

## Supporting Medical Conditions in School POLICY STATEMENT

Under the Statutory duties defined in the Children and Families Act 2014, Governing Bodies of maintained schools have a legal duty 'to make arrangements to support pupils at school with medical conditions' this also applies to activities taking place off-site. This should be read in conjunction with the SEND Code of Practice.

In particular they must;

- *Be properly supported so that they have full access to education, including school trips and physical education*
- *Ensure that the arrangements are in place to support pupils at school with medical conditions*
- *Ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.*

(DfE - Supporting pupils at school with medical conditions September 2014)

Newfield is an inclusive community that welcomes and supports pupils with medical conditions. Newfield provides all pupils with any medical condition the same opportunities as others at school.

The Special School Nursing Service is based at Newfield as commissioned by Blackburn with Darwen Clinical Commissioning Group, and is available to all school aged children with complex needs and their families in the borough to facilitate on-going care and management of meeting their health needs. It is important that the service is able to be based at Newfield School and offer the level of support to the school given the complexity of the needs of our children. As such there is a specialist school nursing team, comprised of Health Care Support Workers (HCSW) in school daily, led by the qualified Nurses who have a regular presence in school. The service provides support to staff within the school and to parents, to promote the best outcomes for the children as part of a multi-disciplinary approach. The response to meeting medical needs is a team approach understanding that it is not the responsibility of one person.

The nursing team carry out a broad range of duties as laid out in the Specialist Nursing Service for Children and Young People with additional and Complex Needs specification through the BwD CCG (Blackburn with Darwen Clinical Commissioning Group) commission to LCFT (Lancashire Care Foundation Trust).

The nursing team is responsible for training and supporting school staff to meet the health needs of all children attending Newfield School and providing advice and support for parents. They complete and update individual health care plans with parents, which enables trained school staff to respond to a child in the event of an emergency on or off site.

- Meeting health care needs is a partnership and school staff carry out agreed health care duties, with oversight from the nursing team, following training and annual updates from the nursing staff working for LCFT.
- The school nurse liaises closely with the Deputy Head Pastoral and Well-being, with weekly meetings to ensure a strong, collaborative working relationship.

## Key Principles

- At Newfield, we understand that many of our children have medical conditions that affect all aspects of their lives and which require specialist support.
- Newfield makes sure all staff understand their duty of care to children and young people in the event of an emergency which is captured within the emergency protocols.
- All staff are fully trained to provide the support the pupils need within their delegated duties.
- All staff are confident in knowing what to do in an emergency, following the specific emergency procedures and ongoing training from the nursing team. The nursing team will be available for advice and support
- Newfield understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.
- Newfield staff understands the importance of medication and care being taken as directed by healthcare professionals and in agreement with parents.
- All staff understand the medical conditions that affect pupils at Newfield. Nursing team will discuss individual care plans and pupils with each class team on an annual basis or more frequently as required.
- Staff receive awareness training on the impact medical conditions can have on pupils.

The named member of school staff responsible for this medical conditions policy and its implementation is: Jenny Riley, Deputy Head Teacher

## Policy Framework

The policy framework describes the essential criteria for how Newfield can meet the needs of children and young people with long-term medical conditions.

1. Newfield is an inclusive community that supports and welcomes pupils with medical conditions.
  - Newfield is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in Newfield because arrangements for their medical condition have not been made.

- Education staff work closely with the nursing team, as well as visiting health colleagues, to support pupils medical needs.
  - Newfield offers a wrap-around service, with Paediatrician, Dietician, Physiotherapy, Orthotic, Occupational Therapy, Orthoptic and Speech and Language Therapy clinics held regularly in school.
  - Where required, specialist nurses, e.g.: Ventilation, Community Nursing team (e.g.: CF), Paediatric Continence service, Enteral feeding nurse etc, attend school to support pupils, their families and staff to best manage their needs.
  - Newfield always listens to the views of pupils and parents.
  - Pupils and parents feel confident in the care they receive from Newfield and that the level of care meets their needs.
  - Staff understand the medical conditions of pupils at Newfield and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
  - The whole school and local health community understand and support the medical conditions policy.
  - Newfield understands that all children with the same medical condition will not have the same needs.
  - Newfield recognises that duties in the Children and Families Act and the Equality Act relate to children with disability or medical conditions and are anticipatory.
2. Newfield's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.
- Stakeholders consulted about this policy includes pupils, parents, school nurses, school staff, governors and relevant local health services.
  - The policy stands subject to renegotiation of the commission specification.
3. The medical conditions policy is supported by a clear communication plan for staff, parents\* and other key stakeholders to ensure its full implementation.
- Pupils, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.
  - Pupils who require them have well-being profiles in school, which stand in addition to the individual health care plans
  - There is a senior leader with responsibility for Well-being throughout school who liaises closely with families, health professionals school staff and professionals associated with the child and their family
4. All children with a medical condition have an individual health care plan.
- An individual health care plan states exactly what health care a child needs in school, detailing the specifics regarding delivery - when they need it and who is going to give it.
  - This process is commenced by the school nurse with input from the child (if appropriate) their parent/carer, relevant school staff and other healthcare professionals and the final sign off should be by the headteacher.

