

Stevenage

ESC

SUPPORTING STUDENTS WITH MEDICAL CONDITIONS

Executive Headteacher:

Dan Nearney

Chair of Management Committee:

Emma Flawn

Date of Policy:

September 2023

Date of Review:

September 2024

Stevenage ESC is welcoming and supportive of pupils with medical conditions. It provides students with medical conditions with the same opportunities and access to activities (both centre based and out-of-centre) as other students. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.

At Stevenage ESC we:

- Listen to the views of pupils and parents/carers.
- Ensure pupils and parents/carers feel confident in the care they receive from this centre and that the level of that care meets their needs.
- Ensure staff understand the medical conditions of pupils at this centre and that they may be serious, adversely affect a child's quality of life and impact on their ability and confidence.
- Ensure all staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- Ensure the whole centre understands and supports this policy.
- Understand that all pupils with the same medical condition may not have the same needs ensuring we focus on the needs of each individual child.

A medical condition is defined as 'a disease, illness or injury; any physiologic, mental or psychological condition or disorder'.

Our Centre's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the Centre and health settings including pupils, parent/carers, centre staff, Management Committee, and relevant local health specialist services.

Parents/carers are fully involved in preparing their child's Healthcare Plan and where appropriate other healthcare professionals. Where a pupil is receiving care for a long term condition Stevenage ESC will give and receive regular updates.

The policy is supported by a clear communication plan for staff, parent/carers and other key stakeholders to ensure its full implementation. Pupils, parent/carers, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

Stevenage Education Support Centre recognises its duties as detailed in Section 100 of the Children and Families Act 2014. (Other related legislation is referenced in DfE guidance p21 - 2014).

Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, this Centre complies with their duties included in that Act.

Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHCP) plan which brings together health and social care needs, as well as their special educational provision.

For children with SEN, this policy should be read in conjunction with the Special educational needs and disability (SEND) code of practice.

All staff understand and are trained in what to do in an emergency for children with medical conditions at Stevenage ESC

All centre staff, including temporary or supply staff, are aware of student's medical conditions at this centre, understand their duty of care to pupils and how to respond in an emergency. Medical information is sent regularly to all staff regarding pupils' medical conditions.

Identified staff receive training on specific medical conditions and are aware of what to do in an emergency. This is refreshed at least once a year. If there is a medical emergency and parents/carers cannot be contacted the Centre will act in the best interests of the child which may involve giving permission for emergency treatment.

All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at this centre have an Individual Healthcare Plan (IHP see appendix 1 for template), which explains what help they need in an emergency. The IHP will accompany a student should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

The Centre makes sure that all staff providing support to a student have received suitable training to ensure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the student's IHP. This training should be provided by the specialist nurse/other suitably qualified healthcare professional and parent/carer. The specialist nurse/other suitably qualified Healthcare Professional will confirm their competence and the Centre keeps an up to date record of all training undertaken.

Stevenage ESC has clear guidance on providing care and support and administering medication at Centre

- SESC understands the importance of medication being taken and care received as detailed in the student's Individual Healthcare Plans (IHP).
- Medication will only be administered when it would be detrimental to a child's health or school attendance not to do so.
- This school will make sure that there are sufficient members of staff who have been trained to administer the medication and meet the care needs of an individual child. This includes escort staff for home to school transport if necessary. This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- This school will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent/carer, while respecting their confidentiality.
- When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given. Parents/carers will be informed.
- This school 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/carers/carers at this school understand that they should let the school know immediately if their child's needs change.
- If a pupil misuses their medication, or anyone else's, their parent/carer is informed as soon as possible and the school's disciplinary procedures are followed.

Injections/insulin via pumps or blood glucose monitoring in centres the Paediatric Diabetes Team will provide this level of training and education.

Administer medication / meet other support needs as part of that plan

Trained staff undertake these support needs and record keeping. In relation to administration, liability cover would be in place for common treatments administered by staff. (E.g. in relation to oral medication, inhalers, epi-pens, pre-packaged doses via injection etc.)

Stevenage ESC will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent and every effort will be made to encourage the student to involve their parent/carer, while respecting their confidentiality. In the case of more urgent matters, parents/carers will be contacted by telephone.

- When administering medication this Centre will check the maximum dosage and when the previous dose was given. Parents/carers will be informed and this will be logged in the medical record book with time and dosage.
- Our centre will make sure that a trained member of staff is available to accompany a student with a medical condition on an off-site visit.
- Parents/carers at this centre have the responsibility to let the Centre know immediately if their child's needs change
- If a student misuses their medication, or anyone else's, their parent/carer is informed as soon as possible and the Centre's Behaviour Policy procedures are followed

Stevenage ESC has clear guidance on the storage of medication and equipment at centre.

- Our centre will make sure that all medication not carried by pupils is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately. Under no circumstances will medication be stored in first aid boxes
- Stevenage ESC only accept medication that is in date, labelled and in its original container with prescribed instructions for administration. It is the parent/carer's responsibility to ensure that all medication is in date. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- At the end of the academic year, any medication remaining on site that is out of date, will be destroyed.
- Parents/carers are responsible for collecting all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term

Stevenage ESC has clear guidance about record keeping.

- As part of the Centre's admissions process and annual data collection, parents/carers are asked if their child has any medical conditions. These procedures also cover transitional arrangements between schools.
- *Our Centre uses an IHP to record the support an individual student needs around their medical condition. The IHP is developed with the student (where appropriate), parent/carer, designated named member of centre staff, specialist nurse (where appropriate) and relevant healthcare services. Where a child has SEND but does not have a statement or EHC plan, their special educational needs are mentioned in their IHP.*
- Our centre has a centralised register of IHPs, and a member of the admin team at each site has the responsibility for this register.
- IHPs are regularly reviewed, at least every year or whenever the student's needs change •the student (where appropriate), parents/carers, specialist nurse (where appropriate) and relevant

healthcare services hold a copy of the IHP. Other centre staff are made aware of and have access to the IHP for the pupils in their care

- Stevenage ESC ensures that the student's confidentiality is protected
- Our Centre seeks permission from parents/carers before sharing any medical information with any other party
- Stevenage ESC keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

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

- Our centre is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. We are also committed to an accessible physical environment for out-of-centre activities
- Our centre makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended centre activities and residential visits
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the centre's anti bullying policy, to help prevent and deal with any problems. They use opportunities such as PHSCE and science lessons to raise awareness of medical conditions to help promote a positive environment •We understand the importance of all pupils taking part in off site visits and physical activity and that all relevant staff make reasonable and appropriate adjustments to such activities in order that they are accessible to all pupils. Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual student needs. There may occasionally be reasons why the Centre cannot take a child with medical needs on a particular activity. Where this is the case, the Centre will provide a full explanation of its reasons
- Stevenage ESC 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 student's medical condition when exercising and how to minimise these

Stevenage ESC makes sure that students have the appropriate medication/equipment/food with them during physical activity and offsite visits.

- We make sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at centre as any other child, and that appropriate reasonable adjustments and extra support are provided
- All Centre staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a student's medical condition
- We will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO who will liaise with the student (where appropriate), parent/carer and the student's healthcare professional
- Students at Stevenage ESC are aware of what to do in a general emergency. Pupils know they must go to reception where someone will call for a first aider to attend the emergency situation.
- Stevenage ESC makes sure that a risk assessment is carried out before any out-of-centre visit in line with our visits policy, including work experience and educational placements. 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

Minimising health and safety risks

- Stevenage ESC are committed to identifying and reducing triggers both at centre and on out-of-centre visits by completing risks assessments
- Identified centre staff have been given annual training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. All incidents resulting in an injury are reported and fully investigated. *Our Health and Safety policy also explains the different ways to minimise risks and this is shown and explained to all staff*
- The IHP details an individual student's triggers and details how to make sure the student remains safe throughout the whole centre day and on out-of-centre activities. Risk assessments are carried out on all out-of-centre activities, taking into account the needs of students with medical needs
- We review all medical emergencies and incidents to see how they could have been avoided, and changes are made to Centre policy, according to these reviews

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

Stevenage ESC works in partnership with all relevant parties including the student, parent/carer, the Centre's management committee, all Centre staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully

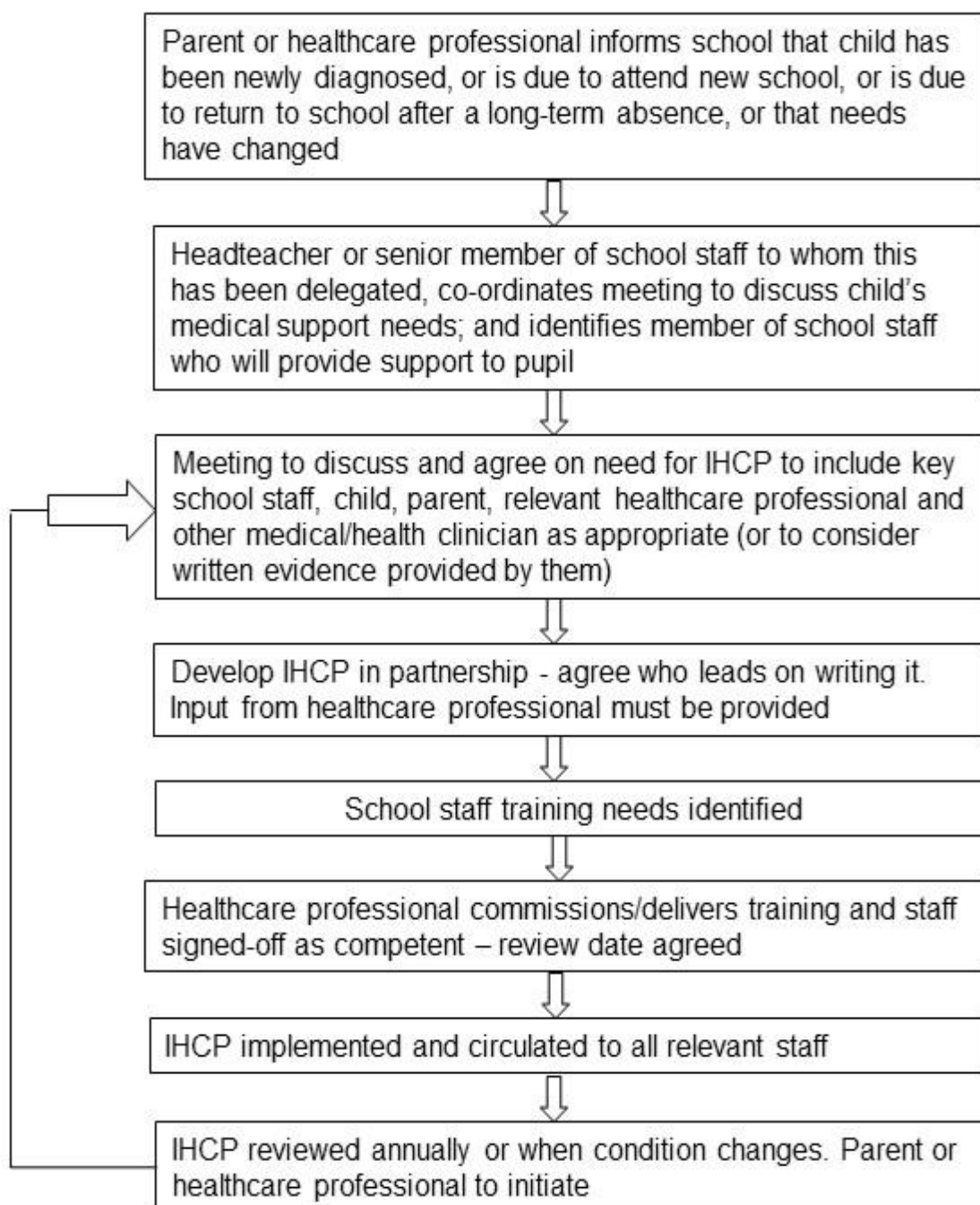
The Management committee at Stevenage ESC ensures that appropriate insurance is in place and that it reflects the level of risk. The insurance covers staff providing support to pupils with medical conditions. From time to time, Stevenage ESC will need to review the level of cover for healthcare procedures and any associated related training requirements (such as may be the case with specific children with complex needs).

The medical conditions policy is regularly reviewed, evaluated and reviewed annually.

In evaluating the policy, the Centre seeks feedback from key stakeholders including students, parents/carers, specialist nurses and other relevant healthcare professionals, centre staff, local emergency care services and Management Committee. The views of students with medical conditions are central to the evaluation process.

Should parents and pupils be dissatisfied with the support provided they should report these concerns to the Executive Headteacher or Head of Centre.

11 – Healthcare Plan Management



Model process for developing individual healthcare plans adopted from the DfE guidance "Supporting pupils at centre with medical conditions September 2014"

The Management committee at Stevenage Education Support Centre ensures that appropriate insurance is in place and that it reflects the level of risk. The insurance covers staff providing support to pupils with medical conditions. From time to time, Stevenage Education Support Centre will need to review the level of cover for healthcare procedures and any associated related training requirements (such as may be the case with specific children with complex needs).

