Policy for supporting health care needs

Date of issue:	**December 2018**
Name of person responsible for maintaining this policy	**Nicola Allan**
Date of next Policy review	**September 2026**
Information about this policy is available to parents/carers **Web-site address**	www.maesebbw.com
Lead member of staff for managing healthcare needs	Nicola Allan Headteacher
Protocol in the absence of this person	Deputy Headteacher Assistant Headteacher
Date consortia training attended (2018)	October 2018

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Principles

Maes Ebbw School is committed to ensuring that all our learners including those with healthcare needs are fully supported in accordance with our legal responsibilities and statutory duties. A cooperative and proactive approach to providing effective and individual support is promoted.

Maes Ebbw School has arrangements in place as outlined in this policy to focus on meeting the needs specific to the learner and consider how this impacts on their education, attainment and well-being. The school is committed to ensuring arrangements properly support learners and minimise disruption or barriers to their education. Arrangements should also consider any wider safeguarding duties while seeking to ensure all learners can access and enjoy the same opportunities. Where possible, the school is committed to supporting the learner to build understanding and confidence to increasingly self-manage healthcare needs, depending on their ability to do so.

This policy links directly to Local Authority and Welsh Government guidance.

Roles and responsibilities

The Governing Bodies will oversee the development and implementation of arrangements including:

- complying with statutory duties
- promoting the wellbeing of learners
- supporting learners to uphold their rights
- ensuring a clear understanding of roles and responsibilities
- working collaboratively to meet the needs of the learner
- developing IHPs and monitoring and reviewing arrangements (Appendix 2-4)
- ensuring a policy is in place which covers emergency situations (Appendix 1)
- ensuring appropriate training is available
- ensuring appropriate insurance is in place

The Head Teacher will ensure arrangements are developed and effectively implemented including:

- working with the governing body to ensure compliance
- ensuring the school has a relevant policy
- ensuring there is a clearly understood process of communication
- ensuring robust processes for record keeping
- clear emergency arrangements are in place (Appendix 1)
- clear monitoring arrangements are in place
- ensure all staff have responsibility for learners with healthcare needs
- ensuring appropriate training is in place (Appendix 3)
- discuss responsibility for Individual Healthcare Plans (IHP) with partners i.e. Health to decide on the most appropriate lead (Appendix 2-4)
- ensure appropriate environment is available (for example in relation to toileting)

- ensuring appropriate dialogue with the LA in relation to insurance
- ensuring annual reports to Governors regarding arrangements in place
- ensuring learners are included in activities unless there is a clear evidenced based reason to the contrary

Teachers and support staff will receive relevant training (from LA and Healthcare professionals as required) and ensure they:

- understand the policies and procedures in place in the setting
- understand and follow communication protocols
- are aware of learners with more chronic needs and those with IHPs
- are aware of what to do in an emergency, the schools emergency procedures, and be aware of the signs of common life-threatening emergencies
- listen to the views of learners and parents/carers when putting support in place
- ensure learners know who to tell if they feel unwell
- ensure learners are not excluded from activities
- be aware of the impact of healthcare needs on learning and wellbeing
- keep parents/carers informed of any impact of the learners' healthcare needs

Parents/carers and learners will:

- receive updates regarding healthcare issues/changes that occur within the education setting
- be involved in the creation, development and review of an IHP. At Maes Ebbw School, this is undertaken via multi agency meetings including healthcare professionals.
- provide the education setting with sufficient and up-to-date information about healthcare needs, including any guidance regarding the administration of medicines and/or treatment from healthcare professionals. (see Appendices)
- Where appropriate, learners should be encouraged and enabled to manage their own healthcare needs
- inform the education setting of any changes such as type of medication, dosage or method of administration
- provide relevant in-date medicines, correctly labelled, with written dosage and administration instructions
- ensure a nominated adult is contactable at all times and all necessary forms are completed and signed
- inform the education setting if their child has/had an infectious disease or condition while in attendance.

Accessibility

Maes Ebbw School will ensure that all learners are supported to participate in trips and visits, structured and unstructured social activities, such as during breaks, breakfast club, productions, after-hours clubs and residential visits. Dietary requirements of learners with healthcare needs are considered as necessary. Risk assessments and accessibility plans are in place for all learners as appropriate.

