the parents to ensure all medication required in school is in date and in the original packaging so please take a note of expiry dates before sending them in to school.

Asthma

Children requiring an inhaler should carry one on them at all times and a spare inhaler, clearly labelled and in date should be kept in the First Aid Room.

Use of Emergency Salbutamol Inhalers in School

'From 1 October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 will allow schools to keep a salbutamol inhaler for use in emergencies. The inhaler can be used if the student's prescribed inhaler is not available (for example, because it is broken, or empty). This change applies to all primary and secondary schools in the UK. Schools are not required to hold an inhaler – this is a discretionary power enabling schools to do this if they wish'. Department of Health 'Guidance on the use of emergency salbutamol inhalers in schools' March 2015

At George Abbot we hold an emergency Salbutamol inhaler kit and Asthma register in the First Aid Room and we will ensure it is only used by students:

- for whom written parental consent for the use of the emergency inhaler has been given, who have been diagnosed with asthma and prescribed an inhaler,
- or who have been prescribed an inhaler as reliever medication.

A child may be prescribed an inhaler for their asthma which contains an alternative reliever medication to salbutamol (such as terbutaline). The salbutamol inhaler should still be used by these children if their own inhaler is unavailable.

Diabetes

Children with diabetes are encouraged to supply their own emergency diabetic supplies to the First Aid Room. Fast-acting sugar in the form of Dextrosol (glucose tablets), GlucoGel or fruit juices and slower acting sugar carbohydrates (biscuits) can be stored in the First Aid Room and made available to the child.

Red Emergency Medical Cards

Any child suffering from a medical condition will be issued with a red card giving a brief description of their condition. This acts as an alert to the teacher and permits the child to administer medication or, in the case of a diabetic child, eat a snack without leaving the classroom. In the case of an emergency, the child should not be allowed to leave the classroom alone. Mrs Chapman should be summoned to the classroom to assist.

ADD (Attention Deficit Disorder) and ADHD (Attention Deficit Hyperactivity Disorder)

Children with ADD or ADHD may require controlled medication during the school day. This should be taken under the supervision of a designated member of staff. Medication will be kept stored in a locked box in the First Aid Room. A Care Plan will be put in place for any child requiring special medical assistance.

First Aid Boxes

First Aid boxes are located throughout the school and it is each department's responsibility to ensure they are fully stocked. Green cross signs on doors identify the location of a first aid box in the event of an emergency.

- A typical first aid kit in our school will include the following:
- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes

- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits

Offsite Visits and Residential Journeys

The Educational Visits Co-ordinator or First Aid Room will supply First Aid Kits for staff when taking children off site. He/she will also ensure that a member of staff is solely responsible for carrying the First Aid kit and any special medication that children may need to administer during the trip. Any medication administered will be dually logged by staff.

It is the parent/carer responsibility to provide all medication in its original packaging, with the child's name clearly labelled and with clear instructions on the required dosage. Form 3A 'Parental Agreement for school/setting to administer medicine' should be signed by the parents/carers prior to the trip.

COVID-19 Response

"We will follow the NHS guidelines relating to the treatment of those exhibiting Covid-19 symptoms"

External Agencies

School Nurse

Every school has access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs; for example, there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition.

Healthcare professionals, including the school nurse, can provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

Other Healthcare Professionals

Other healthcare professionals, including GPs and paediatricians, should notify the school nurse when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing individual healthcare plans. Specialist local health teams may be able to provide support in schools for children with particular conditions (e.g. asthma, diabetes, epilepsy).

Health Services

Providers of health services should co-operate with schools that are supporting children with a medical condition, including appropriate communication, liaison with school nurses and other healthcare professionals such as specialist and children's community nurses, as well as participating in locally developed outreach and training. Health services can provide valuable support, information, advice and guidance to schools, and their staff, to support children with medical conditions at school.

Local Authority

Local authorities are commissioners of school nurses for maintained schools and academies. 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 wellbeing of children with regard to their physical and mental health, and their education, training and recreation. Local authorities and clinical commissioning groups (CCGs) must make joint commissioning arrangements for education, health and care provision for children and young people with SEN or disabilities (Section 26 of the Children and Families Act 2014). Local authorities should provide support, advice and guidance, including suitable training for school staff, to ensure the support specified within individual healthcare plans can be delivered effectively.

Education Welfare

If our school daily check of registers and prompt contact with parents/carers on the first day of absence raises any concern or worrying pattern, we will liaise immediately with our Education Welfare Officer (EWO). If we are made aware a student is away or is likely to be away from school due to medical needs for more than 15 working days, we will notify our Education Welfare Officer.

Advice on the role of Clinical Commissioning Groups (CCGs)

Clinical commissioning groups and other healthcare professionals, such as specialist nurses, should ensure commissioning is responsive to children's needs, and that health services are able to co-operate with schools supporting children with medical conditions. They have a reciprocal duty to co-operate under Section 10 of the Children Act 2004 and must make joint commissioning arrangements for education, health and care provision for children and young people with SEN or disabilities (as described above for local authorities). Clinical commissioning groups should be responsive to local authorities and schools seeking to strengthen links between health services and schools, and consider how to encourage health services in providing support and advice (and can help with any potential issues or obstacles in relation to this). The local Health and Wellbeing Board will also provide a forum for local authorities and CCGs to consider with other partners, including locally elected representatives, how to strengthen links between education, health and care settings. Since 2013 Local Authorities have been responsible for commissioning public health services for school-aged children including school nursing. CCGs should be aware this does not include clinical support for children in schools who have long-term conditions and disabilities, which remains a CCG commissioning responsibility. Children in special schools in particular may need care which falls outside the remit of local authority commissioned school nurses, such as gastrostomy and tracheostomy care, or postural support. CCGs should ensure their commissioning arrangements are adequate to provide the ongoing support essential to the safety of these vulnerable children whilst in school.

Children's Services

- A referral is made to the initial assessment team if deemed necessary to promote the welfare of children and young people known to us. This includes looked after children.
- The role of foster carers and residential social workers *in loco parentis* during the formulation of the Personal Education Plan is vital.
- A CAF may be completed if appropriate, this may involve support from the pastoral support team and/or Home School Link Worker.

Related Agencies

Health Services

We use our school nurse and Child and Adolescent Service nurse or the CAMHS advisory telephone line as the first point of advice and referral unless there is ongoing liaison with other health practitioners due to previous involvement. If the advice suggests a referral should be made, we discuss the referral with the family and obtain their agreement and consent.

Insurance Services

The school is fully insured. In addition, whole school awareness training is also included in the induction arrangements, for new staff.