

# Baytree School Supporting pupils with Health Care needs Policy

## January 2021



### **Aim**

Most pupils will, at some time, have a medical condition which may affect their participation in school activities. For many this will be short-term: perhaps finishing a course of medication. Other pupils have medical condition that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. There are a high proportion of children with medical needs at Baytree School. Children with complex medical needs are able to attend school regularly and, with support from the school, can take part in all school activities. However, school staff take extra care in planning activities to make sure that these pupils, and others, are not put at risk.

Baytree School is an inclusive community that aims to support and welcome pupils with medical conditions. We provide all pupils with all medical conditions the same opportunities as others at school. This will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being

### **Duty of care**

Baytree School ensures all staff understand their 'duty of care' to children and young people in the event of an emergency and that staff are well supported and feel confident in knowing what to do in an emergency. We are aware that some medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood. We understand the importance of medication being taken as prescribed. We are committed to ensuring that staff understand the medical conditions that affect children that they are working with and the common medical conditions that affect children across the school. There is a significant commitment to ensuring that staff receive training on the impact medical conditions can have on pupils and how to manage these.

*There are clear procedures in place for all children in the event of an emergency.*

These measures include:

- A whole school procedure in the event of paramedics being called to school which includes systems for the admin and facilities teams and clear roles for all those involved.
- A team led by Baytree Health Lead who will manage emergencies in the first instance.
- Clear protocols for emergencies for individual children which are stored with the healthcare team, with emergency medicines. Protocols are in the emergency medication folder.
- Staff trained appropriately to manage emergency situations when offsite or in the absence of the healthcare team.
- All staff attend First aid at work training which is updated 2 yearly.
- Individual risk assessments for every child which highlight any foreseeable emergency situations and control measures which need to be in place.
- Debriefing/supervision meetings as necessary for individual staff or staff teams.
- Systems for supporting families when their children are taken to hospital.
- Systems to ensure that relevant documents including healthcare plans and other relevant medical information forms are sent to hospital with a child as a matter of course.
- Emergency medicines stored in classrooms and/or with individual learner (if appropriate)

where they are most easily accessible.

### **Supporting Healthcare needs at Baytree:**

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At Baytree School we ensure the following:

- The well-being of pupils is paramount
- The dignity of pupils is preserved at all times keeping the best interests of the pupil in the foreground at all times.
- Confidentiality will be maintained provided that by doing so you are not putting the child or others at risk.
- Parents have prime responsibility for their child's health.
- School staff have a commitment to a positive and early response in all situations.
- Where school staff provide support to pupils with medical needs full training and support will be provided either by internal or external trainers.
- Under the Health and Safety at Work etc Act 1974, the employer is responsible for making sure that the school has a Health and Safety Policy.
- In cases of infectious diseases, we will contact local PH team for advice-and guidance.
- Accurate and prompt (written within 24 hours) records will be kept.
- School staff are expected to work in close collaboration with parents, Health and others relevant professionals.
- This policy is based on the legal framework set out in the DfEE/DH Circular - *Supporting Pupils with Medical Needs in Schools* and follows the DfEE Good Practice Guide 1996
- Nothing in this policy should discourage staff from giving help in good faith in a life-threatening emergency, based on the appropriate LEA - as the employer - indemnity.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows well.
- In some situations, where an ambulance is not deemed necessary and as the result of consultation between the healthcare team, SLT and parents, alternative arrangements can be put in place in the best interests of the child.
- All staff at Baytree School are aware of the most common medical conditions and needs at the school. Annual generic medical training is provided in September by School Nursing Team as a matter of course for the whole school in asthma, epilepsy, and anaphylaxis, administration of medication and enteral feeding and emergency medications.
- Staff at Baytree School are fully conversant with the medical needs of individuals in their class and how to manage these. Healthcare plans are reviewed annually by the healthcare lead/team and updated as needed in conjunction with families and other professionals.
- Training is refreshed for all staff at least once a year. The school differentiates between new training and renewal training, providing more detail and opportunities for supervised practice when training is new.

**Record keeping** - The school has clear guidance and protocols about record-keeping:

### **Enrolment forms**

New parents are asked if their child has any health conditions or health issues on a separate set of forms which are part of the new starter pack, which is filled out at the start of each school year. Subsequently, home visits or planned visits with the healthcare lead and/or class teacher will allow fuller discussion and detail.

### **Existing pupils**

The healthcare team update their records of health conditions, medicines and permissions for all children annually and as a matter of course.

### **Healthcare Plans**

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This school uses a Healthcare Plan to record important details about individual children's

medical needs at school, their triggers, signs, symptoms, medication and other treatments and emergency information. Further documentation provided by other medical professionals may be in place to support understanding of individual's children's medical needs may sit alongside the healthcare plan.

