



Fitzalan High School Healthcare Needs Policy

Rationale

The staff and governors of Fitzalan High School are committed to inclusive education. This policy is designed to ensure that all pupils are able to access their education in a supportive environment, which is sensitive to any healthcare needs. It supports the management of medication and healthcare needs in school, and supports individuals with specific healthcare needs.

The policy identifies the roles and responsibilities of school, parents and pupils. It complies with Welsh Government Guidance 'Supporting Pupils with Healthcare Needs' which was published on 30th March 2017. We refer to the Cardiff Local Authority toolkit entitled 'Meeting the Health Care Needs of Children and Young People in Cardiff – A toolkit for Early Years Setting and Schools' (April 2017) for further information, in particular, the management of specific medical conditions.

Objectives:

- To comply with applicable statutory duties, including those under the Equality Act 2010 and the duty to promote wellbeing
- To work collaboratively with parents and other professionals to develop healthcare arrangements to meet the best interests of the pupil
- To develop and implement effective arrangements to support pupils with healthcare needs
- To ensure the arrangements are in line with other relevant policies and procedures, such as health and safety, first aid, risk assessments, the GDPR, safeguarding measures and emergency procedures
- To ensure robust systems are in place for dealing with healthcare emergencies and critical incidents, for both on and off site activities, including access to emergency medication such as inhalers or adrenaline pens
- To ensure staff with responsibility for supporting pupils with healthcare needs are appropriately trained
- To ensure appropriate insurance cover is in place, any conditions are complied with and staff are clear on what this means for them when supporting pupils
- To have an infection prevention policy that fully reflects the procedures laid out in current guidance

Aims

We:

- Ensure the arrangements in place to meet a pupil's healthcare needs are fully understood by all parties involved and acted upon and such actions maintained. In

Fitzalan, it is more practical to delegate the day-to-day management of a pupil's healthcare needs to another member of staff. The Headteacher should directly supervise this arrangement as part of the regular reporting and supervision arrangements

- Ensure the support put in place focuses on and meets the individual pupil's needs, also known as person centred planning
- Extend awareness of healthcare needs across the school in line with the pupil's right to privacy. This may include support, catering and supply staff, governors, parents and other pupils
- Have a named member of staff who is responsible for pupils with healthcare needs, liaising with parents, pupils, the home tuition service, the local authority, the key worker and others involved in the pupil's care. The named member of staff is Mrs V Cahill (ALNCo)
- Ensure a sufficient number of trained staff are available to implement the arrangements set out in all IHPs, including contingency plans for emergency situations and staff absence
- Check with the local authority whether particular activities for supporting pupils with healthcare needs are appropriately covered by insurance
- Ensure all pupils with healthcare needs are appropriately linked with the school's health advice service
- Ensure when a pupil participates in a work experience placement or similar, that appropriate healthcare support has been agreed and put in place
- Provide information to the governing body on the effectiveness of the arrangements in place to meet the healthcare needs of pupils through the ALN link governor. The ALN link governor is Deidre Johnston
- Ensure all pupils with healthcare needs are not excluded from activities they would normally be entitled to take part in without a clear evidence based reason
- Notify the local authority when a pupil is likely to be away from the school for a significant period
- Ensure staff understand the school's healthcare needs policy and arrangements and know which pupils have more serious or chronic healthcare needs, and, where appropriate, are familiar with these pupils' IHPs.

Individual Healthcare Plans

Pupils with a healthcare need have an individual healthcare plan.

Identify:

- Pupil is identified from enrolment form or other route with healthcare needs.
- Parent or pupil informs school of healthcare need.
- Transition discussions are held in good time e.g. eight weeks before either the end of term or moving to a new school.

Gather:

- If there is a potential need for an IHP the school will discuss this with the parents and pupils.

- Training will be organised if required

Establish:

- The school will organise a meeting with appropriate staff, parents, pupil and relevant health or education professionals
- Collaboratively write and agree an IHP for the pupil.

Devising the IHP

IHPs explain how the pupils' needs can be met. Each plan captures key information and actions required to support the pupil effectively.

A health professional takes a lead role in writing a Health Care Plan; this could be the school nurse, specialist nurse, special needs health visitor or consultant. Their knowledge of the condition, medication, emergency procedures and the pupil is paramount. The plan is completed involving the:

- ✓ Pupil (where possible)
- ✓ Parent/Carer
- ✓ Input or information from previous school
- ✓ Appropriate healthcare professionals
- ✓ Social care professions
- ✓ Headteacher and/or delegated responsible individual for healthcare needs across the setting
- ✓ Teachers and support staff, including catering staff if necessary
- ✓ Any individual with relevant roles such as a first aid coordinator, a wellbeing officer and ALNCo.
- ✓ School staff who have agreed to administer medication or to be trained in emergency procedures

An Individual Healthcare plan (IHP) includes:

