



## H9 Supporting pupils at St Mary's Catholic School with Healthcare Needs

### Principles

- All pupils at St Mary's should be properly supported so that they have full access to education, including school trips and physical education. St Mary's is committed to ensuring that arrangements are in place so that we can meet the needs of pupils with healthcare needs, both mental and physical, and ensuring that they are able to play a full and active role in school life, remain healthy and achieve their academic goals.
- In making decisions about the support we provide, we will work with pupils and parents/carers and listen to and value their views. We will fully consider the advice of healthcare professionals.
- We will work with pupils, parents/carers and healthcare professionals to address the social and emotional implications associated with healthcare needs. We will also consider the impact on the resources and personnel within the school community and, in particular, their competence to assist with or implement any measure that may be requested resulting from a healthcare need, and be mindful of the potential impact on other learners.
- We will ensure that re-integration back into school following long term absence is properly managed and supported, so that pupils fully engage with learning and do not fall behind.
- We will work with pupils, parents/carers and healthcare professionals to manage the impact of frequent short term absences to limit the impact on the pupils' educational attainment and emotional and general well-being.
- We will ensure that, within reason, staff are properly trained to provide the support that pupils need, so that parents and carers can have confidence in the school's ability to provide effective support for their daughter/son in school.

### Definitions

<b>Healthcare Need:</b>	The treatment, control or prevention of a disease, illness, injury or disability and the care or aftercare of a person with these needs.
<b>IHCP:</b>	Individual Health Care Plan.
<b>All staff:</b>	All employees of the school, with very few exceptions, have been trained in basic first aid and should offer assistance in emergencies.
<b>First Aiders:</b>	Specific employees who have received more detailed training. Their responsibilities are accidents and emergencies, and unforeseen illness. They may offer assistance to the named staff (see below) in unforeseen circumstances.
<b>Named staff:</b>	Staff who have been trained to support pupils who are admitted to the school with known healthcare needs. Each pupil in this category will have one named member of staff and a named reserve, both of whom will be fully aware of the medical requirements of this particular child.



**SEN/SENCO:** Special Educational Needs/Special Educational Needs Coordinator.

### **Information Sharing**

- Parents and carers must share information about their child's healthcare need at the time of transfer or when a new diagnosis is made. It is the parents' responsibility to inform the school of all known healthcare needs (long- and short-term) to enable the school to fulfil the duty of care to the child. In all circumstances, every effort will be made to ensure that arrangements are put in place within 2 weeks of notification.
- At the point of transfer to St Mary's, or at the time of a new diagnosis, parents and carers should make contact with the school and arrange a meeting with the Learning Coordinator. At this meeting, they should share any relevant medical information and contact details for the healthcare professionals supporting their child. This will be reviewed by an Assistant Headteacher and any necessary support put in place.
- Parents and carers should provide the school with sufficient and up-to-date information about their child's healthcare needs through the completion and submission of the IHCP, which must be updated each academic year. They should inform the Learning Coordinator of any changes that will require a variation in the level of support and needs of the pupil.
- If there is no formal diagnosis, the Assistant Headteacher and SENDCO will make a judgement about levels of support based upon the available evidence. Parents will update IHCPs when new medical information is provided. Where evidence conflicts, some level of challenge will be necessary in order to ensure that the right support can be put in place.
- Information will be shared with staff in a sensitive manner; all staff who need to know will be aware of the child's condition.
- The Head of Year or First Aid Staff will ensure that information is shared with parents and carers about any incidents or cause for concern that have taken place during the school day.
- Up-to-date details of all pupils with healthcare needs requiring support will be kept centrally and on pupils' SIMS records.
- A list of students with urgent care needs will be produced and distributed to all staff at the beginning of each academic year. This list will be amended and redistributed following receipt of new information.

### **Roles and Responsibilities**

#### **The Governing Body**

- will make arrangements to support pupils with healthcare needs in school, including developing and implementing this policy.



- ensures that pupils with healthcare needs are supported to enable the fullest participation possible in all aspects of school life.
- will ensure that sufficient named staff have received suitable training and are competent before they take on responsibility to support children with healthcare needs.
- will ensure that any members of school staff who provide support to pupils with healthcare needs are able to access information and other support materials as needed.
- School Improvement Committee has oversight of this policy and its implementation.

**The Headteacher** (or delegated senior leader with responsibility for overseeing support for students with medical needs):

- will ensure that this policy is developed and effectively implemented with partners.
- will ensure that all staff are aware of the policy for supporting pupils with healthcare needs and understand their role in its implementation.
- will ensure that all staff who need to know of a child's condition are made aware.
- will ensure that sufficient trained numbers of staff are available to implement this policy and deliver against all IHCPs, including in contingency and emergency situations.
- has overall responsibility for the development of IHCPs.
- should contact the school nursing service in the case of any child who has a healthcare need that may require support at school, but who has not yet been brought to the attention of the school nurse, the Headteacher or delegated member of the senior team.
- will make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. They will delegate this to the **Premises Manager**.

**The Premises Manager**

- will ensure that the appropriate level of insurance is in place.