5. All staff understand and are trained in what to do in an emergency for children with medical conditions at Newfield.
  - All staff understand and are trained in what to do in an emergency for children with medical conditions at Newfield.
  - All school staff, including temporary or supply staff understand that their duty of care to pupils in an emergency is ask a trained member of school staff to follow the emergency procedure
  - Staff will follow the emergency procedure with support and reassurance from the nursing team if required
  - If a pupil needs to attend hospital, a member of staff (known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance.
  - They will not take pupils to hospital in their own car.
  - A child's individual health care plan/emergency procedure should, explain what help they need in an emergency. The individual health care plan will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the individual health care plan for sharing the individual health care plan within emergency care settings.
  
6. Newfield has clear guidance on providing care and support and administering medication at school.
  - Newfield understands the importance of medication being taken and care received as detailed in the pupil's individual health care plan.
  - Trained members of school staff at Newfield are responsible for the dispensing and administration of prescribed daily medication. This will be done following completion of competency based training and annual updates by the nursing team.
  - A system of monitoring of the administration recording charts with be put in place to ensure that all children receiving daily medication have received it prior to leaving school
  - **ONLY** medicines that have been prescribed by the child's GP or Consultant will be dispensed/administered. Medicines e.g.: paracetamol can **ONLY** be administered if they are prescribed for the child.
  - Prior to medication being dispensed/administered the following procedure applies:
    - Medication will only be given as prescribed, and with parental permission
    - The consultant or GP is responsible for supplying school with adequate information regarding the child's condition and medication.
    - The parents are responsible for supplying adequate medication and of disposing of unused medication.
    - All medication must be given directly to school by parents (they must inform the escorts that there is medication for school in the child's bag) this is then handed to school staff who will then give it to the nurses who will transcribe onto the administration of medication form.
    - 'As Necessary / Required' medication will only be administered if it is prescribed and with the parents informing either school staff or the nursing team of the time the last dose was given and the rationale why it was given.
    - Each medicine must be given to school in a separate original container.
  - Each container must be clearly labelled as follows;
    - Pupils Name

- Name of Medicine
  - Dosage
  - Dosage Frequency
  - Date of dispensing
  - Any special storage requirements
  - Expiry date
- A trained member of school staff will request medications if current supplies are due to expire or supplies are running low. The nursing team will monitor expiry dates for the rescue medications. Newfield will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
  - Parents at Newfield understand that they should let the school know immediately if their child's needs change.

#### 7. Newfield has clear guidance on the storage of medication and equipment

- Newfield makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is available in the Medical room in school.
- Pupils (where appropriate) and staff know exactly where to access medication/equipment, for example, inhalers in the medical room.
- Where necessary any child specific equipment required, for example, tracheostomy equipment, will accompany the child at all times in order to ensure immediate access by staff working with the pupil.
- Pupils cannot carry controlled drugs in school. Newfield will keep controlled drugs stored securely in the nurses' treatment room, with only trained school staff and members of the nursing team having access.
- All medication, excluding inhalers, must be stored locked in the medicine cabinet in the medical room.
- Newfield staff are responsible for ensuring that any respite medication is locked in the identified cupboard in the medical room and is signed in at the start of the day and out when being taken home/to the respite provision
- Newfield staff will ensure that all medication is signed in to nurses each day eg antibiotics, medication for an acute episode of illness. The nursing team will make sure that all medication is stored safely, and that when required, these can be accessed immediately.
- All medication is checked by the nursing team to ensure that is in date and labelled in its original container, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or pump.
- A trained member of Newfield staff will send home any out of date medications for parents to dispose of and will then request new and in-date medication from parents, with the exception of rescue medication which will be sent home and requested by the nursing team.

