The Crypt School
Supporting Students with Medical Conditions Policy

Lead Person: **Deputy Head (Pastoral)**
Governing Body Committee: **Pupil Education and Outcomes**

Introduction

The Crypt School is committed to being inclusive in its education of children with medical conditions and supports them to have full access to the curriculum and wider school life.

Students' medical needs may be broadly summarised as follows:

- Short term needs affecting participation in school activities or attendance at school, e.g. when they are on a course of medication, broken bones, minor surgery.
- Long term and/or complex needs, potentially limiting their access to education and requiring medication, extra care and support, e.g. diabetes, epilepsy, anaphylaxis, coeliac disease, anxiety or stress related conditions, longer term hospital admissions.

Some students with medical conditions may be considered to have a disability (as defined in the Equality Act 2010) and some may also have special educational needs and have an EHCP. For students with SEN, this policy should be read in conjunction with the school's SEND Policy.

In order to discharge its responsibilities and duties, the School will:

- bring this Policy Statement to the attention of all staff (including cover and supply staff) and make it available on the school website;
- collaborate fully with parents, students , healthcare professionals and other staff and properly consider all advice in the context of the broader policies and procedures of The Crypt School to fully meet the needs of the whole child;
- have clear plans (including Individual Healthcare Plans) and procedures (including emergency procedures) in place, which are shared with all staff, to respond appropriately to the medical needs of the students and for managing or administering medicines within school;

- plan how to support students with medical conditions in order that they can have access to the whole curriculum, including day trips, residential visits and sporting activities, so students can have a full and active role in school life;
- ensure that there is appropriate, regular training in place for assigned First Aid trained staff;
- use Individual Healthcare Plans (HCPs) to support the student in managing their condition and overcoming barriers, where provided by appropriate authorities and where the School's context indicates that it is necessary;
- liaise with parents/carers and healthcare professionals to provide educational support for students during extended absence caused by medical conditions and the subsequent re-integration back into school.

The School is insured in relation to the eventualities noted in this policy. It will also seek advice from Gloucestershire County Council and its own Solicitor, and is a member of the Department for Education's Risk Protection Arrangement (RPA).

Inclusion

Students with medical needs will be fully supported to access the full curriculum in ways that are appropriate to their needs. This includes making reasonable adjustments to fully support students with medical needs to access day trips, residential visits and sporting activities. The School is mindful that, as well as considering medical needs, students may have additional social, emotional or educational needs because of their medical condition.

Students with medical conditions may require reasonable adjustments to uniform, for example shoes with Velcro, modified uniform, alternative garments, elasticated, loose clothes, or polo shirts. These will be agreed with Deputy Headteacher (Pastoral) and SENDCo during the transition to join the school or at any point they are required.

Collaboration

The School works in partnership with healthcare professionals to ask for advice, support and further understanding of best practice to meet the student's needs. We also understand the importance of the views of the parents/carers, and the students themselves, when writing plans and discussing how needs will be best met within the School. We also ensure that parents/carers are aware of any actions that they need to take, such as providing medicine, and are made accountable for these.

Individual Healthcare Plans

The School agrees that, if students with medical conditions have an Individual Healthcare Plan that is agreed by the School, healthcare professionals and parents/ carers, this will be followed by all staff. These plans are used by the School to assess and manage risk to

children's education, health and social wellbeing. The School has clear emergency procedures in place for the students with medical conditions and these are detailed on their Individual Healthcare Plan. Individual Healthcare Plans should be regularly reviewed (at least annually or sooner if the student's needs have changed). Review and updates are the responsibility of the medical professional providing the HCP.

For a wheelchair user, and those with a significant degree of muscle weakness, help will be needed with personal care and going to the toilet. School will complete an assessment of needs, identifying training and equipment required to transfer the child safely. The child and family will be involved in the assessment and complete a Moving/Handling Plan for staff to follow. All staff involved with personal hygiene will be aware of the plan and have considered safeguarding and infection prevention policies.

Staff Training

The School will ensure that suitable training is given to First Aid lead staff by an appropriate professional for supporting students with a wide range of medical needs and administering medicines. Appointed First Aid staff will be provided with training to enable them to feel confident in dealing with medical emergencies. Guidance is in place to ensure all staff are aware of students who may need on-going support or emergency intervention.

Time will be allocated at staff training events (for example INSETs) to raise awareness of children with more complex needs. This may be delivered by a specialist medical profession, key staff and/ or parents or carers as appropriate.

Storage of emergency medication at School

The School can store extra supplies of emergency medication for students. Medication is stored in locked cupboards in the First Aid Room and is administered only by First Aid trained staff. This will be available to students at the times agreed in advance when medication is first received from parents. Medication is stored in a clearly named box, in the original packaging, along with a copy of any required guidance on administration, dosage and storage from the issuing medical professional. Medication that needs to be refrigerated e.g. Insulin, will be stored in the fridge in the main office.

It is the parent's responsibility to ensure that all medication held at school is in date, is picked up at the end of each academic year and returned to the main office on the first day of the new academic year, together with any up-to-date guidance from the issuing medical professional.

Administration of Medication at School

Students must not carry their own medication. Any medication including common painkillers such as paracetamol and ibuprofen must be stored at Reception.

If a child requires access to a controlled drug this should be taken at home, however if this is required during the school day parents/ carers should contact Deputy Headteacher (Pastoral) to discuss arrangements for safe and secure access.

Medication will only be administered by staff if a parental consent form has been signed and staff have agreed to take on this responsibility. There may be members of staff who have been specifically contracted to administer medication to individual students.

If a student refuses to take medication the School has agreed to administer, this will be recorded and parents informed as soon as possible.

Parents will be asked, via the Admissions Form, if they consent to students being given paracetamol at school. Paracetamol will only be given after consultation with office staff, who will ascertain if this is an appropriate course of action considering maximum dosage and when the previous dose was taken.

Allergies and Allergy Action Plans

Students with a severe allergy will require a BSACI Allergy Action Plan. These plans have been designed to facilitate first aid treatment for anaphylaxis, to be delivered by individuals without any specialized medical training or equipment apart from access to an adrenaline autoinjector. The plans function as Individual Healthcare Plans for children with food allergies, granting medical and parental consent for schools to administer medication in the event of an allergic reaction. This includes consent to administer a “spare” back-up adrenaline auto-injector pen. It is the parent’s responsibility to complete the Allergy Action Plan, provide emergency medication to be stored in the First Aid Room, and ensure the pupil carries their emergency medication at all times.

The Designated Safeguarding Lead will consider whether an allergy incident in school triggers a safeguarding duty and whether any further action is needed.

Asthma Action Plans

Students with asthma will require an Asthma Action Plan. This plan is designed to aid in the first aid management of asthma symptoms and potential attacks. It is intended to be followed by individuals without specialised medical training or equipment, apart from access to a reliever inhaler. These plans also outline which medicines you take every day to prevent symptoms, what to do if your asthma symptoms are getting worse, and the

emergency action to take if you're having an asthma attack and when to call 999. It is the parent's responsibility to complete the Asthma Action Plan, provide a spare inhaler to be stored in the First Aid Room, and ensure that the pupil keeps their emergency inhaler with them at all times. All plans are reviewed at least annually or earlier if evidence is presented that a pupil's needs have changed.

Record Keeping

Information on students with medical conditions is entered on the school database (Bromcom), including details of any specific guidance from medical professionals. It is the responsibility of parents to provide this guidance. All staff are able to access this information.

Parents/ carers of students with significant medical conditions are advised to contact the Deputy Headteacher (Pastoral) during the student's transition to The Crypt School (including Sixth Form) so their care and support can be coordinated.

A record is kept of any medication dispensed to students, either as part of an individual agreement, or paracetamol at the request of the student. Records will show the date, time, dosage and who dispensed the medication. Students will be reminded to tell parents that they have taken any paracetamol dispensed by the School.

For a pupil with a serious condition (for example a muscle-wasting condition) there are likely to be several external professionals seeing the child and guiding staff. In this case a record of correspondence will be kept on MyConcern, as well as key documents being stored on Bromcom for all staff to access as required.

Safeguarding children with medical conditions

A safeguarding referral may be needed where an incident highlights concern that the child or young person might be at an increased risk of being neglected, abused or exploited by persons inside or outside of their family unit because of their medical condition. This might occur where relevant information about a child or young person's medical condition is not provided to School, or where they are repeatedly sent without essential medication, thereby putting the individual at risk.

Educational Visits, Residential Trips and Sports Fixtures

The School aims to include all students with medical conditions in all school activities, including day trips, sports fixtures and any residential activities either in the UK or abroad. Venues will be assessed for suitability and accessibility, and to ensure suitable toilets are available. Appropriate risk assessments are undertaken for every school trip. If there is any concern about the School's ability adequately to provide for a student's safety, or the safety

of other students on the trip, parents will be consulted and medical advice sought from health professionals. Any decision will be made in discussion with the student and his or her parents, but the final decision about participation will rest with the Headteacher.

Staff supervising visits, trips and sports fixtures will be made aware of students' medical needs and relevant emergency procedures. A copy of any required risk assessments will be taken on visits and sports fixtures, along with any spare emergency medication provided to the School, in case the information is needed in an emergency.

On day trips and sports fixtures students are responsible for carrying personal emergency medication with them and staff will check that they have this with them prior to the trip or sports team departing. Spare emergency medication provided to the School will also be taken. On longer residential trips the storage of medication will be agreed as part of the risk assessment and agreed with the student and parent.

For residential trips a more detailed risk assessment may be required, drawn up in consultation with the student/parent/healthcare professionals and trip leader.

Actions in an emergency

For a pupil with complex medical conditions and/ or use of a wheelchair, a Personal Emergency Evacuation Plan will be completed by the Operations Manager to ensure safe evacuation from the school building in an emergency.

Roles and Responsibilities

The Governing Body is responsible for the overall implementation of the Policy, under Section 100 of the Children and Families Act 2014. Should parents or students be dissatisfied with the support provided they should discuss their concerns directly with the Head of Year or Deputy Head (Safeguarding, Inclusion and Wellbeing) in the first instance. If for whatever reason this does not resolve the issue, they may be directed to the School's complaints procedure.

The Headmaster is responsible for the day-to-day implementation of the policy.

School staff
A centralised register of students with medical conditions is circulated to all staff at the beginning of the academic year, incorporating any updates received.

All staff are accountable and responsible for supporting students with all medical needs, including asthma, diabetes, epilepsy and anaphylaxis. School staff are responsible for taking appropriate steps to support students with medical conditions and, where necessary,

teaching staff should make reasonable adjustments to their teaching to include these students.

All staff should familiarise themselves with emergency response procedures. Unless staff have agreed (and have been trained) to administer medication, they are not expected to administer medication to students, but should allow students access to their medication if required.

Staff recognise that students with similar conditions are not the same but should be treated according to their individual health care plans.

Teachers are responsible for forward planning for potentially sensitive areas of the curriculum which may relate to students with medical conditions, for example, biology, history or relationships in PeD. Where there are sensitive issues, pupils with medical conditions will be offered one-to-one discussions to explore the issues in a subtle and sensitive manner.

Lunchtime Supervisors should be aware of students with complex medical conditions and supervision should be discreet, so the student's dignity and privacy are respected, and they are able to interact with their peers without a constant adult presence. It is important to include lunchtime staff in training sessions held to inform school staff about any diagnosis.

Parents/ carers

Parents are responsible for keeping the School informed about any changes to their child/children's health. Where a student has a medical need that may affect their participation in school activities, their access to education or require the School to administer medication, either in an emergency or otherwise, parents/carers should inform the School. If available, parents should provide the School with a Health Care Plan (HCP) drawn up with the health care professional responsible for their child's treatment or, where necessary an HCP will be developed by the School in collaboration with the student/parents/medical professionals and the Special Educational Needs and Disabilities Coordinator (SENDCo), if appropriate. The HCP records important details about individual medical needs, their triggers, signs, symptoms, medication and what to do in an emergency. The HCPs are held on the student's records on the school database, and can be accessed by all staff. It is the responsibility of parents to ensure that this information is provided and The Crypt School reserves the right to consider how it should be implemented in the context of other School policies and procedures.

Parents are responsible for confirming that students will carry any necessary emergency medication with them whilst at school as well as on school trips/visits and sports fixtures. Confirmation from parents will be required for each individual trip and will be gathered as part of the trip administration process. Staff in charge of sports fixtures will remind students

that they need to carry personal emergency medication with them for PE/Games lessons and on sports fixtures.

In addition, parents can request that the School holds spare emergency medication for use at school and on school trips and sports fixtures. Parents are responsible for ensuring that any spare emergency medication stored at school is in date and collected at the end of each academic year. Spare emergency medication will be stored in the school office. In the case of students who represent the school at sports fixtures an additional set of spare emergency medication will need to be supplied and will be held in the PE Department specifically for use at sports fixtures.

Students

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students are encouraged to manage their own health needs and medicines, as deemed appropriate by healthcare professionals.

Students with medical conditions should be fully involved in discussions about their medical support and needs and contribute as much as possible to the development of, and comply with, any HCP that is put in place. Muscular Dystrophy UK and several other charities produce alert cards for specific muscle-wasting conditions. These give a brief overview and clear advice on condition management, when to seek help and what to do in emergency situations. Older students may be encouraged to carry these in their purse/wallet or phone case. Some students may wear alert necklaces or bracelets.

Students who have been prescribed medication with the advice that they should carry this with them at all times (eg Epipens, inhalers, diabetic supplies) are responsible for taking these out to the field for games/PE lessons and have them available at any sports' fixture, either at home or away. They must also ensure it is not made available to other students.

Students are also responsible for carrying their medication on school trips, unless otherwise agreed in advance.

If the student does not cooperate with this process, the School reserves the right to not to allow them to participate in future external visits and the emphasis is on the student to ask for their medication rather than the School to persistently remind them.

Healthcare Professionals

The school is assigned a School Nurse from the School Nursing Service. The School Nurse will provide the school with background information on medical conditions of students attending the school and will liaise locally with lead clinicians on appropriate support. They can also provide support and training on the administration of medicines e.g. Epipens, and will help the School, parents and students with the development of an Individual Healthcare Plan, if required. The School Nurse also offers weekly drop-sessions for students who may

require medical advice or support, alternatively appointments with the School Nurse can be booked through Pastoral Support Workers.

Approved by: Pupil Education and Outcomes Committee
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