

Person(s) Responsible: PRINCIPAL	Principal: JAY LOCKWOOD
Date Approved: 11 OCT 16	.
Date of Review: 3 YEARS	

The Children and Families Act 2014 places a duty on governing bodies to make arrangements for supporting students at their school with medical conditions. The School's aim is to ensure that all students with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

This policy outlines

- ❖ How students with medical conditions are supported so that they have full access to education, including school trips and physical education.
- ❖ How the school consults with health and social care professionals, students and parents to ensure that the needs of students with medical conditions are effectively supported.

Procedure to be followed when notification is received that a student has a medical condition

Prior to a student with a medical condition joining the school information will be gathered and if appropriate an individual healthcare plan (IHCP) will be developed to outline the procedures necessary to support the young person and the staff in school who will have responsibility to ensure the plan is implemented. A meeting will take place with the young person, their primary carers and relevant school staff to ensure that all are aware of and in agreement with the support that is proposed and outlined in the individual health care plan. At the meeting it will be agreed who the plan will be shared with. The plan will be reviewed regularly to take account of fluctuating needs. If any member of staff is made aware that a student currently attending the school develops a medical condition they should inform the Trust's SENDCO. Information will then be gathered and if appropriate an individual healthcare plan will be developed to support the young person.

Individual Healthcare Plans (IHCP)

When it is felt that the most appropriate way to support a student's need is through an individual healthcare plan the Trust's SENDCO will co-ordinate its development in consultation with all relevant parties, including parents/carers and the young person as appropriate.

The aim of an IHCP is to capture the steps which the School will take to help the young person manage their condition and overcome any potential barriers to getting the most from their education, ensuring that account is taken of their health and social well-being and with minimal disruption.

Where the young person has a special educational need identified in a statement or education health and care plan (EHC plan), the individual healthcare plan will be linked to and become part of that statement or ECH plan. If appropriate a separate transport healthcare plan will be developed in conjunction with the LAs providers of home to school transport.

When a student is returning to school following a period of hospital education or alternative provision (including home tuition) the School will work with the provider to ensure that support is in place to reintegrate the young person effectively. Where possible the School will link with the provider whilst the young person is away from school to ensure that their education is disrupted as little as possible and maintain social links with their peers and key staff.

Refer to

Annex A: Process for developing an individual healthcare plan

Annex B: Information to be recorded on individual healthcare plans

Roles and Responsibilities

The Governing Body is committed to supporting students with medical conditions and will ensure that staff receive suitable and regular training and are competent to manage the medical needs of the student body. Governors will provide for additional, relevant training for staff, where a skills gap is identified through a young person's changing needs, a new diagnosis or on admission to the School. The School will use relevant healthcare professionals to provide identified training.

The Principal and the Trust's SENCO will ensure that all staff are aware of this policy. They will ensure that all staff who need to know are aware of a young person's medical condition and that sufficient staff are trained to deliver against all IHCPs, including in contingency and emergency situations.

All staff need to make sure that students are healthy and safe. Staff identified to provide support for students with medical needs should be willing to complete training. All staff should take account of the requirements of any IHCPs that have been shared with them.

Our students with medical conditions are often best placed to provide information about how their condition affects them. We will encourage them to be as involved as possible in the management of their condition and the development of their IHCP. We will encourage our student body to be supportive and sensitive to the needs of their peers with medical conditions.

Our parents and carers are key to our support and management of young people with medical conditions and we welcome, encourage and support their involvement in all aspects of their child's support package during their time in school. It is important that parents/carers provide us with sufficient and up-to-date information about their child's needs and ensure that they or another nominated adult is contactable at all times. We will involve parents/carers in the development and review of the IHCP and outline fully their involvement in its implementation, e.g. provision of medicines, equipment etc.

Managing medicines on school premises

Refer to Administration of Medicine policy.

Day trips, residential visits and sporting activities

The Governing Body recognises that students with medical conditions should actively be supported to participate in school trips and visits, or in sporting activities and are not prevented from doing so.

The School will ensure that all activities are offered to all students and that all our students will be encouraged to participate according to their own abilities and with any reasonable adjustments put in place. It is recognised that such adjustments may include alternative means of transport, additional staffing, specialist equipment, adapted or alternative activities. The School will ensure that appropriate

