

# Cantonian High School

## Ysgol Uwchradd Cantonian



THE BEST FROM EACH  
SUCCESS FOR ALL

## Healthcare Needs Policy

June 2019

This policy was adopted by Governors on 04 July 2019

Cantonian High School will ensure that all learners with healthcare needs will have access to a full education, including school trips and physical education. The school will also implement procedures to deal with emergency medical needs.

This policy, in conjunction with the school's Anti-Bullying and Wellbeing Policies, will be regularly reviewed and updated. The policy has been written in line with the Education Act 2002, Equality Act 2010 and Welsh Government Guidance "Supporting Learners with Healthcare Needs" 215/2017, and responds to healthcare needs rather than actions the school might take to reduce the likelihood of them occurring.

### **Definitions**

- 'Parent(s)' is a wide reference not only to a pupil's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of, a pupil.
- 'Medical condition' for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes: a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. Being 'unwell' and common childhood diseases are not covered.
- 'Medication' is defined as any prescribed or over-the-counter treatment.
- 'Prescription medication' is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.
- A 'staff member' is defined as any member of staff employed at Cantonian High School.

### **Key Roles and Responsibilities**

#### **The Local Authority (LA) is responsible for:**

- Promoting co-operation between relevant partners regarding supporting pupils with medical conditions.
- Providing support, advice /guidance and signposting schools and their staff to training to ensure Individual Healthcare Plans (IHPs) are effectively delivered.

**The Governing Body of Cantonian High School is responsible for:**

- Ensuring arrangements are in place to support pupils with medical conditions.
- Ensuring arrangements focus on meeting the needs specific to the learner and consider how this impacts on their education.
- Ensuring the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
- Ensuring that the school Healthcare Policy does not discriminate on any grounds including, but not limited to, protected characteristics: ethnicity / nationality / origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.
- Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.
- Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential.
- Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials.
- Ensuring written records are kept of, any and all, medicines administered to pupils.
- Ensuring the policy sets out procedures in place for emergency situations.
- Ensuring the level of insurance in place reflects the level of risk.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.

**The Headteacher is responsible for:**

- Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.

**The Head of Inclusion/ALNCo is responsible for:**

- The day-to-day implementation and management of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Identifying staff who need to be aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy.
- Ensuring more than one staff member is identified, to cover holidays / absences and emergencies.
- Continuous two way liaison with school nurses and school in the case of any child who has or develops an identified medical condition.
- Ensuring confidentiality and data protection.

**Staff members are responsible for:**

- Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help.
- Knowing where controlled drugs are stored and where the key is held.
- Taking account of the needs of pupils with medical conditions in their class / lessons.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
- Allowing inhalers, adrenalin pens, blood glucose testers and insulin be held in an accessible location.

**School nurses are responsible for:**

- Collaborating on developing an IHP in anticipation of a child with a medical condition starting school.
- Notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career.
- Supporting staff to implement an IHP and then participate in regular reviews of the IHP. Giving advice and liaison on training needs.
- Liaising locally with lead clinicians on appropriate support. Assisting the Headteacher in identifying training needs and providers of training.

**Parents and carers are responsible for:**

- Keeping the school informed about any new medical condition or changes to their child's / children's health.
- Participating in the development and regular reviews of their child's / children's IHP(s).
- Completing a parental consent form to administer medicine or treatment before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine.
- Carrying out actions assigned to them in the IHP with particular emphasis on, they or a nominated adult, being contactable at all times.

**Pupils are responsible for:**

- Contributing to their IHP.
- Complying with the IHP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents / carers.

**Training of staff:**

- Newly-appointed teachers, supply or agency staff and support staff will receive training on the Healthcare Needs Policy as part of their induction.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and being signed off as competent.
- The School will keep a record of medical conditions supported, training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

### **Medical conditions register /list**

- Schools admissions forms request information on pre-existing medical conditions. Parents / Carers must have easy pathway to inform school at any point in the school year if a condition develops or is diagnosed.
- A medical conditions list or register should be kept, updated and reviewed regularly by the nominated member of staff. Each class / Form Tutor should have an overview of the list for the pupils in their care, within easy access.
- Supply staff and support staff should similarly have access on a need-to-know basis. Parents / Carers should be assured data sharing principles are adhered to.
- For pupils on the medical conditions list, key stage transition points meetings should take place in advance of transferring to enable parents / carers, school and health professionals to prepare IHPs and train staff if appropriate.

