



MEDICAL CONDITIONS POLICY

Mount St Mary's Catholic High School Medical Conditions Policy

Adopted by Mount St Marys' Governing Body on 20 September 2022

Signed  Chair of Governors

Review date: 20 September 2025

This policy has been written in accordance with Section 100 of The Children and Families Act 2014 that places a duty upon the Mount St Mary's Catholic High School (MSM) Governing Body (GB) to make arrangements for supporting all MSM students with medical conditions.

This policy should be read in conjunction with a number of other MSM policies, in particular the MSM SEND Policy, MSM Single Equality Policy, MSM Behaviour Policy, MSM Accessibility Plan and the MSM Anti-Bullying Policy.

The possible spectrum and nature of medical conditions prevents all eventualities being specifically addressed in this policy. This policy will generically outline how MSM prepares for students with medical conditions and the procedures in place, but it should be noted that it is important that MSM has the ability to respond quickly to an alteration in any student's needs due to a medical condition and to this end have the framework in place to facilitate such a response. More than one student could be experiencing the same medical condition but have very different support requirements; this requires that the MSM medical condition provision is almost "organic".

The policy is written on the premise that all students, regardless of the potential barriers to learning that they may experience, have the right to equal and complete access to the curriculum and the extra-curricular life of MSM and MSM will do everything possible to remove or overcome those barriers to learning.

This policy provides guidance on what MSM strives to ensure with regard to students with either mental or physical medical conditions that may hamper their ability to engage fully in every possible aspect of MSM life, thereby ensuring the perpetuation of a fully inclusive philosophy at MSM.

More specifically, MSM strives to ensure that all students can:

- Be healthy.
- Stay safe.
- Play a full and active role in life at MSM.
- Enjoy and achieve everything they have access to.
- Make a positive contribution to any community they are part of and could become part of.
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That staff can:

- Understand their duty of care to MSM students in the event of a medical emergency.
- Feel confident in knowing what to do in the event of a medical emergency.
- Understand the common medical conditions that affect MSM students.
- And do receive training on the impact medical conditions can have on MSM students.

That MSM:

- Understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- Understands that some medical conditions are permanent and classified as disabled.
- Understands the importance of medication being taken as prescribed.
- Upon notification of the future arrival of a student with a medical condition, will immediately contact all relevant parties for consultations; this will include the student's parents and previous or current school, and could include any appropriate and relevant outside agency and health professionals.
- Upon notification of a student with a medical condition's departure to another school mid-term, will pass on all appropriate and relevant information to the new school as soon as possible and will guarantee doing so within 2 weeks of notification.

The key points that this policy will address:

- The proper support of MSM students with medical conditions so that they have full access to education, including school trips and physical education.
- Ensuring that arrangements are in place to support MSM students with medical conditions.
- Ensuring that health and social care professionals, where required, and students and parents will be consulted over medical conditions, to ensure that the needs of students with medical conditions are effectively supported.
- Where clear medical diagnosis of a condition is unavailable, MSM will use any and all the evidence available to provide appropriate and relevant support.

Implications for students with medical conditions and MSM community

- Students with permanent, long-term and/or complex medical conditions, may require on-going support, medicines or care while at school, to help them manage their condition and thereby maintain their health and high levels of attendance.
 - MSM is fully aware that some other students may require monitoring and interventions in emergency circumstances, and that all MSM students' health needs may change over time in an unpredictable manner to the point of extended absence which will have a large impact upon their attainment levels.
- Participation in school life is not only academic in nature, there are social and emotional implications associated with medical conditions
 - Self-consciousness about medical conditions
 - Potential bullying issues
 - Anxiety or depression around their medical conditions
 - Integration and reintegration problems with their peers following periods of protracted absence.
- It is not only lengthy periods of absence that impact upon a student academically, socially and emotionally; frequent short periods including those to attend medical appointments can have similar effects and may require effective management.
- Some medical conditions could affect a student's quality of life and could even be life threatening, both of which could also impact upon other members of the MSM community with connections to the student in question.
- All of the above implications must be considered with regard to the safeguarding duty of the MSM GB. The MSM GB must always ensure that no student's health is put at risk from, for example, infectious diseases, when fulfilling its duty of complete and equal provision for all students.