#### 8. Newfield has clear guidance on providing care and support and administering non-oral nutrition and medicines

- Newfield understands that some of our children are unable to take foods orally – some may have gastrostomy, others naso-gastric tubes, to provide nutrition and medicines
- Trained members of school staff deliver all Naso Gastric feeds. In the event that the tube comes out or dislodged a trained nurse will check and replace if required.
- Following training, school staff will deliver gastrostomy feeds
- Parents are responsible for sending into school the 'feeds' and equipment, set up each day.
- The feeds must be in a container clearly labelled with the pupils name
- School staff must bring the feeds in to the feeding room to be checked and prepared by the healthcare assistant responsible for enteral feeds.
- Under the guidance of the healthcare assistance, school staff should verify the correct feed for the child before it is delivered.
- Enteral feeds can only be delivered by school staff following training and competency sign off by a trained nurse.
- Any concerns are reported to the healthcare assistant who is able to troubleshoot
- The healthcare assistant liaises closely with the Dietician, who holds regular clinics in school

#### 9. Newfield has clear guidance about record keeping

- Parents at Newfield are asked if their child has any medical conditions on the enrolment form and subsequently each year on the essential information form.
- The nursing team uses an individual health care plan to record the support an individual pupil needs around their medical condition. The individual health care plan is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- Newfield has a centralised file of individual health care plans, and the school nurse has the responsibility for the update of these plans.
- Individual health care plans are regularly reviewed, at least every year or whenever the pupil's needs change.
- The pupil (where appropriate) parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the individual health care plan. A copy of the health care plan is kept on the school network and a paper copy is kept within each child's classroom. The nursing team will take responsibility for ensuring that only the most up to date version is kept in the classroom and will remove the out of date version. Class staff have a clear understanding of the health needs of each child
- Newfield makes sure that the pupil's confidentiality is protected.
- Newfield seeks permission from parents before sharing any medical information with any other party.
- Newfield meets with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed.
- Trained members of school staff keep an accurate record of all medication administered including the dose, time and date. Completed records are passed to school admin to store and disposed of in line with school policy.
- Newfield makes sure that all staff providing support to a pupil and other relevant teams have received suitable training and ongoing support, to make sure that they

have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's individual health care plan. This is provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/ school nurse/other suitably qualified healthcare professional will confirm their competence, and Newfield keeps an up-to-date record of all training undertaken and by whom.

10. Newfield ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- Newfield is a purpose build school for children and young people with disabilities. Newfield is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. Newfield is also committed to an accessible physical environment for out-of-school activities.
- Newfield makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- Newfield uses opportunities such as PSHE lessons, The Rights Respecting School Steering Group, School Council and Buddies to ensure that the needs of all pupils are considered and that all pupils learn to celebrate differences, including medical conditions, in order to prevent problems of social isolation due to a medical condition or disability.
- Newfield staff work to co-deliver with members of the school nursing team 'Body Awareness' sessions to groups of pupils based according to levels to support children to understand their own bodies, health and wellbeing and how to keep safe.
- All staff at Newfield take part in disability awareness training as part of induction, to help them to develop empathy for our pupils and better understand their needs.
- Newfield understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes working with therapists on individual physical therapy programs and sessions in the hydro pool.
- Newfield understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.
- Newfield makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.
- Newfield makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. Newfield will not penalise pupils for their attendance if their absences relate to their medical condition.
- Where school staff have a concerns about a pupil's health and well-being, they will discuss it with the nursing team, parents and may then refer to other agencies for advice, assessment and support.

- Newfield makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements, via the Local Authority EVOLVE online system. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

11. Where a child is in hospital or at home for prolonged periods due to poor health, Newfield will work with the family and health professionals to maintain a link and provide support.

- Newfield is committed to keeping in touch with a child when they are unable to attend school because of their condition.
- Newfield works to provide support for the parents as well as offering opportunities for the pupils to take part in appropriate learning activities whilst at home or in hospital
- In agreement with the family, Newfield staff may visit and provide equipment or learning sessions
- On returning to school following a period of hospital education or alternative provision (including home tuition), Newfield will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.

12. Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

- Newfield works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

13. The medical conditions policy is regularly reviewed, evaluated and updated.

- In evaluating the policy, Newfield seeks feedback from key stakeholders including pupils, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors and the school employer. The views of pupils with medical conditions are central to the evaluation process.

#### 14. Equality Duty

Newfield School complies with the general and specific duties of the Equality Act (2010). In accordance with the duty we publish information that demonstrates that we have due regard to the need to;

- Eliminate unlawful discrimination
- Advance equality of opportunity
- Foster good relations

These specific duties have been considered in relation to all our policies and procedures in school. Our objectives will be reported on and published as part of the Governance

public documents available for inspection under the Freedom of Information Regulations and Data Protection duties and in the school newsletter to parents.

## 15. Safeguarding

Newfield School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority

Full copies of Policies and Procedures related to all aspects of Safeguarding, and the Complaints Policy, are available on request from Geoff Fitzpatrick, Head Teacher and Designated Senior Person for Safeguarding and Child Protection.

\*The term 'parent' implies any person or body with parental responsibility such as a foster parent, carer, guardian or local authority.