

**Caldicot School
Ysgol Cil-y-Coed**



Policy for Supporting Learners with Healthcare Needs

November 2017

Ratified by Governing Body on 21st November 2017

Policy for Supporting Learners with Healthcare Needs

1. Key Principles

This policy has been written with reference to the Welsh Government 'Supporting Learners with Healthcare Needs' guidance document no: 215/2017 and template policy.

This policy aims to ensure that:

- learners with healthcare needs are properly supported so that they have full access to education, including trips and physical education;
- suitable arrangements are in place to support learners with healthcare needs;
- the school consults with relevant professionals, learners and parents to ensure the needs of learners with healthcare issues are properly understood and effectively supported.

The following points should be considered when developing arrangements for supporting learners with healthcare needs, although this is not an exhaustive list:

- Staff should understand and work within the principles of inclusivity.
- Lessons and activities should be designed in a way that allows those with healthcare needs to participate fully.
- Staff should understand their role in supporting learners with healthcare needs and appropriate training provided.
- Staff should feel confident in knowing how to respond in a healthcare emergency.
- Staff should be aware of the needs of their learners through the appropriate and lawful sharing of the individual learner's healthcare needs.
- Whenever appropriate, learners should be encouraged and supported to take responsibility for the management of their own healthcare needs.

The School understands that healthcare issues affect each learner individually and that the support it provides may have an impact on the learner's quality of life and future chances. As such, the School is committed to ensuring that arrangements focus on meeting the needs specific to the learner, considering how these needs impact on the learner's education, attainment and wellbeing, giving confidence to learners and parents that the provision is suitable and effective.

2. The Legal Framework

2.1 Welsh Government 'Supporting Learners with Healthcare Needs' guidance document no: 215/2017

The Governing Body of the School must have regard to statutory guidance when carrying out its duties in promoting the welfare of its pupils, including meeting their healthcare needs. The School recognises that this responsibility also applies to activities taking place off-site as part of normal educational activities.

2.2 Section 175 of the Education Act 2002

The Governing Body of the School will make arrangements to ensure the safeguarding of pupils and promotion of welfare of pupils. This will include supporting those with healthcare needs.

2.3 Section 21(5) of the Education Act 2002 and Section 25(2) of the Children Act 2004

In accordance with Section 21(5) of the Education Act 2002, the Governing Body will promote the wellbeing of learners at the school so far as related to the matters mentioned in Section 25(2) of the Children Act 2004, which includes physical and mental health and emotional wellbeing, education, training and recreation, and social wellbeing.

2.4 Equality Act (2010)

Some learners with healthcare needs may be disabled for the purposes of the Act. The Governing body will ensure that disabled learners are free from discrimination, victimisation or harassment and will comply with its duty to make reasonable adjustments. In accordance with Schedule 10 of the Equality Act (2010), the school will prepare and implement an Accessibility Plan.

2.5 Social Services and Wellbeing (Wales) Act 2014

The 2014 Act seeks to ensure that care and support provided to young people are delivered in accordance with the principles outlined in the UNCRC. The School is committed to the following provisions:

- Children have a right to an education (Article 28).
- Adults should think about the best interests of children and young people when making choices that affect them (Article 3).
- Children who have any kind of disability should have the care and support required so that they can lead full and decent lives (Article 23).
- Every child has the right to say what they think in all matters affecting them, and to have their views taken seriously (Article 12).

3. Roles and responsibilities

3.1 School

The **Governing Body** will oversee the development and implementation of arrangements to include:

- complying with applicable guidance and statutory duties as outlined in section 2 above;
- working collaboratively with parents, staff and other professionals to develop healthcare arrangements to meet the best interests of the learner;
- ensuring arrangements are in place for the development, monitoring and review of the healthcare needs arrangements to include this Policy and, where appropriate, Individual Healthcare Plans for particular learners;
- ensuring the arrangements are in line with other relevant policies and procedures e.g. first aid, risk assessments, emergency procedures, accessibility plan, safeguarding measures and data protection procedures.
- ensuring, in collaboration with the Local Authority, that the school provides a learning environment that is inclusive and accessible to learners with healthcare needs.