Expected roles and responsibilities of people and agencies that may be involved with students with medical conditions

Governing Body

Overall responsibility for ensuring the content of this policy is appropriate and relevant at all times and reviewing the policy annually. Advising the Headteacher in implementation of this policy

Headteacher

Ensuring that this policy is effectively implemented and developed adhering to the MSM GB guidelines. This includes ensuring that all staff are aware of the MSM policy for supporting students with medical conditions and understand their role in its implementation. This may require recruiting a specific and appropriately trained member of staff to support the student with a medical condition as the Headteacher has the overall responsibility for Individual Health Care Plan (IHCP) development. It is also their responsibility to make sure that MSM has an appropriate level of insurance commensurate with the medical needs of any and all students.

Duties that this will include:

- *Ensuring sufficient staff are suitably and appropriately trained.*
- *Make all relevant and appropriate staff aware of a student's condition.*
- *In the event of staff absence, ensuring that someone is always available to provide appropriate and necessary support where and when required.*
- *Briefing supply staff where appropriate and necessary.*
- *Liaising with the Leeds City Council Children's Services (LCCCS) to devise a reintegration plan following a period of hospital or home tuition due to a medical condition.*
- *Doing risk assessments for school visits, holidays and other school activities outside of the normal school timetable.*
- *Compilation of individual IHCPs.*
- *Continually monitoring and developing individual IHCPs.*
- *Reviewing IHCPs annually or sooner where evidence supporting an alteration in a student's needs has been presented.*
- *Involvement in any discussion of evidence suggesting an IHCP is inappropriate or disproportionate.*

School staff

Any member of staff could be called upon to support a student with medical conditions, this may include the administering of medication although they cannot be required to do so; although they should always take into consideration the needs of the students with medical conditions that they may teach.

Staff with a responsibility for monitoring administration or for administration of medicines must check the dates and ensure medicine that has become out of date is not administered and the parents of the student whose medication it is are informed immediately. Any medication should only be accepted by appropriate staff if the medicine is

- In date
- In the original container as dispensed by the pharmacist
 - Exceptions here would be epi-pens for such things as anaphylactic shock, or insulin for diabetics
- Is accompanied by the original instructions for administration, dosage and storage.

If a student with a medical condition refuses to take their prescribed medication staff should never try to force the medication upon the student. The parents or carers must be informed immediately that this becomes known to staff.

No pain medication will ever be given to students by MSM staff unless it has been prescribed, accompanied by a letter signed by the student's parents/carers and the dosage and the time of the previous is known.

When medication ceases to be necessary, any held by the school should be returned to the parent to arrange safe disposal, disposal is not the duty of MSM.

A record should be kept of any and all medication administered by, or under the supervision of, any MSM staff; this is done in the interest of safeguarding the child and the staff.

MSM staff should respect and comply with any special arrangements that have been agreed to facilitate a pupil with a medical condition to fully participate in all aspects of school life, this could include eating, drinking or toilet visits at what might normally be considered inappropriate times.

School nurses

MSM does not have a permanent school nurse on site, but like all schools does have access to school nursing services. Nurses would not normally have an extensive role in ensuring that any school is taking the appropriate steps to support individual students with medical conditions,

but they may be called on to support staff on implementing a student's IHCP and provide advice and liaison services for training provision.

Other healthcare professionals including GPs and other providers of health services

To notify the school nursing service when a MSM student has been identified as having a medical condition that will require support at school. To be involved in any consultations where appropriate for the compilation of IHCPs, and provide advice and guidance on supporting children with medical conditions.

Students with medical conditions

Their knowledge and experience of their medical condition, personal circumstances and thereby their support needs are usually a valuable resource, because of this they should contribute to the compilation, development and reviewing of their own IHCPs.

MSM expects any medication brought to school by the student will be accompanied by a letter signed by their parents/carers giving the student permission to self-administer and/or carry their own medication. Where there is no letter of permission, parents/carers will be contacted by MSM staff for clarification about the medication. Where it is inappropriate for students to carry their own medication at all times, they, supported by their parents, should provide a supply which will be made easily accessible from the pupil office where it will be securely locked away along with a letter signed by their parents/carers explaining any necessary details about the medication.

