



Nether Hall School

1.

# SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

<b>Policy Date:</b>	February 2023	<b>Policy Review Date:</b>	February 2025
<b>Responsible Person:</b>	Jo Bacon		
Sarah Naylor Headteacher	Signature: <i>S. Naylor.</i>	Date: 22.06.2023	
Adrian Keene Chair of Governors	Signature:	Date:	

## Legislation

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions.

This policy aims to ensure that all children 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 as healthy as possible and achieve their potential. In some cases this will require flexibility and involve, for example, programmes of study that rely on part time attendance at school. Consideration will also be given to how children will be reintegrated back into school after periods of absence.

**This policy is governed by the statutory and non-statutory advice and guidance outlined below. It is recommended that these documents are read in conjunction with this policy.**

**‘Supporting Pupils at School with Medical Conditions’** produced by the Department for Education (December 2015). <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions>

**Leicester City’s corporate standards and guidance for the administration of medicines and healthcare needs in schools, early years and youth settings**, including the use of templates and guidance in Appendix A to E (January 2018). [Admininstration-of-medicines-sms-december-2019](https://www.leicester.gov.uk/media/2019/12/19/leicester-city-corporate-standards-and-guidance-for-the-administration-of-medicines-and-healthcare-needs-in-schools-early-years-and-youth-settings/). Nether Hall School is maintained by the Local Authority and is required and agrees to comply with this guidance.

**The Equality Act 2010.** The Equality Act replicates the disability provisions in the former Disability Discrimination Act (DDA). This applies to activities taking place off-site as part of normal educational activities. <https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools>

**Special Education Needs and Disability (SEND) Code of Practice. (2014).** This applies because all pupils at the school have an Education and Health Care plan.

[https://gov.uk/government/SEND\\_Code\\_of\\_Practice\\_January\\_2015.pdf](https://gov.uk/government/SEND_Code_of_Practice_January_2015.pdf)

All children and young people at Nether Hall School either have an Education, Health and Care Plan (EHCP) or are placed with us for a period of assessment. An EHCP brings together a child’s health and social care needs as well as their special education provision.

In making decisions about the support pupils require, we will establish relationships with relevant health services and social care professionals and carefully consider their advice. The views of parents and pupils will be sought and valued. Medical needs will be discussed throughout the year where necessary and will form a part of the agenda for a child’s annual review.

## Key Points

The statutory guidance states:

- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education
- Governing bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions
- Governing bodies should ensure that school leaders consult health and social care professions, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

Nether Hall School will take into account that certain medical conditions will affect quality of life and may be life-limiting. Some will be more obvious than others. We will ensure that the focus is on each child's individual needs and how their medical condition impacts on their school life. Nether Hall School will ensure that arrangements give parents and pupils confidence in our ability to provide effective support for medical conditions in school. Staff will be trained by appropriate professionals to provide the support pupils need.

### **Roles and Responsibilities**

The Governing Body and the Head Teacher are legally responsible for fulfilling their statutory duties as outlined in the DFE policy: 'Supporting Pupils with Medical Needs' (December 2015).

Partnership working between school staff, healthcare professionals, social care professionals, local authorities and parents, as appropriate, is essential. Please refer to the DFE Guidance outlined above for an outline of individual roles and responsibilities.

### **Implementation of this Policy**

Nether Hall School will ensure that the arrangements we put in place are sufficient to meet our statutory responsibilities and will ensure that policies, plans, procedures and systems are properly and effectively implemented and monitored. This aligns with our safeguarding duties and an overriding commitment not to implement any medical procedures that may put a child at risk of harm.

To support the effective implementation of this policy we will:

- Ensure that staff, including supply staff, have access to this policy and understand its contents
- Ensure that sufficient staff are suitably trained by relevant healthcare professionals
- Ensure that the appropriate staff are aware of a child's condition
- As far as possible, ensure that alternative arrangements are put in place to overcome staff absence and staff turnover and therefore mean that a child does not need to be kept at home for these reasons
- Ensure that risk assessments for school visits, residential experiences and other activities outside of the normal timetable, address a child's medical condition
- Work alongside health care professions, parents and pupils to provide clear information about pupils' medical needs and health care plans.

### **Procedures when pupils are admitted to Nether Hall School**

Before a child attends the school, parents are asked to complete the Nether Hall Medical Information booklet (**Appendix A**). If they find this difficult for any reason, they will be asked to bring the booklet in to school so they can receive support from the School Well-Being Coordinator.

Parents and, if appropriate, the pupil will then meet with the School Well-Being Team Coordinator who will collate relevant information from parents and health professionals. The Head Teacher will consider any additional provision that the school may need to make. Parents will be informed of any additional training required before their child can attend school and the likely timescales involved. We will make every effort to admit a child as soon as it is safe to do so.

### **Pupils who are too unwell to attend school**

In the event that a pupil is too unwell to attend school the following provision will be provided:

- We will work with the relevant hospital school and provide information about the pupil to ensure their educational needs are known.
- We will visit the pupil at home or in the hospital, as appropriate, to ensure that they remain engaged with their peers and to support parents with any concerns.

- We will provide work for pupils to complete at home and/or refer them to the Children’s Hospital School Outreach Team as necessary.
- We will plan with parents and other professionals for the pupil to return to school (when appropriate) and make sure that their timetable and all required support is in place.

### Day Trips, Residential Visits and Sporting Activities

**Pupils with medical conditions are actively supported to participate in school trips and visits, or in sporting activities, so that their condition does not prevent them from doing so.** Nether Hall School will make arrangements for the inclusion of pupils in such activities and make any **reasonable adjustments** unless evidence from a clinician such as a GP states that this is not possible.

Staff leading visits are made aware of any medical needs and relevant emergency procedures. Arrangements for a named person to take with them and administer medication are included in the planning for any visit.

The school adheres to the advice and guidance regarding school visits in Leicester City Health and Safety Bulletin 11 (Crisis Line) and the DfE guidance ‘Health and Safety of Pupils on Educational Visits’ (HASPEV).

### Off Site Education and Work Experience

Where appropriate, the school will endeavour to secure work experience placements that are suitable for a child with a medical condition and making any providers aware of a pupil’s medical needs. If risk assessments are completed by an external agency (LEBC) this will be made known to them. Parents and pupils will be asked to give their permission before any medical information is shared with employers or any third party.

### Medical Information Booklet and Plans

Parents are asked to review the Medical Information booklet annually or when any medical information about their child changes. It is the responsibility of the parent/carer to notify school of any changes in their child’s medical care.

Specific healthcare plans are provided by relevant healthcare professionals and are updated every year or when the information changes.

Responsibilities for plans include:

Plan/Procedures	Health Care Professional
Eating and Drinking	Speech and Language Therapist
Enteral Feeds	Home Enteral Nutrition Services Team (HENS)
Oral suction	Respiratory Physiotherapists from the Diana Children’s Service
Epilepsy	Descriptions of seizures are provided by parents Protocols for emergency medication – Consultant Neurologist

Equipment checks are made at the start of each day and records are maintained for the above procedures.

### Staff Training and Support

Any member of staff providing support to a pupil with medical needs will receive suitable training.

The relevant healthcare professional will normally lead on identifying and agreeing with Nether Hall School, the type and level of training required and how this can be obtained.

Training will ensure staff are **competent** and **confident** to support pupils with medical conditions. This will include an understanding of the specific medical condition/s they are being asked to deal with, their implications and preventative measures.

Professionals who are responsible for training and providing annual updates:

<b>Plan</b>	<b>Training</b>
Eating and Drinking	Speech and Language Therapist – training and advice
Enteral Feeds	Initial training – Diana Children’s Service and HENS team Annual update – Diana Children’s Service
Respiratory care	Diana Children’s Service and/or Respiratory Physiotherapists
Epilepsy	Community School Nurse and/or Diana Children’s Service Epilepsy Awareness Ltd & Epilepsy Action

All staff are made aware of the school’s policy for supporting pupils with medical conditions and their role in implementing this policy at the start of the academic year. Induction arrangements for new staff includes reference to this policy.

The family of a child will often be key in providing relevant information to school staff about how their child’s needs can be met. Parents/carers will be asked for their views but will not be the sole trainer.

**Unacceptable practice**

School staff will use their discretion and professional judgement with reference to each child’s Healthcare plan and information relating to a child’s medical needs.

**We recognise that it is not acceptable to:**

- Prevent children from easily accessing their inhalers and medication;
- Where a child is able, to prevent them from administering their own medication, under adult supervision and in line with safety considerations;
- Assume every child with the same condition requires the same treatment;
- Ignore the views of the child or their parents or ignore medical evidence or opinion (although this may be challenged);
- Send children with medical conditions home frequently or prevent them from staying for normal activities, including lunch, unless this is specified in the child’s healthcare plan;
- Leave a child who is feeling unwell on their own;
- Penalise a child for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- Require parents/carers or 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 the school is failing to support their child’s medical needs;
- Prevent children from participating or create unnecessary barriers to children in any aspect of school life including school trips, e.g. by requiring parent to accompany their child.

**Liability and indemnity**

Any member of staff carrying out or assisting with any form of medical procedure who are acting within the scope of their employment, acting responsibly and to the best of their ability within the confines of this policy and any specified training are indemnified by Leicester City Council against any legal action that may arise which alleges negligence.