The insurance policies covering St Mary's School provide liability cover for staff providing support for pupils with healthcare needs and also for the administration of medication. In the light of IHCPs, individual cover may need to be arranged for any healthcare procedures. The SENCO/ Assistant Headteacher will discuss this directly with the Student Hub Officer if required. The level and ambit of cover required must be ascertained directly from the relevant insurers. Any requirements of the insurance such as the need for staff to be trained should be made clear and complied with. In the event of a claim alleging negligence by a member of staff, civil actions are likely to be brought against the employer.

- Has access to details of defibrillators across the school site.

**The Assistant Headteacher responsible for pastoral care**

- will take a whole-school lead on support for pupils with healthcare needs. They will maintain the strategic oversight of all pupils known to have a healthcare need and work with the responsible Learning Coordinator, parents, carers and healthcare professionals in order to ensure that St



Mary's helps the child to manage their condition and overcome any potential barriers to getting the most out of their education.

- monitors IHCPs, ensuring that they are reviewed each year and all staff are informed of developments, via the **Student Hub Officer**.
- will ensure the supply teacher induction pack details the support for pupils with healthcare needs and that any concerns are passed directly to the First Aid staff.

### **The Student Hub Officer**

- will be a trained First Aider.
- coordinates the submission and storage of paper and electronic IHCPs, Administering Medication Consent forms and AAI Consent forms.
- maintains SIMS records with IHCPs, Medication Consent forms and AAI Consent forms.
- stores students' medication in the First Aid room at the Hub, ensuring each medication is correctly labelled with the student's name and form, dosage instructions (see section Managing Medicines below).
- regularly checks the expiry dates of medication held at the Hub and contacts parents for replacements when necessary.
- manages the use of non-prescription medication (eg. paracetamol) and will contact parents for consent should the need for painkillers arise.
- will ensure that sanitary products are made available to students who need them.
- manages and attends to the First Aid room in the Student Hub.
- will ensure that first kits are available across the school site, delegating the management of contents to the department in which they are held or to the First Aider to whom it has been allocated.
- has oversight of the defibrillators across the school site. Responsibility for regular testing may be delegated to First Aiders where the defibrillators are kept.
- will liaise with other healthcare professionals, including GPs and specialist nurses as necessary.

### **The Learning Coordinator**

- will be the first point of call for students in their year with healthcare needs.
- will regularly review the IHCP status of students in their year, in liaison with the **Student Hub Officer**.
- will speak to students with short-term healthcare needs and their parents to get as much information about the condition and the student's needs as possible. This includes asking parents to complete IHCPs, Medication Consent forms and AAI Consent forms as necessary.
- liaises with SENCO for any healthcare needs that require adjustments to a student's learning needs.



### **SENCO**

- will be made aware of any pupils with the need for specific adjustments relating to a healthcare need.
- will ensure that the process for implementing a "Pupil Profile" is followed, if required.

### **School staff**

Any member of school staff may be asked to provide support to pupils with healthcare needs, including the administering of medicines where they have been trained to do so, although they cannot be required to undertake this duty. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with healthcare needs 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 healthcare needs.

All members of school staff should know what to do and respond accordingly when they become aware that a pupil with a healthcare need needs help.

### **First Aiders**

- will undertake sufficient training to ensure that, in a first aid situation, they are proficient in relevant first aid procedures.
- will ensure they know the location of their nearest first aid kit or will hold a small first aid kit to be taken to emergencies.
- A first-aid certificate does not constitute appropriate training in supporting children with healthcare needs.

**Named staff** have been trained to support pupils who are admitted to the school with known healthcare needs if necessary. Each pupil in this category will have one named member of staff and a named reserve, both of whom will be fully aware of the healthcare requirements of this particular child.

### **Parents and Carers**

- must provide the school with sufficient and up-to-date information about their child's healthcare needs. They may, in some cases, be the first to notify the school that their child has a healthcare need.
- are key partners and should be involved in the development and review of their child's IHCP, 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 medication and equipment and ensure they or another nominated adult are contactable at all times.

**Pupils** with healthcare needs 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 IHCP. Other pupils will often be sensitive to the needs of those with healthcare needs.



**Other healthcare professionals (including GPs, community nurses, specialist health teams and paediatricians)**

- may notify the school nurse when a child has been identified as having a healthcare need that will require support at school, possibly providing advice on developing healthcare plans.
- may provide specialist support in schools for children with particular conditions (eg asthma, diabetes).
- should co-operate with schools that are supporting children with a healthcare need, including appropriate communication, liaison with school nurses and other healthcare professionals such as specialist and children's community nurses, as well as participation in locally developed outreach and training
- can provide valuable support, information, advice and guidance to schools to support children with healthcare needs at school.
- are encouraged to share information wherever this is legally permissible.
- may recommend the use of a condition-specific IHCP (for example using the model provided by Diabetes UK).