If a student with medical needs has been prescribed a controlled drug, they are legally entitled to have it in their possession; however, if they are found to be passing it to another student for use it is an offence and will be reported to the police. Prescribed controlled drugs will be kept securely and a record will be kept of any doses administered, how much was administered and when. Any side effects of the controlled drug should be noted. For asthma sufferers MSM advocates that the student brings a clearly labelled spare inhaler to be kept in the pupil office. It is also acceptable and advisable for sufferers to carry an inhaler with them at all times.

Parents of students with medical conditions

Parents' knowledge of their child's medical conditions, the struggles they experience and the support their child requires is of great value, and as with their child they should contribute to the compilation development and reviewing of their child's IHCP. They should carry out any agreed action such as the provision of clearly labelled medication or equipment for their child and guidance on administering it. They should also ensure that they, or another nominated adult, is contactable at all times.

Leeds City Council Children's Services (LCCCS)

Work with MSM to support students with medical conditions to enable them to attend MSM full time. Provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within the IHCP can be delivered effectively.

Where it has been agreed, that a student has a medical condition sufficiently severe that a suitable education could not be provided in a mainstream school because of their needs, LCCCS will make other arrangements.

Clinical commissioning groups (CCGs)

Ensure that commissioning is responsive to the needs of students with medical conditions, and that health services are able to co-operate with schools supporting students with medical conditions; where necessary they can work to improve links and co-operation between MSM and health service providers.

Off site visits, residential visits and holidays or sporting activities

In consultation with all the appropriate and relevant parties, using the IHCP as the basis, a risk assessment should be done for students with a medical condition. MSM will then make any reasonable and possible arrangements required to facilitate the inclusion of those students in the activity, unless evidence from a clinician such as a GP states that participation is not possible or advisable.

Home to school transport

Any arrangement for this, in respect of a student's medical condition, is the responsibility of LCCCS and not MSM.

Medical emergency procedures

- All students should know to immediately inform a member of staff in the event of, or if they think there is, a medical emergency
- A designated first aid person will be sent for to assess the situation
 - If it is an emergency for a student with an IHCP this will immediately be checked for guidelines in the event of a medical emergency.
- The parents/carers will be informed if:
 - it is a head injury
 - the student has an IHCP, or
 - the first aider assesses that the injury is serious.
- In the event of an ambulance being called:
 - Parents/carers are informed immediately
 - A member of staff accompanies the injured student in the ambulance to the hospital, and remains with the student until the parents/carers arrive.

Liability and indemnity

MSM has liability insurance that covers staff to provide support of any kind for students with medical conditions including administering medication. Where particular or specialised support or assistance might be required, additional cover to include this would be applied for, if necessary, before the student requiring the assistance begins at MSM. In having such liability and indemnity cover, MSM accepts responsibility for any claims of negligence that may be made against any MSM staff involved in providing support to students with medical conditions.

All school insurance policies are kept by the MSM Bursar

Complaints

If any member of the MSM community is unhappy with how a situation has been handled, please refer to the MSM Complaints Policy.

Appendix A: Model process for developing individual health care plans

Parent or healthcare professionals informs school that their child has been newly diagnosed, is due to attend a new school, is due to return to school after a long absence or that their child's needs have changed

MSM Headteacher or a senior member of staff to whom this has been delegated, co-ordinates meetings to discuss the child's medical support needs and identifies a member of MSM staff who will provide support for the child

Meeting to discuss and agree on the need for the IHCP to include key school staff, child, parent, relevant healthcare professionals and other medical/health clinicians as appropriate (or to consider written evidence provided by them)