(See Equalities Act 2010 and School's Individual Strategic Equality Plan)

(See the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 S.I.2011/1064). **gov.wales/topics/people-and-communities/equality-diversity**

Information Sharing

Maes Ebbw School will ensure that all information is kept up to date and there is a clear information sharing protocol in place agreed / signed by parents/carers and the learner. Teachers, supply teachers and support staff (this may include catering staff and relevant contractors) should have access to the relevant information, particularly if there is a possibility of an emergency situation arising.

- essential information regarding pupils' IHPs will be in the class Challenge and Aspirations folders.
- we use class team meetings to help ensure staff are aware of the healthcare needs of pupils they have or may have contact with
- for example: we make healthcare needs policies easily available and accessible, online and in hard copy
- we provide the learner/parents with a copy of our information sharing policy. This should state the type of bodies and individuals with whom the learner's medical information may be shared
- we ask parents to sign a consent form which clearly details the organisations, individuals and methods through which their learner's medical information will be shared. Sharing medical information can be a sensitive issue and the learner should be involved in any decisions.
- if appropriate our pupils know who to tell if they feel ill, need support or changes to support them.

Procedures and record keeping

Maes Ebbw School collects and maintains the following as appropriate:

- Contact details for emergency services
- Parental agreement for educational setting to administer medicine (Appendix 2)
- Record of medicine stored for and administered to an individual learner (Appendix 4) **N.B. This is only for pupils who are based at Maes Ebbw Bach.**
- Staff training record – administration of medicines (Appendix 3)

Storage, access and administration

All medicines are stored securely and safely by staff from Aneurin Bevan Health Board. For medication stored at Maes Ebbw Bach named staff are responsible (under the guidance of staff from Aneurin Bevan Health Board) to ensure the safe and appropriate storage of medication. Maes Ebbw school does not store surplus medication. Medicines should be in their original dispensed container, labelled with the name of the learner, medicine name, dosage and frequency, and expiry date. Maes Ebbw School only accepts prescribed medicines and devices.

Emergency procedures

All staff including temporary staff are aware of medical conditions and understand their duty in an emergency.

Where a learner has an IHP, this will clearly define what constitutes an emergency and explain what to do. Staff should be made aware of emergency symptoms and procedures. Where there is no IHP or where there is no diagnosis regular first aid will be administered.

All staff know what action to take in an emergency and receive updates annually as a minimum staff from Aneurin Bevan Health Board. If a learner needs to attend hospital a member of staff will stay with them until the parent / carer arrives or accompany a child taken to hospital in an ambulance.

Training

Training provided will ensure staff are competent, have confidence in their ability to support learners and fulfil IHP. We keep a training log to ensure we are up to date with all requirements.

Qualifications and assessments

- All staff are expected to use their professional judgement to support learners with healthcare needs.
- All staff are aware that pupil attainment maybe be affected by periods of illness

EOTAS (Education Other Than at School)

- In the eventuality that a pupil is absent for more than 15 days (consecutive or cumulative) we will work with the local authority to ensure the needs of the pupil are met.

Integration

At Maes Ebbw School we recognise that we have a key role to play in the successful integration after diagnosis or reintegration of pupils with healthcare needs. We will be proactive and work with health professionals and the local authority as appropriate, as well as other pupils in supporting the transition. We will train staff in a timely manner to assist the pupil's return. The support will be considered by key parties including the pupil and parent/carer, and will be reflected in the pupil's IHP.

When a pupil is discharged from hospital appropriate information should be provided to parent/carers which should be shared with us. We will work with the parent/carer and the hospital to manage the pupils return. We will work with the local authority to follow up with the pupil after reintegration

Monitoring and review

All policies arrangements, and procedures are reviewed regularly. This will be annually or more often where there are changes to the medical condition. IHPs are reviewed in line with the healthcare need and relevant medial guidance.

Complaints

Complaints can be made in line with the school's policy and details can be found on **our school web-site**

Unacceptable practice

We will ensure that staff are made aware of this by bringing the policy to the attention of all staff and Governors on a regular basis

Appendices

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APPENDIX 1

Maes Ebbw

Contacting Emergency Services

Request for an Ambulance

Dial **999**, ask for an ambulance, and be ready with the following information where possible.

