
Queen Elizabeth's School

MANAGEMENT OF MEDICAL CONDITIONS POLICY

1. Mission Statement and Aims

Queen Elizabeth's School is an inclusive community that welcomes and supports pupils with medical conditions and seeks to ensure that they enjoy the same opportunities as all other pupils within the School.

The aim of this policy is to help staff ensure that pupils with medical conditions:

- Stay healthy and safe;
- Enjoy School and achieve both within and beyond the classroom; and
- Make a positive contribution to the School community.

The School makes sure all staff understand their duty of care to children and young people in the event of an emergency. All staff should feel confident they know what to do in an emergency and should seek pre-emptive guidance from their Senior Manager if this is not the case.

This policy focuses on those pupils who have known and long-term medical conditions. It can be read in conjunction with the First Aid & Medical Room Procedures, which guide staff in responding to and effectively managing one-off, or occasional, illness or accidents. Monitoring of data relating to visits to the School's medical room, as well as attendance data, is routinely conducted to help identify pupils for whom a pattern may suggest an underlying condition. In such cases the School will liaise with parents and healthcare professionals, as appropriate, to encourage further investigation.

The School understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood. The School understands the importance of medication being taken as directed by healthcare professionals and parents and the responsibility to implement a pupil's care plan fully.

All staff are made aware of the severe medical conditions that affect pupils at the School, with inclusion reports available to enable staff to support individual pupils. Staff receive training on the impact medical conditions can have on pupils, with regular refresher training for dealing with emergency situations such as anaphylaxis.

2. Legislation and Guidance

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 pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: Supporting pupils at school with medical conditions.

3. Policy Framework

The policy framework describes the criteria for how Queen Elizabeth's School meets the needs of pupils with long-term medical conditions.

3.1 Inclusivity

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The School is welcoming and supportive of pupils with medical conditions. It provides those with medical conditions with the same opportunities and access to activities (both within and beyond the classroom; on and off the School site) as other pupils.

No prospective pupil will be denied admission or prevented from taking up a place, if formally secured against the School's admissions criteria, because arrangements for their medical condition have not been made. The School will, though, advise prospective parents of practical information that will help them make an informed decision about the suitability of a place for their son.

To enable inclusivity, the School will:

- Listen to the views of pupils and parents and liaise closely regarding measures to manage a medical condition;
- Ensure a level of that care meets the pupil's needs;
- Ensure that staff understand the medical conditions of pupils at the School and recognise that they may be serious, adversely affect the pupil's quality of life and impact on their ability to learn;
- Ensure all staff understand their duty of care and know what to do in the event of an emergency affecting the pupil;
- Understand that pupils with the same medical condition will not necessarily have the same needs, being guided by an pupil's individual healthcare plan (IHP) or Education Health and Care Plan (EHCP); and
- Recognise the duties in the Children and Families Act and the Equality Act.

3.2 Consultation and Communication

Plans put in place to support pupils with medical conditions will take account of the views of the pupil, their parents (or guardians), and other relevant agencies, such as healthcare professionals and, where relevant, social services.

Where a pupil with a medical condition, or conditions, is joining the School, such consultation will take place before they start, so that effective management measures can be put in place from day one. These measures and their effectiveness will then be actively monitored, with regular home-school communication, to ensure that they are meeting the pupil's needs and that any necessary adjustments can be made in a timely way.

This will be coordinated by the School's SENDCo, but will likely involve the pupil's form tutor, Head of Year and any other relevant staff, such as the School's Health and Wellbeing Officer (primary first aider) or those working in department's where the pupil is at higher risk – for example the Physical Education department for a pupil with severe diabetes.

The pupil and parents will know who they should contact if they have concerns or in an emergency situation.

Ongoing and regular communication remains important throughout the pupil's time at the School, though the frequency will be determined by the needs of the pupil and how stable their condition is. The School should be notified at the earliest opportunity if there is any material change such as a new or updated diagnosis, changes in relevant medication, or updated advice from healthcare professionals as to how the condition should be managed. It is vital that parents and other agencies share information with the School as well as vice versa.

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Within the School, the SENDCo will take responsibility for ensuring that relevant and practical information is disseminated to staff. This will include an inclusion report, as well as details of an IHP or EHCP.

Staff will be made aware of to whom they should raise concerns about the pupil's welfare or wellbeing. This will normally be the pupil's form tutor, Head of Year and SENDCo. In urgent, but non-medical emergency situations, staff may also raise concerns with a member of the School's safeguarding team, as health and wellbeing are safeguarding matters as well as strictly medical ones.

3.4 Individual Health Plans

All pupils with a significant medical condition should have an individual healthcare plan (IHP).

An IHP details exactly what care the pupil needs in School, when they need it and who is going to give it.

It should also include information on the impact any health condition may have on the pupil's learning, behaviour or classroom performance.