Appendix 1 : Individual Healthcare Plan

Name of Centre/Setting	
Child's Name	
Group/Class/Form	
Date of Birth	
Child's Address	
Medical diagnosis or condition Date	
Review date	
Family contact information	
Name	
Contact Numbers	
Home	
Work	
Mobile	
Relationship to child	
Clinic/Hospital Contact Name	
Clinic/Hospital Contact Number	
GP Name	
GP Contact Number	
Who is responsible for providing support in the Centre?	
Describe medical needs and give details of the 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

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Daily care requirements

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

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Arrangements for centre visits/trips etc

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Other information

--

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

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

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Plan developed with

--

Staff training needed/undertaken – who, what, when

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Form copied to

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Appendix 2: Parental agreement for the centre to administer medicine

Stevenage Education Support Centre will not give your child medicine unless you complete and sign this form and the centre has a policy to support staff in administering medication.

Date for review to be initiated by

Name of centre/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine

(As described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the centre/setting needs to know about?

Self-administration – y/n Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver medicine personally to

[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to centre/setting staff administering

medicine in accordance with the centre/setting policy. I will inform Stevenage Education Support Centre immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Appendix 3: Record of medicine administered to an individual child

Name of centre/setting	Name of child	
Date medicine provided by parent		
Group/class/form		
Quantity received		
Name and strength of medicine	Expiry date	
Quantity returned		
Dose and frequency of medicine		

Staff signature _____

Signature of parent _____

Date	Time given	Dose given	
Name of member of staff			
Staff initials			

Date			
Time given	Dose given		
Name of member of staff			
Staff initials			

C: Record of medicine administered to an individual child (Continued)

Date			
Time given Dose given			
Name of member of staff			
Staff initials			
Date			
Time given Dose given			
Name of member of staff			
Staff initials			
Date			
Time given Dose given			
Name of member of staff			
Staff initials			
Date			
Time given Dose given			
Name of member of staff			
Staff initials			

Appendix 4: Record of medicine administered to all children

Name of centre/setting

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Date Print name	Child's name	Time	Name of medicine	Dose given	Any reactions of staff	Signature

Appendix 5: staff training record – administration of medicines

Name of centre/setting

Name

Type of training received

Date of training completed

Training provided by Profession and title

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Appendix 6:

Dear Parent

REVIEWING YOUR CHILD'S INDIVIDUAL HEALTHCARE PLAN

As part of our annual review it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, I would be happy for you contact me by email or to speak by phone if this would be helpful.

This is a central requirement of the policy is for an individual healthcare plan to be reviewed, setting out what support the each student needs and how this will be provided. It is vital that your child's individual healthcare plan is developed in partnership between the centre, parents, pupils, and the relevant

healthcare professional who can advise on your child's case. The aim of the plan is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in centre life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

Once we have received the plan, if you would like to, we may need to meet to discuss your child's individual health care plan at a time that is convenient for you.

Yours sincerely

Further advice and resources

- The Anaphylaxis Campaign, 1 Alexandra Road, Farnborough, Hampshire GU14 6BU Phone 01252 546100 (head office) or 01252 542029 (helpline)
Fax 01252 377140 info@anaphylaxis.org.uk
www.anaphylaxis.org.uk

- Asthma UK, 18 Mansell Street, London E1 8AA,
Phone 020 7786 4900 Fax
020 7256 6075
info@asthma.org.uk
www.asthma.org.uk

- Diabetes UK: Macleod House, 10 Parkway, London NW1 7AA
Phone 0345 123 2399 Fax
020 7424 1001
info@diabetes.org.uk
www.diabetes.org.uk

- Epilepsy Action: New Anstey House, Gate Way Drive, Yeadon, Leeds LS19 7XY
Phone 0113 210 8800 (head office) or 0808 800 5050 (helpline)
Fax 0113 391 0300 epilepsy@epilepsy.org.uk
www.epilepsy.org.uk

- Department for Education: Piccadilly Gate, Store Street, Manchester M1 2WD
Phone 0370 000 2288
Typetalk 18001 0370 000 2288
Fax 0161 600 1332
Contact form: www.education.gov.uk/contactus/dfe www.education.gov.uk

- Council for disabled Children cdc@ncb.org.uk www.councilfordisabledchildren.org.uk

- National Children's Bureau: 8 Wakley Street, London EC1V 7QE

Phone 020 7843 6000 Fax

020 7278 9512

enquiries@ncb.org.uk

www.ncb.org.uk