The Headteacher will:

- work with the Governing Body to ensure compliance with applicable statutory duties when supporting learners with healthcare needs, including duties under the Equality Act 2010;
- appoint a named member of staff who is responsible for the education and wellbeing of learners with healthcare needs, liaising with parents, learners, the local authority, key workers and other agencies involved in the learner's care (i.e. Deputy Headteacher, Safeguarding and Wellbeing);
- ensure that, wherever required, learners have access to an appropriate and dignified environment to carry out their healthcare needs;
- ensure annual reports are provided to the Governing Body on the effectiveness of arrangements in place to meet the healthcare needs of learners.

The Deputy Headteacher (Safeguarding and Wellbeing) will:

- ensure the development of IHPs and that a sufficient number of trained staff are available to implement the arrangements set out in all IHPs, including contingency plans for emergency situations and staff absence;
- ensure arrangements are in place to meet a learner's healthcare needs and that they are fully understood by all parties involved, acted upon and actions maintained as required;
- ensure that the support put in place focuses on and meets the individual learner's needs i.e. person-centred planning;
- ensure all learners with healthcare needs are not excluded from activities they would normally be entitled to take part in without a clear evidence based reason and that appropriate healthcare support is agreed and put in place for such activities, to include work experience placements or similar;
- check with the Local Authority whether particular activities for supporting learners with healthcare needs are appropriately covered by insurance and making staff aware of any limits to the activities that are covered;
- notify the local authority when a learner is likely to be away from the education setting for a significant period e.g. three weeks or more due to healthcare needs. (NB: What qualifies a period of absence as significant in this context depends upon the circumstances of the learner and whether the setting can provide suitable education for the learner);
- extend awareness of healthcare needs across the educational setting in line with the learner's right to privacy;
- work collaboratively with the Local Authority to ensure reasonable adjustments are made so that disabled children and young people are not at a substantial disadvantage compared to their peers. (NB. This duty is anticipatory. For example, for new admissions/transition from primary to secondary provisions, adjustments must be planned and implemented in collaboration with all stakeholders.)

3.2 Parents/carers

Parents/carers are expected to:

- provide the school with sufficient and up-to-date information about their child's healthcare needs, including guidance on the administration of medicines;
- provide relevant in-date medicines, correctly labelled, with written dosage and administration instructions;

- ensure a nominated adult is contactable at all times and that all necessary forms are completed i.e. School Data Capture Form (available from the School Office), Administration of Medicines Form (Appendix 1);
- inform the School if their child has/had an infectious disease or condition while in attendance.
- work with the School to develop an individual healthcare plan for their child where required.

3.3 Learners

Learners are expected to:

- take care when carrying medicines to and from school, and not share with others;
- inform a member of staff if they are feeling unwell;
- work with the School and parents in the development of the IHP.

3.4 NHS Wales School Health Nursing Service, health and other professionals, third sector organisations and other specialist services

The School will seek to work collaboratively and proactively with outside agencies, e.g GPs, physiotherapists, speech and language service, specialist nurses and third sector voluntary bodies, to ensure the individual needs of learners with healthcare needs are met.

4. Individual Healthcare Plans (IHPs)

Where a learner has continual or episodic healthcare needs, then an IHP may be required. The IHP will clearly explain how the learner's needs may be met, be easily accessible to all those who need to refer to it, while maintaining the required levels of privacy, capture key information and actions required to support the learner effectively.

Where a learner has an SEN, the IHP should be linked or attached to any individual education plan e.g. Statement of SEN etc.

Learners who are competent to do so will be encouraged to take responsibility for managing their own medicines and procedures and this will be reflected in the IHPs. Where possible, learners will be encouraged to carry their own medication and relevant devices if they are sufficiently responsible and they may need to access their medication quickly. (Please refer to Section 8 - Administration and Storage of Medicines.)

The School's Corporate Wellbeing Manager will work with the School's Welfare Officer to produce IHPs for pupils with healthcare needs. IHPs will be developed in consultation with the learner, parents/carers, relevant healthcare professionals and outside agencies where required and the Deputy Headteacher (Safeguarding and Wellbeing).