1. State your telephone number 01633 815480
2. Give your location as follows Maes Ebbw School, Maesglas Rd, Newport, NP20 3DG.
3. State that the postcode is NP20 3DG.
4. Give the exact location in the education setting Use What 3 words location **(circle/chest/shin)**
5. Give your name.
6. Give the name of the pupil and a brief description of symptoms.
7. Inform Ambulance Control of the **best entrance** and state that the crew will be met and taken to.
8. Don't hang up until the information has been repeated back.

Speak clearly and slowly and be ready to repeat information if asked to.

Put a completed copy of this form by all the telephones in the education setting.

Appendix 2

Medication for school usage

Generic and Topical medication.

This medication needs to be sent into school in a new sealed container. Educational staff will then open the medication as new. The pupils' name will be written on the medication along with the date it was opened. Staff will then note the shelf life and dispose of the medication once this is reached. This will then be pupil specific and will remain in school to be used exclusively by your child.

Short term prescribed medication

Occasionally some of our pupils will have a prescribed, short term course of medication i.e. antibiotics that will have to be taken **three** times a day. If your child required this, please discuss with the school and we will use the consent form to administer the medication. **NB further information will be required by the school before administration of medication. Please contact the school to discuss prior to you child return to school**

Name of pupil				DOB		
Medication and enteral feeds	I give consent for prescribed medication to be administered by trained educational staff in the case of emergency whilst on school trips					
	Signature		Name		Date	
	If my child has an enteral feed, I give consent for trained educational staff to administer water and feeds as required					
	Signature		Name		Date	
Generic	I give consent for educational staff to administer 'topical' medication i.e. Sudocrem, Metanium, sun cream to prevent sun damage and generic medication (Asthma Inhalers) **Please note** Parents/carers need to provided topical medication in line with the school usage policy which is below					
	I give consent for educational staff to administer paracetamol in line with health guide lines. Parents/carers must inform us if a dose is administered 6 hours prior to arriving at school. No more than 4 doses should be administered within a 24 hour period					
	Signature		Name		Date	
Specific	I give consent for short term prescribed medication (prescribed by a doctor) to be administered by educational staff (The school can only administer this if the medication is required **three** times daily and only for the period prescribed)					
	Signature		Name		Date	

Appendix 3.

The Aneurin Bevan Health board staff complete agreements with parents/carers for pupils to receive medication. This appendix of the policy is retained in case of special circumstances.

Education staff training records are retained by Graeme Tully

HEADTEACHER/DELEGATED PERSONS AGREEMENT TO ADMINISTER MEDICATION

It is agreed that *<insert child's name>* ..... will receive *<insert name and quantity of medication>* .... at *<insert time medicine is to be administered>* ....

(Name of pupil)..... will be given their medication / supervised while they take their medication by *<insert name of member of staff>* ....

This arrangement will continue until (*e.g. either end date if course of medication or until instructed by parents/carers)* .....

Name (head teacher/delegated person): .....

Signed:..... Date: ....

☐ Individual Healthcare Plan in place; OR

☐ Individual Healthcare Plan not required

APPENDIX 4

Maes Ebbw School

Good practice suggests that this form should be contained in a bound and numbered book to avoid a threat of tampering.

RECORD OF MEDICATION ADMINISTERED TO A PUPIL

Good practice suggests that only one form is used per child in case a parent/carer wishes to see it.

Name:_____ Class: _____

Amount of controlled drugs received:_____Signature:_____Date:_____

Amount of controlled drugs handed back to parent/carer:_____Signature:_____Date:_____

CHECKS: a) Check consent form first; b) Medication must be in its original container with the label attached; c) If prescribed, it must have been dispensed by a pharmacist; d) Must have the expiry date and be in date; e) Must have the name of the child; f) Must have the name of the drug; g) Must have the dosage size and frequency; h) The medication has been stored according to the storage instructions; i) How much medication is left; j) Check the maximum dosage; k) Check the amount and time of any prior dosage administered. If there is a problem, contact head teacher/delegated person and then parent/carer.

Date	Time	Name of medication	All checks above undertaken	Dose Given	Controlled drugs only: amount remaining	Any reactions	Medication refused/not administered	Reason	Parent/carer informed & how	Staff 1 signature	Staff 2 signature