This should be drawn up with input from the pupil (if appropriate) their parents, relevant School staff and healthcare professionals, ideally a specialist if the pupil has one.

3.5 Emergencies

All staff understand and are trained in what to do in an emergency for pupils with medical conditions. All school staff, including temporary staff, are aware of the medical conditions at the School and understand their duty of care to pupils in an emergency.

All staff receive guidance in what to do in an emergency and this is refreshed at least once a year. A pupil's IHP should explain what help they need in an emergency. This should be relevant to their personal needs. Where necessary (e.g. if the medical condition severely impacts mobility) the pupil should also have a personal evacuation plan (PEP) to be enacted in emergency evacuations (such as when the fire alarm sounds).

Details of the plan, and any necessary medication or equipment will also routinely accompany the pupil when at an off-site activity, such as a school trip or fixture.

Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings. The IHP will accompany a pupil should they need to attend hospital.

All staff understand and are trained in the School's general emergency procedures. Staff know that a member of staff at the scene of an emergency should call 999 if they think this is required. This should be without delay. Staff should not wait for a member of the first aid team to assess a pupil if the situation could be life-threatening. If in any doubt, the call should be made to the emergency services. An ambulance must be called in circumstances such as anaphylaxis or an epileptic fit. Whilst the member of staff is calling 999 and responding to the call handler's questions at the scene, help should be sent for from the first aid team and senior staff.

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If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a pupil taken to hospital by ambulance.

3.6 Administering Medication

The School understands the importance of medication being taken and care received as detailed in the pupil's IHP.

The School will ensure that there is more than one member of staff trained to administer the medication and meet the care needs of an individual pupil, sufficient to cover any absences, staff turnover and other contingencies. This includes escort staff for home to school transport, in the event that this service is provided.

The pupil will be encouraged and supported to administer their own medication wherever possible. The School will seek to help the pupil become more independent in the management of their condition. Space and time will be apportioned for a pupil to administer medication or carry out tests, as needed.

The School will not give medication (prescription or non-prescription) to a pupil 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, while respecting their confidentiality.

When administering medication, for example pain relief, staff will check the maximum dosage and when the previous dose was given. Parents will be informed. The School will not give a pupil under 16 aspirin unless prescribed by a doctor.

The School will make sure that a suitably trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays. The needs of the pupil will form part of the trip risk assessment.

Parents should let the School know immediately if their child's IHP needs change. If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible. Where this is deliberate, the School's pupil disciplinary processes may be enacted.

3.7 Storage of Medication and Equipment at School

The School makes sure that all staff understand what constitutes an emergency for an individual pupil and will ensure that emergency medication/equipment is readily available wherever the pupil is on the School site.

Emergency medical/equipment must not be locked away and must accompany the pupil on off-site activities.

Pupils should carry their emergency medication with them wherever this is appropriate. For example, whilst the School will hold spares, a pupil with an EpiPen (or other adrenaline injector) for an allergy should have this on them at all times. The same applies for an inhaler for those with severe asthma.

Pupils can carry controlled drugs if they are competent and this is part of their risk assessed individual plan. Otherwise, the School will keep controlled drugs securely, but accessibly, with

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only named staff having access. Staff at the School can administer a controlled drug to a pupil once they have had specialist training.

The School will store medication that is in date and labelled in its original container, where possible, 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 a pump.

Parents are asked to ensure that all medications are updated to ensure that they are always in-date. Parents are responsible for ensuring that the correct medication is provided to the School.

The School disposes of needles and other sharps safely. Sharps boxes are kept securely at School and will accompany a pupil on off-site visits. They are collected and disposed of by a specialist service.

3.8 Record Keeping

Parents are asked if their son has any medical conditions as part of the enrolment and onboarding process.

The School uses an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parents, school staff, specialist nurse (where appropriate) and relevant healthcare services.

This school has a centralised register of IHPs and inclusion reports, and an identified member of staff has the responsibility for this register.

IHPs are regularly reviewed, at least every year or whenever the pupil's needs change. Discussions are held regarding overnight trips.

The pupil (where appropriate), parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.

The School makes sure that the pupil's confidentiality is protected. The School seeks permission from parents before sharing any medical information with any other party, unless there is a medical emergency where information needs to be shared in the vital interests of the pupil.

The School keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

The School will ensure that relevant staff have received suitable training and a record of this training will be kept centrally.

3.9 Accessibility, participation and equality

The School is committed to providing an environment in which all pupils can access facilities, the curriculum and information.

The School's Accessibility Plan sets out measures being undertaken to enhance accessibility for those with disabilities. Such measures may also support some pupils with medical conditions. Facilities and activities are planned so as to take account of the needs of those

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with medical conditions, in order that those pupils can be appropriately included. The School will seek to remove health and safety risks that could trigger medical conditions. For example, steps to reduce/remove exposure to common allergens such as nuts through the catering service.