## **Complaints**

The procedure for making a complaint is set out in the Nether Hall School Complaints Policy which is available to parents on the school website. We hope that should parent or pupils feel dissatisfied with the support provided, they will discuss their concerns directly with the school first. If for whatever reason this does not resolve the issue, they may raise a formal complaint via the school's complaints procedure. Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted. Parents and pupils will be able to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

## **Other Issues**

### **Home to School Transport**

Where pupils are transported from home to school by the Local Authority, they will have a responsibility to ensure the pupil is transported safely. If it is necessary, pupils are be assessed by the Risk Assessor of Operational Transport who makes any additional arrangements, including training for drivers and passenger assistants.

### **Linked Policies and Procedures:**

Supporting Pupils with Additional Care Needs  
Administration of Medication Policy  
Supporting the Education of Children with Medical Needs  
Attendance Policy

**APPENDIX A - MEDICAL INFORMATION**

**CHILD'S NAME**

**EPILEPSY**

My child has been diagnosed with epilepsy		YES	NO
Please describe their usual seizure(s) <b><u>Include as much information as possible please</u></b> <ul style="list-style-type: none"> <li>• Do they have any warning?</li> <li>• What happens to them?</li> <li>• How long do they usually last for?</li> <li>• How long does it usually take for them to recover?</li> </ul>			
My child has emergency Buccal Midazolam medication		YES	NO
<b>PLEASE ATTACH A COPY OF YOUR CHILD'S PROTOCOL</b>		<b>ISSUE DATE:</b>	

**IMPORTANT INFORMATION REGARDING EMERGENCY SEIZURE MEDICATION**

- We are not able to administer more than one dose of emergency medication within any 24-hour period.
- We are not able to administer emergency medication within 6 hours of a parent (or qualified medical professional) administering the medication.
- If your child requires emergency medication frequently then we will need a letter from your child's Consultant Neurologist stating that it is safe and appropriate for us to administer this more than once in a 24-hour period. The letter needs to state the minimum time period between doses and specify how many doses we are allowed to administer in total. We will always call an ambulance if we have administered emergency medication.

**IT IS THE PARENT/CARER'S RESPONSIBILITY TO INFORM SCHOOL IF YOU HAVE ADMINISTERED EMERGENCY MEDICATION TO YOUR CHILD.**

**ASTHMA**

My child has been diagnosed with Asthma		YES	NO
My child has an Inhaler		YES	NO
<b>PLEASE ATTACH A COMPLETED MEDICINE PERMISSION FORM</b>			

**ALLERGIES**

My child has an allergy or is sensitive to either a medication (e.g. Penicillin), insect bites or food.		YES	NO
<b>MY CHILD IS ALLERGIC TO:</b>			
My child has emergency medication (adrenaline auto-injector)		YES	NO
<b>PLEASE ATTACH A COPY OF YOUR SON/DAUGHTER'S PROTOCOL</b>			

**DIABETES**

My child has been diagnosed with Diabetes		YES	NO
My child has an Individual Care Plan (ICP) and this is attached		YES	NO

**HEART CONDITION**

My child has a heart condition		YES	NO
Description of heart condition:			
<ul style="list-style-type: none"> <li>• Name of condition</li> <li>• Medication</li> <li>• Important information</li> </ul>			

**OTHER CONDITIONS**

My child has recently had surgery		YES	NO
Description & dates:			

(please include as much detail as possible)			
My child has <b>AUTISM SPECTRUM DISORDER (ASD)</b>	YES	NO	SUSPECTED
My child has <b>DOWN'S SYNDROME</b>	YES	NO	
My child has <b>SCOLIOSIS (CURVATURE OF SPINE)</b>	YES	NO	SPINAL RODS
My child has <b>ECZEMA</b>	YES	NO	Form Attached
My child has a condition affecting their <b>BLADDER/BOWEL</b>	YES	NO	
My son/daughter has <b>ANOTHER CONDITION</b>	YES	NO	
Description: (please include as much detail as possible)			

SUPPORT INFORMATION			
My child has a <b>VISUAL IMPAIRMENT</b>	YES	NO	Wears glasses
My child has a <b>HEARING IMPAIRMENT</b>	YES	NO	Wears hearing aids
My child has a <b>SUCTION PUMP</b>	YES	NO	
My child uses <b>OXYGEN</b> or <b>CPAP</b>	YES	NO	OVERNIGHT ONLY
My child needs support with <b>TOILETING</b> <ul style="list-style-type: none"> <li>Reminding to go to the toilet independently</li> <li>May need support (bowel movement/periods)</li> <li>Full support with pad changes</li> </ul>	YES	NO	Further details:
	YES	NO	
	YES	NO	
	YES	NO	
My child needs support with <b>EATING/DRINKING</b> <ul style="list-style-type: none"> <li>Eating and drinking plan in place (please attach)</li> <li>Thickener required in all fluids</li> <li>Needs support during mealtimes (cutting prompting etc.)</li> <li>Unable to eat without full support</li> <li>Requires feeds to be given via gastrostomy tube</li> </ul>	YES	NO	NIL BY MOUTH
	YES	NO	Plan Attached
	YES	NO	Form attached
	YES	NO	
	YES	NO	
	YES	NO	Feeding Plan Date:
My child needs support with <b>COMMUNICATION</b> <ul style="list-style-type: none"> <li>Speech &amp; language therapy plan is in place</li> <li>Total Communication approach is recommended</li> <li>Can use facial expressions and body language</li> <li>Can use gestures or lead you to what is wanted</li> <li>Can use signing to express wants/dislikes</li> <li>Can use symbols/photos/pictures Can recognise /obtain meaning from photographs</li> <li>Can recognise/ obtain meaning from symbols or pictures</li> <li>Can use their own communication aid</li> <li>Can understand spoken language if supported with signing or other cues</li> <li>Can follow a simple verbal instruction (give me the ball)</li> <li>Can speak and be understood by familiar staff</li> <li>Can relay information and make requests</li> </ul>	YES	NO	
	YES	NO	
	YES	NO	
	YES	NO	
	YES	NO	
	YES	NO	
	YES	NO	
	YES	NO	
	YES	NO	
	YES	NO	
	YES	NO	
My child needs support with their <b>MOBILITY</b> : <ul style="list-style-type: none"> <li>A wheelchair is needed for all movement</li> <li>Can weight-bare for transfers but otherwise needs wheelchair</li> <li>Can use a walker with support</li> <li>Can walk independently but requires a wheelchair for longer distances</li> <li>Needs guiding/support if outside or in unfamiliar environments</li> </ul>	YES	NO	
	YES	NO	
	YES	NO	
	YES	NO	
	YES	NO	
	YES	NO	

MEDICATION			
My child takes medication regularly		YES	NO
NAME OF MEDICATION (Please list all current medication)	DOSE	TIME/S GIVEN	




**A MEDICINE PERMISSION FORM IS REQUIRED TO BE COMPLETED FOR EACH MEDICATION THAT NEEDS TO BE GIVEN AT SCHOOL**

ANYTHING ELSE WE NEED TO KNOW

PARENTAL/GUARDIAN AGREEMENT
I undertake responsibility to inform the school immediately if any of the information above needs to be changed or amended in any way

PARENTAL/GUARDIAN CONSENT			
<b>Declaration</b> - I agree to my child being given any medical, surgical or dental treatment, including general anaesthetic and blood transfusion, as considered necessary by the medical authorities present			(please tick)
<b>The information in this form should be completed by the parent or person with parental responsibility</b>			
<b>Name</b> (Print)		<b>Relationship</b> (e.g. Parent)	
<b>Signature</b>		<b>Date</b>	

**Pupil Name:** \_\_\_\_\_

**Dietary Details**

Is there anything about your child's diet that we should know (e.g. restrictions for health or religious reasons)?

Yes/No

If YES, please give details: \_\_\_\_\_

Please tick which foods your child is allowed / not allowed to eat:

	<u>Allowed</u>			<u>Not Allowed</u>	
Beef ( <u>not</u> Halaal):	Yes	<input type="checkbox"/>		No	<input type="checkbox"/>
Chicken ( <u>not</u> Halaal):	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>
Fish:	Yes	<input type="checkbox"/>		No	<input type="checkbox"/>
Lamb ( <u>not</u> Halaal):	Yes	<input type="checkbox"/>		No	<input type="checkbox"/>
Pork:	Yes	<input type="checkbox"/>		No	<input type="checkbox"/>
Cheese (Vegetarian):	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>
Eggs:	Yes	<input type="checkbox"/>		No	<input type="checkbox"/>
Milk:	Yes	<input type="checkbox"/>		No	<input type="checkbox"/>
Any other items?	Yes	<input type="checkbox"/>		No	<input type="checkbox"/>

If yes for any other items then please give details:

\_\_\_\_\_

**PLEASE NOTE THAT ALL NON-MEAT PRODUCTS ARE SUITABLE FOR VEGETARIANS**

**IMPORTANT – GLUTEN FREE FOOD::**

The school offers a very limited number of gluten free dishes. However, we must stress that the food is produced in a very busy production kitchen where flour is used. We are extremely cautious but cannot guarantee 100% that there will be no cross contamination.

<b>Additional Information</b>	
<b>Method of Feeding</b> (e.g. totally dependent / some assistance required / totally independent)	<b>Extra information</b> (e.g. blended / chopped / taster meal required)

Parent/Guardian's Signature: \_\_\_\_\_