- ✓ The medical condition: its triggers, signs, symptoms and treatments and how it is managed on a day-to-day basis, in particular during setting hours
- ✓ The pupil's needs: including medication (dose, side effects and storage) and other treatments; time; facilities; equipment; testing; access to food and drink where this is used to manage their condition; dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons
- ✓ Specific support for the pupil's educational, social and emotional needs
- ✓ The level of support needed (some pupils will be able to take responsibility for their own healthcare needs) including in an emergency
- ✓ Who will provide this support, their training needs and expectations of their role
- ✓ Who in the school needs to be aware of the pupil's healthcare needs and the support they require
- ✓ Protocol for exchanging information between education and health (if necessary)
- ✓ Written permission from parents and the Headteacher for the administration of medicines by staff or self-administration by the pupil during setting hours
- ✓ Separate arrangements or procedures required for setting trips or other setting activities outside of the normal setting timetable that will ensure the pupil can participate e.g. risk assessments
- ✓ Where confidentiality issues are raised by the parent/child/young person, the designated individuals to be entrusted with information about the child's condition

- ✓ Home to school transport – this is the responsibility of the local authority
- ✓ Emergency procedures including whom to contact, and contingency arrangements. Some pupils may have an emergency health care plan prepared by their lead clinician that could be used to inform the development of their individual health care plan
- ✓ An impact statement (jointly produced by healthcare professionals and teacher on how the pupils' healthcare condition and/or treatment affects their learning and what actions are required to mitigate these effects
- ✓ Review date

In most cases, especially concerning short term illnesses such as those requiring a course of antibiotics, a detailed IHP will not be necessary. In such circumstances it may be sufficient to record the name of medication, dosage, time administered and any possible side effects.

Medication

New records will be completed when there are changes to medication or dosage.

All administration of medication will be recorded on the appropriate forms. If a pupil refuses their medication, staff will record this and follow the defined procedures where parents will be informed of this non-compliance as soon as possible.

Pupils may require medication at school for many reasons and this should only be administered with prior agreement and consent given by the parent/legal guardian.

Medicines should only be given if prescribed by the GP. No child under 16 should be given medicines containing Aspirin. A pupil requiring medication will require an Individual Healthcare Plan (IHP).

Arrangements to give medication in setting

- The pupil office must be informed by parents in writing for medication to be administered by school staff, or for a pupil to self-administer their own medication.
- In the case where medication may be a long term arrangement, a letter must accompany the request from the pupil's GP or consultant explaining this.
- Amendments to the medication should only be accepted in writing from a health professional and this will be kept on file. **Verbal messages should not be accepted.**
- No medication will be accepted into school unless it is clearly labelled with the:
 - Pupil's name
 - Name and strength of medication
 - Dosage, frequency and time the medication should be given
 - Expiry date
 - Advice about storage

Storage of medication

- Medication is stored in a locked cupboard away from other children and young people. The key should be kept in an accessible place known to the designated members of staff. Some medications require refrigeration. If storage in a refrigerator is required this is in a sealed container that is clearly labelled. All medicines must be clearly labelled.

- In the case of older pupils, it may be appropriate for them to carry emergency medication with them. The IHP will reflect this agreed decision
- Pupils are allowed to carry asthma inhalers with them to ensure easy access. Again this is reflected in the pupils' IHP.

Administering medication

- Any staff willing to administer medication will receive appropriate training and guidance, and be aware of any possible side effects of the medication.
- Medicine must come in the original packaging with a pharmacy label intact.
- Medicines will only be given according to the prescription given by the GP.
- Medicines will not be given if they are out of date. Parents will need to replace the medicines immediately and it is the parent's responsibility to dispose of any unwanted medicines.
- It is best practice that there should be two members of staff to check the medication when it is time to administer it. The following details should be checked:
 - **Right pupil** (name and date of birth)
 - **Right medicine** (staff should be aware of the purpose of the medication)
 - **Right dose** (measured using a syringe)
 - **Right route** (orally/gastrostomy/nasogastric)
 - **Right time**
- The pupil may self-administer some medications e.g. asthma inhalers

Hygiene and Infection control

- All staff are familiar with normal procedures for avoiding infection and follow basic hygiene procedures. Staff have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressing or equipment.

Disposal of medications

- Medications should always be returned to the parent to be disposed of. Where this is not possible they will be returned to a local pharmacy.

Emergency medications

- Emergency medications (i.e. epi-pen, buccal midazolam) have an IHP detailing how to administer it and what to do in the event of an emergency.
- Emergency medication is kept in the first aid room. If further supplies are available, the locations are shared in the IHP.
- Staff receive training in how to administer any emergency medications.
- Parents and GP must always be informed if emergency medications have been given and records should be retained at the setting.

Date: July 2019 (JRE)

Due for Review: July 2020