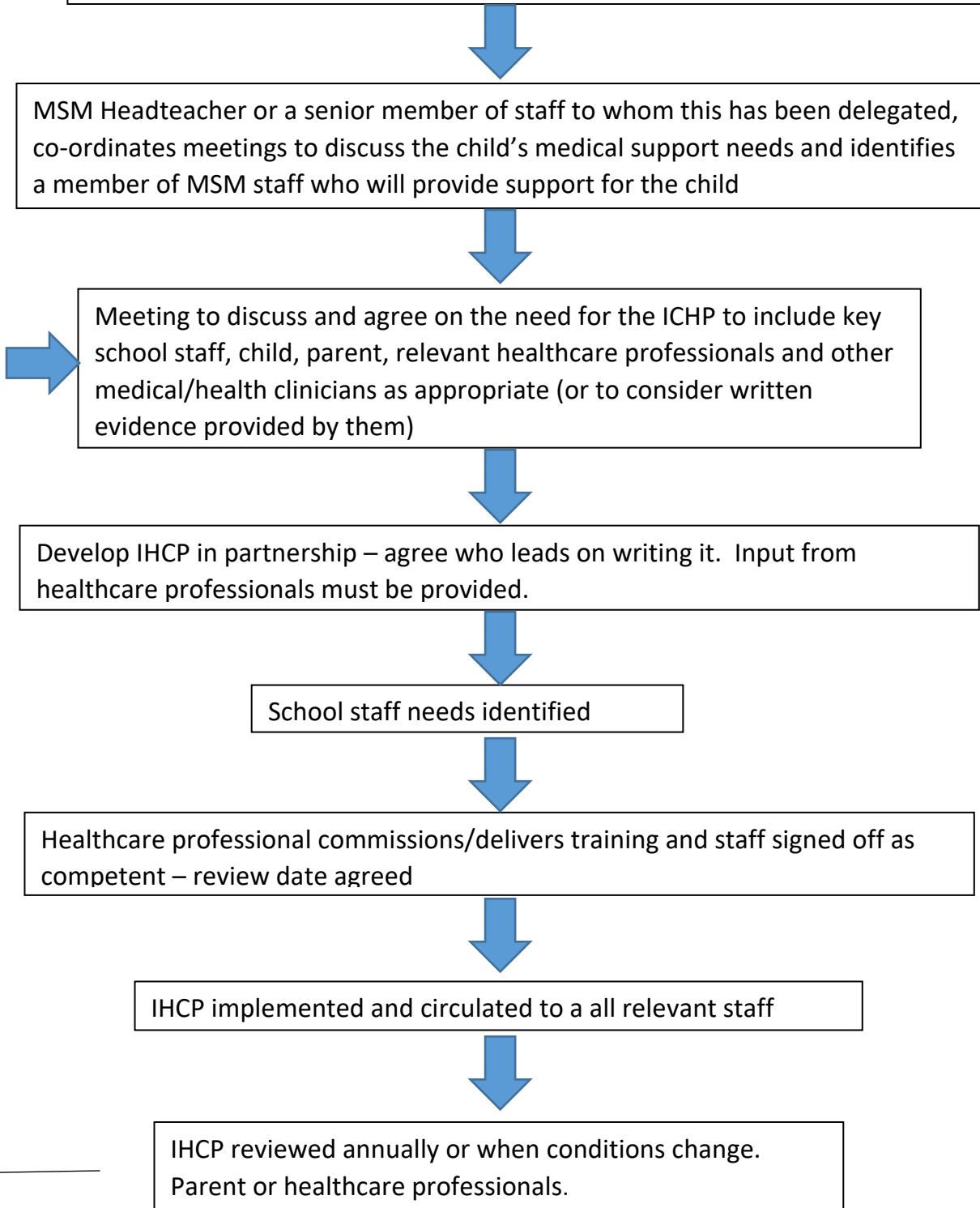
Develop IHCP in partnership – agree who leads on writing it. Input from healthcare professionals must be provided.

School staff needs identified

Healthcare professional commissions/delivers training and staff signed off as competent – review date agreed

IHCP implemented and circulated to all relevant staff

IHCP reviewed annually or when conditions change.
Parent or healthcare professionals.



Appendix B: When deciding what information should be recorded on individual healthcare plans the following are considered:

- the medical condition, its triggers, signs, symptoms and treatments;
- the student'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 student's educational, social and emotional needs – for example, 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, (some students will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;
- who will be most appropriate to provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- who at MSM needs to be aware of the student's condition and the support required;
- arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff, or self-administered by the student during school hours;
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, e.g. risk assessments;
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and
- what to do in an emergency, including whom to contact, and contingency arrangements. Some students may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.