Pupils with medical conditions are still expected to engage fully with the curriculum, to involve themselves in the co-curricular provision, and make a contribution to the wider life of the School. Reasonable adjustments will be made to support this. These adjustments and plans for participation will be supported by risk assessment, as required.

The School will be cognisant that some pupils may be medically advised to avoid, or take special precautions during, particular activities. For example, some conditions may be triggered or worsened by physical exercise. This should form part of a pupil's IHP.

Whilst pupils should not be forced to participate in an activity if too unwell to do so, medical conditions should not be used as an excuse to avoid activities pupils do not like.

The School will be alert to the risks of medical conditions contributing to social exclusion or bullying. The School condemns any form of discrimination or bullying and will deal with any such cases extremely seriously.

Chronic medical conditions may be classed as disabilities under the Equality Act and be protected in line with the provisions of that legislation and the School's Equal Opportunities Policy.

Through the curriculum, including the pastoral curriculum (Personal Development Time), the School will seek to build understanding of common medical conditions and promote kind and supportive responses among other pupils.

3.10 Attendance and pupils returning to School

The School encourages and supports good attendance from all pupils and this applies to those with medical conditions. Time missed from school is detrimental to the educational and personal development of pupils and should be minimised. The School will not penalise pupils for where their attendance is genuinely impacted by ill health and will work constructively with parents to support attendance.

The School recognises that pupils with medical conditions may need to attend medical appointments. Appointments should ideally be arranged to fall outside of school hours, but it is accepted that this will not always be possible.

It is also recognised that issues such as limited concentration and frequent tiredness may be due to a pupil's medical condition. Support strategies will be put in place to aid pupils to make effective use of their time in school. Pupils with medical conditions will have equal access to intervention strategies in place to support those in need of further academic or pastoral help.

Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), the School will work with the local authority and education provider to ensure that the pupil receives the support they need to reintegrate effectively.

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The School works in partnership with all relevant parties including the pupil (where appropriate), parents, staff (including specialist staff e.g. catering or PE), and healthcare professionals, to ensure that the reintegration is planned, implemented and maintained successfully.

3.11 Roles and Responsibilities

Staff, parents, pupils and healthcare agencies all have a role to play in the management of medical conditions. The School works in partnership to facilitate best outcomes for its pupils.

The Governing Body

The Governing Body has ultimate responsibility for ensuring that the School makes adequate arrangements to support pupils with medical conditions. The Governing Body sets School policies relating to safeguarding, the management of medical conditions, health and safety, and SEND.

The Governing Body will seek assurance that sufficient staff have received suitable training and are competent before they are responsible for supporting pupils with medical conditions.

The Headmaster

With the support of the SENDCo, Headmaster will:

- Make sure all staff are aware of this policy and understand their role in its implementation;
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations;
- Take overall responsibility for the development of IHPs;
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way;
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at School, but who has not yet been brought to the attention of the school nurse; and
- Ensure that systems are in place for obtaining information about a pupil's medical needs and that this information is kept up to date.

Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of any one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

All staff have a safeguarding responsibility for all pupils, which involves taking action where required to protect their welfare. All staff should complete training as instructed by senior managers, even if they do not view it to be directly relevant to their day-to-day role.

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Those staff who take on particular responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach, with reference to their inclusion reports, IHP or EHCP.

All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Parents

Parents will:

- Provide the School with sufficient and up-to-date information about their child's medical needs;
- Be involved in the development and review of their child's IHP;
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment; and
- Support their child to attend School and take part fully in School life.

Pupils

Pupils with medical conditions will often be well placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs.

Pupils are also expected to comply with their IHPs and take as much responsibility as possible for the daily management of their condition – developing habits of independence, as appropriate for their age and the nature of their condition.

Pupils should make every effort to involve themselves in curricular and co-curricular activities, proactively seeking support from members of staff where they feel they need extra help.

The School will keep in touch with a pupil when they are unable to attend School because of their condition. Pupils should engage with work set to the best of their ability.

4. Monitoring, Evaluation and Review

This policy is regularly reviewed, evaluated and updated. Formal review of the policy is conducted at least every three years.

In evaluating the policy, the School will reflect upon the effectiveness of its provisions in supporting those with medical conditions and consider any feedback from pupils, parents, healthcare professionals and other stakeholders.

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*LINKED
POLICIES*

- Admissions Criteria*
 - Bullying*
 - Code of Conduct for Staff and Governors*
 - Enrichment*
 - Equal Opportunities*
 - First Aid & Medical Room Procedures*
 - Governors' Statement of Education*
 - Health and Safety*
 - Mental Health & Wellbeing*
 - Safeguarding*
 - SEND*
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Approved by the Governing Body on 23 February 2023

Signed

B.R. Martin, Chairman of the Governing Body