A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long-term medical condition.

This is sent:

- at the start of the school year
- at enrolment
- after alterations

When a Healthcare Plan is first written, parents, a member of medical professional team supporting pupil and pupil with a medical condition (if appropriate), are asked to fill out the pupil's Healthcare Plan together. Parents then return these completed forms to the school along with any supporting evidence i.e.: clinic letter, epilepsy plan.

- The healthcare lead/team follows up with the parents any further details on a pupil's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.
- Parents are supported to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.
- Every pupil with a Healthcare Plan at Baytree School has their plan discussed and reviewed at least once a year.
- Parents are provided with a copy of the pupil's current agreed Healthcare Plan.
- Healthcare Plans are kept in a secure central location at school in the healthcare office. A copy is also kept in class securely in pupil files. The school ensures that all staff protect pupil confidentiality.

### **Healthcare Plans are used by this school to:**

- Inform the appropriate staff about the individual needs of a pupil with a medical condition in their care.
- Identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. The school uses this information to help reduce the impact of common triggers.
- Ensure that all medication stored at school is within the expiry date and safely stored.
- Remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

### **Consent to administer medicines**

- If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's Healthcare Plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required.
- All parents of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the Healthcare Plan for staff to administer medication.
- If a pupil requires regular/daily help in administering their medication, then the school outlines the school's agreement to administer this medication on the pupil's Healthcare Plan. The school and parents keep a copy of this agreement.
- Where relevant parents of pupils with medical conditions are asked at the start of the school year on the Healthcare Plan if they and their child's healthcare professional believe

the child is able to manage, carry and administer their own medication.

### **Other record keeping**

- The school keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the administering staff members, pupil, dose, date and time are recorded.
- Class staff monitor and record seizures in seizure records/diaries which are used to inform parents and other professionals.
- Class staff monitor and record any other significant medical events.
- Class staff contact the healthcare team for further advice when there is cause for concern.

### **Training**

- Due to the complexity of medical needs within the school, all planned training which is related to individuals is recorded on the school Medical Training Plan. Training against the medical training plan is recorded by the DT, office and healthcare team.
- Training may be provided by the healthcare lead or school nursing team or other medical professionals/experts. Training at Baytree is also supported by online training.

### **Inclusive practice**

This school ensures that the whole school environment is inclusive to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities:

#### *Physical environment*

- The school is committed to providing a physical environment that is accessible to pupils with medical conditions. The school's commitment to an accessible physical environment includes out-of-school visits and this is taken into consideration as a routine part of planning for any off site visit.

#### *Social interactions*

- This school ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and extended school activities, trips and visits.
- All staff at this school are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies. The school actively works with the other schools and colleges.

#### *Exercise and physical activity*

- This school understands the importance of all pupils taking part in sports, games and physical activities and physio programmes and has a Physical Activity Policy in place.
- The school ensures that children are never forced to take part in an activity if they feel unwell. Teachers and outside providers are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.
- This school ensures all classroom teachers/staff and outside providers are aware of the potential triggers for pupils' medical conditions when exercising and how to minimize these triggers.
- The school ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

#### *Education and learning*

- This school ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

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- If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, the school understands that this may be due to their medical condition and will work with parents and the healthcare team to improve the situation where possible. This

may involve supporting rapid access to services that can help. As a matter of course staff liaise with medical professionals and the school hosts several on-site clinics in liaison with the school nursing team.

- When families are in crisis because of a child's medical condition, when children are acutely unwell or when children are hospitalised for extended periods of time, the school will put into place measures to ensure that children and families are well supported by the school and that close communication is maintained.

### *Off Site visits*

- Individual risk assessments are carried out by the school and updated at least annually for all learners. These document global risks and control measures associated with each child. Individual risk assessments are taken on every off-site visit.

### **Children with health needs who cannot attend school**

- It is rare for children to be absent from school because of health needs which are part of their condition. The school aims to accommodate all children who are well enough to be at home, in school and as quickly as possible after hospital discharge. School staff can be trained in any competency that parents practice at home in line with national guidance.
- When children are at home because they are more unwell than their daily condition, school staff stay in contact with the family for regular updates and dialogue and to provide support for both the learner and the family.
- When children are at home because of a recent discharge from hospital and a wait for either equipment or training to be put in place, but are well enough to engage with learning, school staff will visit at home as a matter of course and provide home learning activities for the child in line with their EHCP and curriculum topic.
- When children are in hospital and their condition means they are too unwell to engage with learning, school staff stay in contact with the family for regular updates and visit as a matter of course.
- When children are in hospital, for long admissions and they are well enough to join hospital school programmes, the school will liaise with the hospital school. The school will provide school documents with the permission of the parents.
- When children are absent from school because of health needs for any period of time, class teachers are expected to continue with class based assessment.
- The health lead available to support any family whose child has had a recent discharge from hospital and a return to school plan is put in place in conjunction with the family to ensure any change of needs are identified to support the transition back to school.