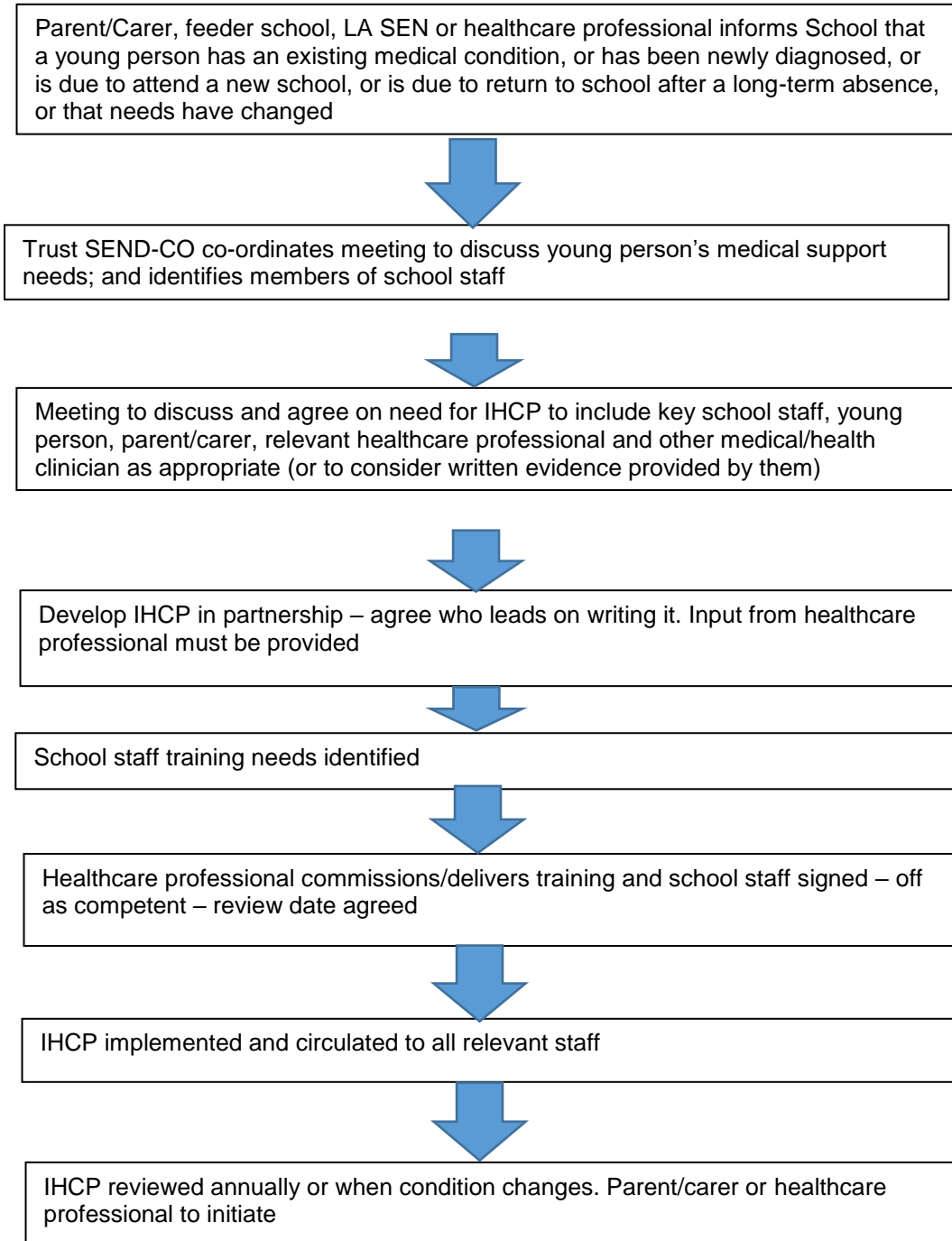
risk assessments are carried out and if necessary pre-visits to location will be undertaken to ensure the inclusion, participation and health and safety of all students and staff.

Liability and indemnity

The School has taken out appropriate insurance to cover such risks.

Complaints

Please refer to our Complaints Policy which can be found on the School's website.

Annex A: Process for developing individual healthcare plans

Annex B: Information to be recorded on individual healthcare plans

- ❖ The medical condition, its triggers, signs, symptoms and treatments
- ❖ The young person's resulting 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 young person's educational, social and emotional needs – e.g., how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- ❖ The level of support needed, including emergencies. Some young people will be able to take responsibility for their own health needs. If the young person is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring
- ❖ Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from the young person's medical condition from a healthcare professional; and cover arrangements for when they are unavailable
- ❖ Who at Logic needs to be aware of the young person's condition and the support required
- ❖ Arrangements for written permission from parents/ carers and the principal for medication to be administered by a member of staff, or self-administered by the young person during school hours
- ❖ Separate arrangements or procedures required for school trips or other school activities outside of normal school timetable that will ensure the young person can participate, e.g. risk assessments
- ❖ Where confidentiality issues are raised by the parent/carers or young person, the designated individuals to be entrusted with information about the young person's condition
- ❖ What to do in an emergency, including whom to contact, and contingency arrangements.

Template A: Individual Healthcare Plan

Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Phone number (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone number (work)	
(home)	
(mobile)	

Clinic/Hospital contact

Name	
Phone number	

GP

Name	
Phone number	

Who is responsible for providing support in school	
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision.

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Daily care requirements

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Specific support for the pupil's educational, social and emotional needs

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Arrangements for school visits/trips etc

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Other information

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Describe what constitutes an emergency, and the action to take if this occurs

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Who is responsible in an emergency (*state if different for off-site activities*)

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Plan developed with

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Staff training needs/undertaken – who, what, when

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