5. Creating an accessible environment

The School will work closely with the Local Authority to ensure that the education setting is inclusive and accessible to learners with healthcare needs. This will include the following.

- **Physical access to school building:** The School will fulfil its duty to have an Accessibility Plan which will be regularly reviewed by the Governing Body.

- **Reasonable Adjustments:** The School will ensure appropriate auxiliary aids and services (with the appropriate number of trained staff) for learners with healthcare needs.
- **Day trips and residential visits:** The School will make reasonable adjustments to trips and residential visits to increase the level of participation from all learners as far as is reasonably practicable. Sharing of any information regarding learners (to include healthcare needs) will comply with the Data Protection Act.
- **Social Interactions:** The School will adequately consider the involvement of learners with healthcare needs with regard to structured and unstructured social activities, such as during breaktimes, productions, after school clubs and residential visits etc. The School recognises learners with healthcare needs can experience social barriers that a proactive approach is required in seeking to remove such barriers.
- **Exercise and physical activity:** The School fully understands the importance of all learners taking part in physical activity and will ensure appropriate adjustments are made to sporting and other activities to make them accessible to all learners. (See Section 5 – Sharing information.)
- **Food Management:** The School will give appropriate consideration to the dietary needs of learners with healthcare needs. Where a need occurs, the School will meet with parents/carers to provide details of menus/ingredients provided via its Catering Facility. The School recognises that some learners need to eat or drink as part of their condition and will work collaboratively with parents/carers to ensure suitable arrangements are in place for these learners.
- **Risk Assessments:** The School will ensure risk assessments are carried out and that, where appropriate, they are available electronically on Management Information System against the learners' personal records.

6. Sharing information

The School Welfare Officer will ensure that all necessary information regarding health conditions and healthcare needs arrangements are kept up-to-date and is clearly communicated to staff. The learner and the parent/carer will be made aware of the School's information sharing techniques to include staff email, noticeboards in staff rooms, intranet - SIMS.

Following discussion with the learner and parents/carers, it may be possible to share information with other learners and explore how friendship groups and peers may be able to assist the pupil with healthcare needs. For example, they could be taught the triggers or signs of issues for a learner, know what to do in an emergency and who to ask for help.

7. Procedures and record keeping for the management of learners' healthcare needs

The School Welfare Officer will be responsible for the administration of procedures and record keeping for the management of learners' healthcare needs. The School Welfare Officer will collate the following information and ensure it is stored and maintained appropriately:

- Emergency contact details, information on the learners' health condition and medication and dosage required (Caldicot School Data Capture Form);

- parental consent for School to administer medication which is also signed by the School's Corporate Wellbeing Manager (Caldicot School Consent for Administration of Medicines Form – Appendix 1);
- record of medicines administered to all learners by date;
- staff training records – related to healthcare needs;
- medication incident record.

8. Storage, access and the administration of medicines and devices

In accordance with the School's First Aid Policy, all prescription medicines, 'pharmacy only' medicines and 'over the counter' medicines will be stored in the School Welfare Office in a dedicated and lockable storage cupboard/refrigerator where required. This duty is set out in the Control of Substances Hazardous to Health Regulations 2002 (COSHH). Large volumes or surplus medication will not be stored.

8.1 Prescription Medicines

The Welfare Officer will store, supervise and administer medicine that has been prescribed for an individual child. Medicines must be in-date and will be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. The Welfare Officer will ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. Medicines are only accepted in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions. Where a child needs two or more prescribed medicines, each should be in a separate container. Parents who require their children to take prescription medicines during the school day must provide written permission (Caldicot School Consent for the Administration of Medicines Form).

Asthmatic pupils may carry inhalers and those with severe allergies may carry an appropriately stored 'epipen' in their bag. This does not preclude the storage of inhalers and epipens by the Welfare Officer.

8.2 Pharmacy Only and 'Over the Counter' Medicines

Parents who wish their children to take 'pharmacy only' medicines and 'over the counter' medicines during the school day must provide written permission and all such medicines must be stored in the Welfare Room. As with prescription medicines above, medicines should be clearly labelled with the name of the child and being accompanied by details of the dose of the medicine and the frequency of administration. The medicine must be in its original packaging.