### **Individual Healthcare Plans (IHPs)**

- Where necessary, an Individual Healthcare Plan (IHP) will be developed in collaboration with the pupil, parents / carers, Headteacher, Head of Inclusion and medical professionals.
- IHPs will be easily accessible to all relevant staff, including supply / agency staff, whilst preserving confidentiality. Staff rooms are inappropriate locations under Information Commissioner's Office (ICO) advice for displaying IHPs as visitors / parent helpers etc. may enter. If consent is sought from parents / carers, a photo and instructions may be displayed. A more discreet location for storage such as Intranet or locked file is more appropriate. **However, in the case of conditions with potential life-threatening implications the information should be available clearly and accessible to everyone.**
- IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a pupil with an IHP also has a Statement of SEN, Individual Education Plan or Individual Development Plan, the IHP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA / AP provider and school is needed to ensure that the IHP identifies the support the child needs to reintegrate.

### **Transport arrangements**

- Where a pupil with an IHP is allocated school transport, the school should invite a member of the Transport team who will arrange for the driver or escort to participate in the IHP meeting. A copy of the IHP will be copied to the Transport team and kept on the pupil record. The IHP must be passed to the current operator for use by the driver / escort and the Transport team will ensure that the information is supplied when a change of operator takes place.
- For some medical conditions, the driver / escort will require adequate training. For pupils who receive specialised support in school with their medical condition, this must equally be planned for in travel arrangements to school and included in the specification to tender for that pupil's transport.
- When prescribed controlled drugs need to be sent in to school, parents / carers will be responsible for handing them over to the adult in the car in a suitable bag or container. They must be clearly labelled with the name and dose etc.
- Controlled drugs will be kept under the supervision of the adult in the car throughout the journey and handed to a school staff member on arrival. Any change in this arrangement will be reported to the Transport team for approval or appropriate action.

### **Education Other Than At School**

- All pupils who are off school for less than 15 days due to illness or physical medical difficulties will be provided work to complete at home if the condition permits.
- All pupils who because of illness lasting 15 days or more would not otherwise receive a suitable full-time education, are provided for under the Local Authority's duty to arrange educational provision.

### **Medicines**

- Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents / carers of the child must complete and sign a parental consent to administration of medicine form.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- No child will be given medication containing aspirin without a doctor's prescription.
- Medicines **MUST** be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of **four** weeks' supply of the medication may be provided to the school at one time.
- The School will keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency.
- Medications will be stored in the Access Base for pupils who are educated within that provision or in Reception for all other pupils.
- Any medications left over at the end of the course will be returned to the child's parents / carers.
- Written records will be kept of any medication administered to children.
- Pupils will never be prevented from accessing their medication.
- General posters about medical conditions (diabetes, asthma, epilepsy etc.) are recommended to be visible in the staff room.
- Cantonian High School cannot be held responsible for side effects that occur when medication is taken correctly.
- Staff will not force a pupil, if the pupil refuses to comply with their health procedure, and the resulting actions will be clearly written into the IHP which will include informing parents / carers.

### **Mental Health**

- Cantonian High School recognises pupils from some Protected Characteristics are more likely to experience mental health difficulties and the school has access to the following services: Emotional Wellbeing Service, School-Based Counsellor, Activ8 and Cardiff Council's Wellbeing Team, as well as delivering in-house programs which promote openness and positivity surrounding mental health.

### **Emergencies**

- Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms.
- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents / carers arrive.

### **Day trips, residential visits and sporting activities**

- Unambiguous arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays and sports activities, and not prevent them from doing so unless a clinician states it is not possible.
- To comply with best practice, risk assessments should be undertaken, in line with LA H&S guidance on school trips, in order to plan for including pupils with medical conditions. Consultation with parents / carers, healthcare professionals etc. on trips and visits will be separate to the normal day-to-day IHP requirements for the school day.

### **Avoiding unacceptable practice**

Each case will be judged individually, but in general the following is not considered acceptable.

### **The following behaviour is unacceptable in Cantonian High School:**

- Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and / or their parents / carers or ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school.
- Sending the pupil to the school office alone or with an unsuitable escort if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents / carers feel obliged or forcing them to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

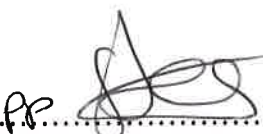
**Insurance**


- Teachers who undertake responsibilities within this policy will be assured by the Headteacher that they are covered by the LA's insurance.  
N.B. With regard to agency / supply staff, only Cardiff Works agency staff are covered under the LA policies to support with healthcare procedures. No other agency staff are covered.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Headteacher.

**Complaints**

- All complaints should be raised with the school in the first instance.
- The details of how to make a formal complaint can be found in the School's Complaints Policy.

This policy will be reviewed on an annual basis.

Agreed by Headteacher: .....  .....

Agreed by Chair of Governors: .....  .....

Date of Issue: ..... 4.7.19 .....

Date for Review: ..... Summer 2020 .....