**Local authorities**

- are commissioners of school nurses for maintained schools and academies.
- under Section 10 of the Children Act 2004, have a duty to promote cooperation between relevant partners such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and NHS England, with a view to improving the well-being of children so far as relating to their physical and mental health, and their education, training and recreation.
- should provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within IHCPs can be delivered effectively.
- should work with schools to support pupils with healthcare needs to attend full time. Where pupils would not receive a suitable education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements. Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from schools for 15 days or more because of health needs (whether consecutive or cumulative across the school year).

**Staff training and support**

- The SENCO will oversee the training and support for named staff supporting a pupil with a healthcare need.
- In most cases, a named member of staff (or a named substitute) will manage the routine medication and medical procedure support of a pupil with a healthcare need. First aid trained staff will only administer medication in an emergency, on a trip or visit where the named person or substitute is not present, or other in unforeseen circumstances.



- The relevant healthcare professional will lead on identifying and agreeing with St Mary's the type and level of training required to support a pupil with a healthcare need. This will include an understanding of specific healthcare needs they are being asked to deal with, their implications and preventative measures. The school nurse will support and train named staff where appropriate to ensure that they are confident and proficient in the medical procedure/ providing medication to support a pupil with healthcare needs.
- All staff will be made aware of the school's policy for supporting students with healthcare needs and their role in implementing the policy.
- Staff training will take place as necessary during the preparation for the arrival of a child with a healthcare need or following the sharing of information about a new or changed diagnosis. This may take place during a Monday morning briefing slot or another appropriate staff training session. Notes from the session will be shared with all staff, including those who are unable to attend the briefing.
- New staff induction will include awareness training on the school's policy for supporting students with healthcare needs and their role in implementing the policy.

### **Managing Medicines**

- Medicines should only be administered at St Mary's when it would be detrimental to a child's health or school attendance not to do so.
- No child under 16 should be given prescription or non-prescription medicines without their parent's consent, except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality.
- If a child has some symptoms but is otherwise able to attend school, the Student Hub Officer (or appointed representative in the case of absence) can administer non-prescription medication (e.g. paracetamol) on receipt of a letter from a parent/carer detailing the need and providing consent. The medication provided will be stored in the Student Hub.
- Medication will never be administered without first checking maximum dosages and when the previous dose was taken.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- Parents will be contacted for ad-hoc consent to administer pain relief medication and a note will be kept in the medical room log by the Student Hub Officer.
- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor.
- St Mary's will only accept medication (prescribed or otherwise) that are in-date, labelled, provided in the original container as dispensed by a pharmacist and which include instructions as given by a pharmacist or doctor for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.



- It is the parents' responsibility to ensure all medication is replaced/replenished when necessary. The Student Hub Officer will liaise with parents to ensure that parents are fully aware of this responsibility and when expiry dates are near.
- All medicines will be stored safely in the First Aid room. Students will know where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children in the medical room and not locked away. This will be in clearly labelled boxes for efficiency.
- A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so. This competency will be assessed by the Deputy Headteacher. Passing a controlled drug to another child for use is an offence and pupils and parents will be informed of this. Monitoring arrangements may be necessary.
- Controlled drugs should be easily accessible in an emergency. A record should be kept of the drug held in school, who it has been prescribed to and the reason for the medication.
- Although it is expected that pupils will administer their own medicines unless it has been agreed by the Assistant Headteacher, Student Hub Officer or parents that it is not safe to do so, named staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medication should do so in accordance with the prescriber's instructions.
- First aid trained staff will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted.
- When no longer required, medicines should be returned to the parent to arrange for safe disposal.
- Sharps boxes will always be used for the disposal of needles and other sharps.
- The expiry dates of medicines will be listed and checked once a half term by the Student Hub Officer. Where a use by date is about to expire, the office manager will send a letter to this effect by email, stating that no further medication can be administered unless new medicine is provided. This will be the end of the school's obligations in this regard.

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

St Mary's is committed to actively supporting pupils with healthcare needs to participate in school trips, visits and sporting activities. Teachers should be aware of how a child's healthcare need will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. St Mary's will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.

Risk assessments will take account of the needs of any pupils with healthcare needs requiring support and the steps needed to ensure that these pupils are included. The visits coordinator will ensure that,





where necessary, consultation with parents/carers and the relevant healthcare professional takes place to ensure that pupils can participate safely. The IHCP will include information for school trips.

### **Emergency procedures**

The IHCP for each child will clearly define what constitutes an emergency and explain what to do. This will include ensuring that all relevant staff are aware of emergency symptoms and procedures. Pupils should know that if an emergency occurs with any student they should inform an adult immediately.

If a child needs to be taken to hospital, a member of staff will stay with them and, if necessary, accompany them to hospital by ambulance until the parent/carer arrives.

### **Complaints**

Should parents/carers be dissatisfied with the support provided they should discuss their concerns directly with the SENCO or Learning Coordinator. If, for whatever, reason this does not resolve the issue, they may make a formal complaint via the complaints procedure (details are available on the school website).

If the parent/carer is not satisfied after following this process, if all other attempts have been exhausted and if the nature of the complaint comes within the scope of section 496/497 of the Education Act 1996, a formal complaint can be made to the Department for Education.

### **Review**

Date of review: January 2024

Next Review Date: January 2025

Governor Committee: School Education Committee