### **Baytree Schools Head Teacher/Deputy Head Teacher has a responsibility to:**

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- Liaise between interested parties including pupils, school staff, healthcare team social care, teaching assistants, parents, governors, the local authority transport service, and local emergency care services.
- Ensure the policy is put into action, with good communication of the policy to all
- Ensure every aspect of the policy is maintained
- Monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders
- Update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- Report back to all key stakeholders about implementation of the medical conditions policy.

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### **All staff at Baytree School have a responsibility to:**

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Understand the school's supporting pupils with healthcare needs policy.
- Know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- Enable all pupils to have immediate access to their emergency medication
- Maintain effective communication with parents including informing them if their child has been unwell at school
- Ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom
- Understand common medical conditions and the impact they can have on pupils
- Ensure no pupil with medical conditions is excluded from activities they wish to take part in.
- Ensure pupils have the appropriate medication or food/drink with them during any exercise and are allowed to take it when needed.

### **Teachers at Baytree School have a responsibility to:**

- Maintain communication with families when children have been unwell with the support of Health Lead where necessary.
- Be aware that medical conditions can affect a pupil's readiness for learning and ensure adaptations are made to support the pupils learning.
- Regularly record children's physiological need and medical events when identified as necessary.
- Refer concerns to the healthcare team in a timely way

### **The healthcare lead Baytree School has a responsibility to:**

- Coordinate the completion of all healthcare plans for pupils at Baytree School.
- Liaise with other professionals as necessary to support families and pupils
- Carry out routine healthcare duties alongside the health care team
- Maintain an exemplary standard of collaborative working within school and when liaising with other professionals
- Manage on site emergencies or concerns alongside the healthcare team
- Be available to offer medical and support to all staff and families as needed
- Coordinate response to emergencies which happen on site or delegate this to a member of class staff/ SLT
- Oversee safe administration of medicines including transcription – healthcare lead monitors this
- Monitor records – healthcare lead monitors this.
- Help update the school's medical conditions policy, and Medical Training Plan
- Help provide regular training for school staff in managing the most common medical conditions at school
- Provide training for groups or individuals of staff
- Order, store and maintain medical equipment including enteral feeding and syringes
- Provide information about where the school can access other specialist training.

### **First aiders at Baytree School have a responsibility to:**

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
  - When necessary ensure that an ambulance or other professional medical help is called.
- Record all first aid given to staff or pupils

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## **Individual doctors/consultants and specialist healthcare professionals caring for pupils who attend Baytree, have a responsibility to:**

- Complete or input into the pupil's Healthcare Plans provided by parents where necessary
- Where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
- Offer every child or young person (and their parents) a written care/self-management plan to ensure children and young people know how to self-manage their condition where necessary
- Ensure the child or young person knows how to take their medication effectively
- Ensure children and young people have regular reviews of their condition and their medication
- Provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents)

## **The parents of a child at Baytree have a responsibility to:**

- Tell the school if their child has a medical condition
- Ensure the school has a complete and up-to-date Healthcare Plan for their child which reflects the individual medical needs of the pupil
- Inform the school about the medication their child requires during school hours
- Inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- Tell the school about any changes to their child's medication, what they take, when, and how much asap
- Inform the school of any changes to their child's condition asap
- Ensure their child's medication and medical devices are clearly labeled with their child's full name
- Update the school regarding information from appointments
- Ensure that their child's medication is within expiry dates
- Keep their child at home if they are not well enough to attend school in line with NHS guidance
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional

**The Education Act 1996** Section 312 of the Education Act covers children with special educational needs, the provisions that need to be made and the requirements local health services need to make to help a local authority carry out its duties. The Care Standards Act 2000 This act covers residential special schools and responsibilities for schools in handling medicines.

**Health and Safety at Work Act 1974** This act places duties on employers for the health and safety of their employees and anyone else on their premises. This covers the head teacher and teachers, non-teaching staff, pupils and visitors.

**Management of Health and Safety at Work Regulations 1999** These regulations require employers to carry out risk assessments, manage the risks identified and to communicate these risks and measures taken to employees.

**Medicines Act 1968** This act specifies the way that medicines are prescribed, supplied and administered.

**Supporting pupils at school with medical conditions December 2015** Statutory guidance for governing bodies of maintained schools and proprietors of academies in England.

**If staff follow the schools documented procedures, they will be fully covered by**

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**the employer's public liability insurance. Nothing in this policy should discourage staff from giving help in good faith in a life threatening emergency.**

Reviewed by FGB 20 <sup>th</sup> Nov. 2019. Next review due November 2020				
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