8.3 Emergency Medication

The School Welfare Office is manned by an appropriately trained member of staff throughout the whole of the school day so that emergency medication may be accessed at all times. For educational trips and visits, Medication packs are assembled and carried by appropriately trained staff accompanying pupils, together with instructions for administration and any other relevant information. If medication is administered, the member of staff will ensure appropriate records are made.

Providing they are competent to do so, a learner who has been prescribed a particular medication may legally have it in their possession. However, the learner must not pass it to another pupil or other unauthorised person.

8.4 Disposal of medicines

When no longer required, the School Welfare Officer will ensure medicines are returned to parents to arrange safe disposal.

9. Emergency procedures

The School has appropriate systems in place for handling emergency situations and nominated first aiders to deal with common healthcare needs.

In an emergency situation where a learner needs to be taken to hospital, a member of staff will stay with the learner until a parent/carer arrives. This includes accompanying the learner to hospital in an ambulance. The member of staff will have details of any known healthcare needs and medication as stored on the School's Management Information System (SIMS).

Where a learner has an IHP, this will clearly define what constitutes an emergency and explain what to do.

10. Training

In accordance with the School's First Aid Policy, the School will ensure that it has a sufficient number of staff trained in First Aid. Initial training is provided and a rolling programme of training is in place to incorporate refresher training every three years. In addition, the School has an Automated External Defibrillator and organises the provision of short general awareness briefing sessions for staff on its use.

As part of its annual CPD programme, the School ensures that training is available to staff in a number of common conditions that can affect pupils, namely:

- Diabetes
- Asthma
- Epilepsy
- Anaphylactic Shock
- Fractures and dislocations
- Other bespoke training sessions to meet needs of individual pupils.

The School will ensure that staff who volunteer or are contracted to support those with healthcare needs are provided with appropriate training in order to ensure those needs are met, as identified in the IHPs.

11. Qualifications and assessments

It is imperative that Parents/Carers contact the School's Exams Officer immediately if they are aware that their child/ward will be absent from school due to healthcare needs when examinations or assessments are approaching.

The School makes applications for special arrangements to awarding bodies wherever required, in accordance with the requirements of the Joint Council for Qualifications.

12. Education other than at school (EOTAS)

Parents/Carers should inform the Deputy Headteacher (Safeguarding and Wellbeing) if their child/ward will be absent from school due to healthcare needs. In the case of a short term absence the School may be able to provide work to be completed at home. However, depending on the circumstances and length of absence, the Local Authority may need to make arrangements for the provision of education.

13. School Transport

For eligible pupils, home to school transport is organised directly between the Local Authority and the parent/carer. The Local Authority will be able to provide advice and guidance with regard to eligibility of provision with regard to appropriately trained escorts to facilitate the attendance of a learner with healthcare needs.

14. Reviewing policies, arrangements and procedures

This policy will be reviewed by the School's Governing Body every three years.

Appendix 1



ADMINISTRATION OF MEDICATION FORM

In certain circumstances a parent or medical practitioner may recommend that a child attends school whilst receiving medication.

The head teacher (or his/her representative) of Caldicot School is prepared to administer medication provided that this indemnification form is completed (see below).

Please complete information below, sign form and return to Welfare Room with listed medication. ALL medication must be in original packaging labelled with the pupil's name & form.

Name of Pupil:

Address:

Date of birth:Form:

Name of medication:.....

Illness/condition:

Times to be taken (within school hours):

Dosage:

I am the Parent/Carer of the pupil named above. I accept full responsibility concerning the administration of this medication to my child / ward.
I accept that the school may not be able to adhere precisely to the times of administration stated.
I accept that the school will not be liable in any way for any consequences arising from the administration of or failure to administer (due to circumstances beyond control) this medication to the pupil named above.

Signed (Parent/Carer):

Print Name: Date:

To Be Completed By School - Medication Received By:

Member of Staff: Signature:

Date: CWM / HT Signature: