



Watford Grammar School for Girls

POLICY FOR SUPPORTING PUPILS WITH MEDICAL CONDITIONS

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Committee Responsible	Resources (Health and Safety Committee)

Contents

1. Purpose, Scope and Principles.....	2
2. Legislation and Guidance	3
3. Communication	4
4. Training	4
5. Individual Healthcare Plan	4
6. Medical Emergencies	5
7. Administering Medication.....	5
8. Storage of Medication and Equipment.....	6
9. Record Keeping	6
10. Physical Environment	7
11. Physical Activity and Offsite Visits.....	7
12. Common Triggers That Can Make Common Medical Conditions Worse Or Can Bring On An Emergency	8
13. Roles And Responsibilities	8
14. Policy review, evaluation and updates.....	8
Appendix 1: Model process for developing individual healthcare plans.....	10
Appendix 2: Roles and responsibilities.....	11
Appendix 3: Salbutamol Inhalers.....	14

1. Purpose, Scope and Principles

The purpose of the policy is to provide a framework for the Governors and Headmistress to enable Watford Grammar School for Girls (WGGGS) to meet the needs of the pupils of the school with long-term medical conditions.

The principles include:

- The school will provide children with medical conditions the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission to or prevented from taking up a place at WGGGS because arrangements for their medical conditions have not been made.
- We will listen to the views of pupils and parents/carers.
- Pupils and parents/carers should feel confident in the care they receive from the school and that the level of care meets their needs.

- Staff will understand the medical conditions of pupils on roll at WGGS and that they may be serious and adversely affect a child’s quality of life and therefore impact on the child’s ability and confidence.
- All staff will be trained to understand their duty of care to children and young people and know what to do in the event of an emergency.
- WGGS, together with the local health community, will understand and support this policy.
- We understand that all children with the same medical condition will not have the same needs and as such we will focus on the needs of each individual child.
- We recognise our duties as detailed in Section 100 of the Children and Families Act 2014. (Other related legislation is referenced in DfE guidance p21). 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, WGGS will comply with their duties under that Act. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) 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.

This policy has been drawn up in consultation with a wide range of local key stakeholders within both the school and health settings. Stakeholders include pupils, parent/carers, the school nurse, school staff, governors, and relevant local health specialist services.

2. Legislation and Guidance

DfE guidance

DfE statutory guidance on Supporting Pupils with Medical Conditions (2015) for governing bodies of maintained schools and proprietors of academies in England

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/349435/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf

states that Governing bodies should ensure that all schools develop a policy for supporting pupils with medical conditions which is reviewed regularly and is readily accessible to parents and school staff.

Governing bodies should ensure that the arrangements they set up include details on how the school’s policy will be implemented effectively, including a named person who has overall responsibility for policy implementation.

Details should include:

- who is responsible for ensuring that sufficient staff are suitably trained,
- a commitment that all relevant staff will be made aware of the child’s condition,
- cover arrangements in case of staff absence or staff turnover to ensure someone is always available,
- information for supply teachers,

- risk assessments for school visits, holidays, and other school activities outside of the normal timetable,
- monitoring of individual healthcare plans.

3. Communication

The medical conditions policy is supported by a clear communication system for staff, parent/carers and other key stakeholders to ensure its full implementation. These systems include the use of email, the Staff Bulletin, Staff briefings and Parentmail to inform and update all stakeholders.

Pupils, parent/carers, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy annually.

4. Training

- All staff, including temporary or supply staff, will be made aware of the medical conditions at WGGs and understand their duty of care to pupils in an emergency.
- All staff, including temporary or supply staff will be made aware of the content of this policy, know what action to take in an emergency and receive updates at least yearly. WGGs medical team will provide regular training for common conditions e.g. asthma, allergies, epilepsy and diabetes.¹
- WGGs makes sure that all staff providing support to a pupil receive suitable training and ongoing support to ensure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or parent/carer. A member of the school nursing team will provide regular training and the school keeps an up to date record of all training undertaken and by whom.

5. Individual Healthcare Plan

All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at school have an individual healthcare plan (IHP)², which explains what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

¹ For pupils requiring insulin injections/insulin via pumps or blood glucose monitoring in schools the Paediatric Diabetes Team will provide this level of training and education.

² An example template for an IHP has been produced by DfE - see template A.

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

6. Medical Emergencies

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

They will not take pupils to hospital in their own car.

7. Administering Medication

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

- Medication will only be administered when it would be detrimental to a child's health or school attendance not to do so.
- WGGs will make sure that there are sufficient members of staff who are able to administer the medication and meet the care needs of an individual child. This includes escort staff for home to school transport if necessary. WGGs will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. WGGs governing body has made sure that there is the appropriate level of insurance and liability cover in place.³
- WGGs 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, WGGs will check the maximum dosage and when the previous dose was given.
- WGGs have chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained. (see appendix 3 for further information)
- WGGs will make sure that members of staff accompanying a pupil with a medical condition on an off-site visit, including overnight stays, are informed of their medical condition and how this needs to be managed.
- Parents/carers must understand that they should let the school know immediately if their child needs a change of medication.

³ For school's covered by HCC's insurance where an IHCP is in place; parents have consented for the school to administer medication / meet other support needs as part of that plan; trained staff undertake these support needs and record keeping in relation to administration is robust then 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.)

The insurance section have a detailed list of treatments which are covered, if you have pupils with significant medical needs contact insurance@hertfordshire.gov.uk or by phone on 01992 555480 for further advice and to ensure coverage.

- If a pupil misuses their medication, or anyone else's, their parent/carer will be informed as soon as possible and our disciplinary procedures followed.

8. Storage of Medication and Equipment.

- WGGS will make sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment, e.g. asthma inhalers, auto-injectors etc. are readily available wherever the child is in the school and on off-site activities, and are not locked away.
- Pupils should carry their own emergency medication/equipment with them at all times in school and on trips. Parents/carers will judge that their child is competent to carry their own medication/equipment with them and this will be identified and recorded through the pupil's IHP in agreement with parents/carers.
- WGGS will store non-emergency prescribed controlled drugs securely in a non-portable container, with only named staff having access. Staff can administer a controlled drug to a pupil once they have completed specialist training if required.
- WGGS will make sure that all medication is stored safely, and that pupils with medical conditions know where they are always and have access to them immediately. Under no circumstances will medication be stored in first aid boxes.
- WGGS will only accept medication that is in date, labelled and in its original container including prescribing instructions for administration. 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.
- When no longer required, medicines will be returned to parents/carers to arrange for safe disposal.
- WGGS will dispose of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

9. Record Keeping

- As part of our admissions process and annual data collection exercise parents/carers are asked if their child has any medical conditions. These procedures also cover transitional arrangements between schools.
- WGGS will use an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. Where a child has SEN their provision is planned and delivered within an IHCP.
- WGGS will have a centralised register of IHPs, 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.
- The pupil (where appropriate) parents/carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. School staff are made aware of, and have access to, the IHP for the pupils in their care.
- WGGs will ensure that the pupil's confidentiality is protected.
- WGGs shall seek permission from parents/carers before sharing any medical information with any other party.
- WGGs will keep an accurate record of all medication administered, including the dose, time, date and supervising staff.

10. Physical Environment

WGGs 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 providing so far as is reasonably practicable an accessible physical environment for out-of-school activities.

- WGGs will ensure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff will be made aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside WGGs anti bullying policy, to help prevent and deal with any problems. Opportunities such as PACE and science lessons will be used to raise awareness of medical conditions to help promote a positive environment.

WGGs understands 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 they are accessible to all pupils. This includes out-of-school clubs and team sports.

- Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual pupil needs.
- WGGs ensures 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 pupil's medical condition when exercising and how to minimise these.

11. Physical Activity and Offsite Visits

WGGs will seek to ensure so far as is reasonably practicable that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.

- WGGGS staff appreciate that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition.
- WGGGS will not penalise pupils for their attendance if their absences relate to their medical condition.
- WGGGS will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENDCO/ who will liaise with the pupil (where appropriate), parent/carer and the pupil's healthcare professional.
- WGGGS will make sure that a risk assessment is carried out before any out-of-school visit, 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.

12. Common Triggers That Can Make Common Medical Conditions Worse Or Can Bring On An Emergency

WGGGS is committed to identifying and reducing triggers both at school and on out-of-school visits:

- Our staff receive training and written information on medical conditions which includes avoiding/reducing exposure to common triggers.
- The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, considering the needs of pupils with medical needs.
- WGGGS will review all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

13. Roles And Responsibilities

WGGGS works in partnership with all relevant parties including the pupil (where appropriate), parent/carer, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

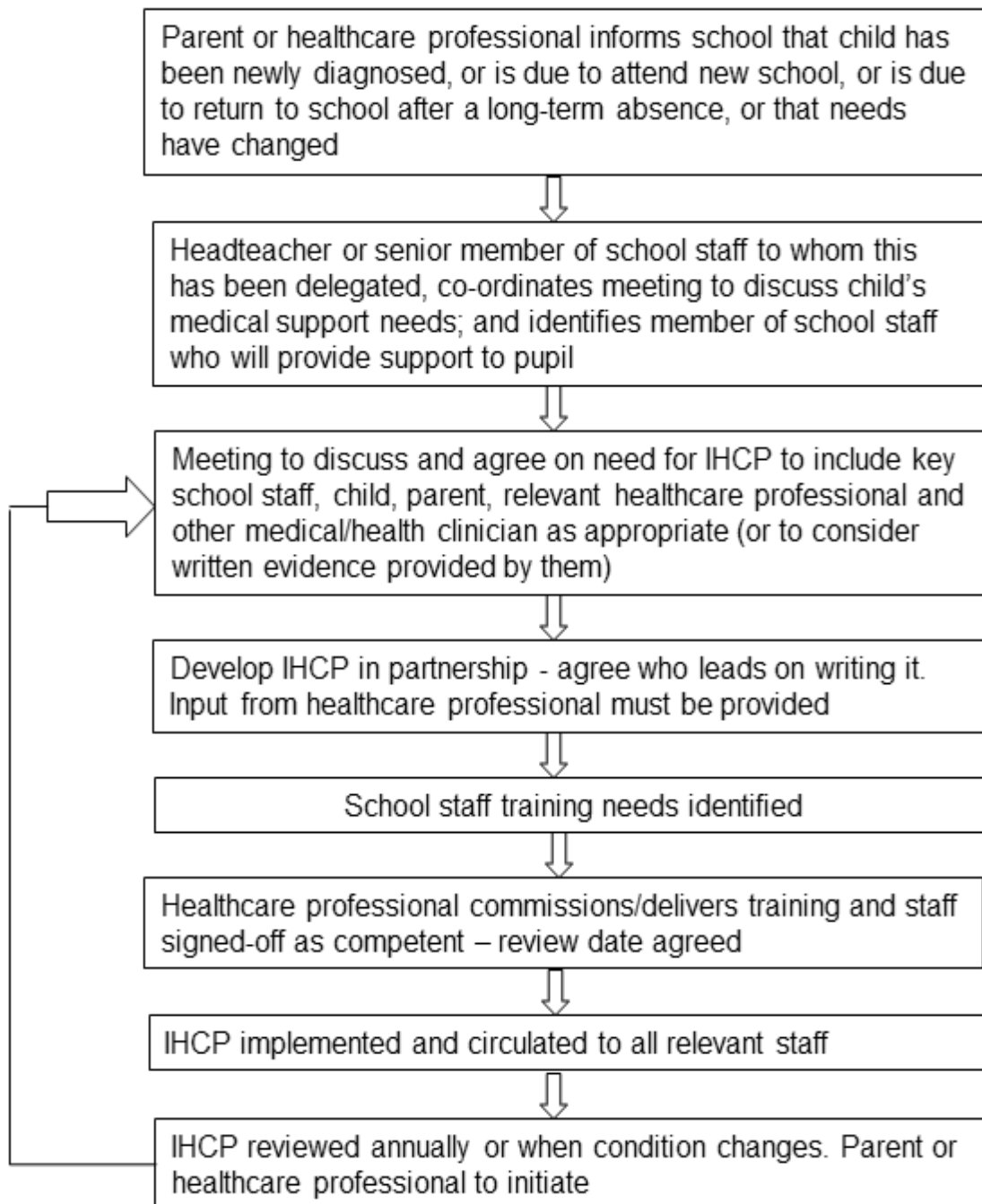
Key roles and responsibilities are outlined in Appendix 2.

14. Policy review, evaluation and updates

In evaluating the policy, Watford Grammar School for Girls seeks feedback from key stakeholders including pupils, parents/carers, school nurses, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services and governors. The views of pupils with medical conditions are central to the evaluation process.

Should parents and pupils be dissatisfied with the support provided they should discuss these concerns with the Headmistress.

Appendix 1: Model process for developing individual healthcare plans



Appendix 2: Roles and responsibilities

Governing body– must plan to support pupils with medical conditions in school by ensuring that:

- a policy for supporting pupils with medical conditions in school is developed and implemented.
- pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life.
- sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.
- any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

Headmistress – will be responsible for developing and implementing the school's policy ensuring that:

- All staff are made aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- All staff that need to know are aware of the child's condition.
- Sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.
- They take overall responsibility for the development of individual healthcare plans.
- That school staff are appropriately insured and are aware that they are insured to support pupils in this way.
- They contact the school nursing service in the case of any child 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.

Medical Team – consisting of the Medical lead and the First Aid Officer will:

- Respond to medical emergencies and administer first aid or in the event of a serious accident/emergency, dial the ambulance service, inform parents and accompany student to hospital if necessary
- Be responsible for matters of health, which shall include those pupils referred to Medical Team during their attendance at school.
- Co-ordinate and maintain an up-to-date knowledge of health conditions of pupils
- Ensure the provision of medication and make adequate provision for their safe storage

- Provide a sympathetic presence in the school and to be sensitive to the needs and welfare of pupils.
- Provide a point of counselling to pupils and then to assess the need for further counselling from external providers.
- Play an active part in the school’s health programme, including ‘hygiene’ and education with regards to puberty, adolescent changes etc various PHSE matters
- Organise the training and updating of First Aid qualifications for teachers.
- Complete all relevant forms following accidents, and, if necessary, report it to the Headmistress
- Supervise the use of medical room, to carry out checks to ensure that all equipment are in good order, repairs carried out, and that room and bedding are clean.
- Work with the Director of Key Stages to identify and then manage pupil appointments with the School Nurse and Counsellor/s.
- Liaise with the safeguarding team as appropriate.
- Co-ordinate, in liaison with school health, and assist with immunisation programmes (ie meningitis, Tetanus, Diphtheria, Polio and HPV).

School staff– any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers’ professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

School nurse – every school has access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they will do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child’s individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs - for example, there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition.

Other healthcare professionals - including GPs, paediatricians, nurse specialists/community paediatric nurses – should notify the school nurse and work jointly when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare

plans. Anyone dealing with the medical care of a pupil in school should contact the named school nurse for that school to ensure a coordinated approach.

Pupils – with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions.

Parents/carers – should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents/carers are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Draft for approval

Appendix 3: Salbutamol Inhalers

Watford Grammar School for Girls has chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom written parental consent for its use has been obtained.

The protocol for the use of this inhaler is detailed below, following the Department of Health Guidance on the use of emergency salbutamol inhalers in schools.

Guidance on the use of emergency salbutamol inhalers in schools (publishing.service.gov.uk)

The use, storage, care and disposal of the inhaler and spacers will follow the school's policy on supporting pupils with medical conditions. Specific guidance on storage and care is provided on page 12 of the Department of Health Guidance on the use of emergency salbutamol inhalers in schools.

Watford Girls hold a register of children prescribed an inhaler.

Written parental consent is sought for the use of the emergency inhaler. Where consent is received the use of the emergency inhaler will be included in the pupil's Asthma Maintenance Plan.

Parents/carers will be informed if their child has used the emergency inhaler.

At Watford Girls the two volunteers for ensuring this protocol is followed are **Katie Barrett** and **Jo Shrimpton**

Emergency Adrenaline Auto-injector (AAI)

Watford Grammar School for Girls has chosen to hold a "spare" AAI device for emergency use on children who are at risk of anaphylaxis but whose own device is not available or not working.

These AAI(s) held by the school are not a replacement for a pupil's own AAI(s).

The protocol for the use of this is detailed below, following the Department of Health and Social Care AAI's in schools (September 2017).

<https://www.gov.uk/government/publications/using-emergency-adrenaline-auto-injectors-in-schools>

The use, storage, care and disposal of spare AAI(s) will follow the school's policy on supporting pupils with medical conditions.

Specific guidance on storage and care is provided on page 12/13 of the Department of Health and Social Care Guidance on the use of AAIs in schools.

Watford Girls hold a register of children prescribed an AAI or where a doctor has provided a written plan recommending AAI(s) to be used in the event of anaphylaxis).

Written parental consent is sought for the use of the spare AAI as part of the pupil's IHP.

The spare AAI will only be used in pupils where both parental consent and medical authorisation has been provided.

A record of use of any AAI(s) will be kept and Parents/carers will be informed if their child has been administered an AAI and whether this was the school's spare or the pupil's own device.

Appropriate support and training has been provided to staff in the use of AAI(s) in line with the school's policy on supporting pupils with medical conditions.

All AAI devices including the spare AAI(s) are kept in a suitable location (insert location). AAIs are not locked away and remain accessible and available for use and not more than 5 minutes from where they may be needed.

The spare AAI is clearly labelled to avoid confusion with that prescribed to a named pupil.

At Watford Girls the two volunteers for ensuring this protocol is followed are Katie Barrett and Jo Shrimpton