



Supporting Young People with Medical Needs Policy

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1. Roles and responsibilities

Parents have the prime responsibility for their child's health and are required to provide the School (via the student admin/welfare support team) with information about their child's medical condition before they are admitted to the school, or as soon as the student first develops a particular medical need.

In consultation with the family, advice will then be sought from those health professionals involved with this child, in order to determine the level of support needed on a daily basis when this child attends school. This could include:

- a General Practitioner (GP) or Paediatrician
- the School nurse
- a Health Visitor or a specialist voluntary body
- a mental health practitioner
- for those students who attend hospital appointments on a regular basis, special arrangements may also need to be considered

2. Students with long term or complex medical needs

Special Arrangements

As outlined in the school SEND Policy, where a student's needs are particularly complex and could affect their ability to access the full curriculum or participate in other areas of school life, including assessments and examinations, additional support may be needed. This will be discussed with parents and the student and all details shared with relevant teaching staff. In some cases, this might take the form of dedicated adult support at certain times of the school day. Alternatively, the student's needs could be such that modifications to the learning environment and/or the provision of specialist aids will need to be considered. Parents MUST contact and consult with the School regarding student's access to a particular trip. Only after this consultation will it be determined that a student can access a trip as their needs can be catered for. Every effort will be made to ensure that the student can access a trip and reasonable adjustments will be considered. However, if their safety and/or others on the trip is compromised, it may be decided that the student cannot attend.

3. Individual Health Care Plans

An Individual Health Care Plan based on an individual risk assessment will be developed for such students, to clarify for staff, parents/carers and the student, the support that will be provided. This will include details of the student's medical condition, any medication, daily care requirements and action to be taken in an emergency, including parents' contact numbers.

Those who may need to contribute to an Individual Health Care Plan include:

- The School health service, the student's GP or other health care professionals (depending on the level of support the student needs)
- The Headteacher or key members of the SLT
- Assistant Head Inclusion (SENCo)

- Head of House
- Welfare Team
- The parents/carers
- The student
- The Form Tutor, Learning Support Assistant
- Staff who are trained to administer medicines or trained in emergency procedures

Individual Health Care Plans will only be completed for students where it is deemed necessary and will not be completed for all students with medical needs. The School will agree with parents how often they should jointly review a health care plan. The timing of this will depend on the nature of the student's particular needs. Each student's needs will be assessed individually, as each student varies in their ability to manage with poor health or medical conditions.

4. Communicating needs

Information regarding the needs of certain students with particular needs will be made available for staff via the school's management information system and confidentially stored on the IT network. Details contained within Individual Health Care Plans will be shared with relevant staff. Copies of the Individual Health Care plans will be held within student reception and with the Learning Support Department. A copy will be stored electronically on the student's **electronic** profile.

Students that may require immediate medical attention within a class will have an alert on the register.

5. Staff training

The School is responsible for ensuring that staff have appropriate training to support students with medical needs. For students with specific needs there will be an information session for staff either in July or September. Where there is a particular need for staff to be trained, this will also be arranged. Arrangements are made with appropriate agencies to update staff training on a regular basis. Every effort will be made to share with visiting staff and supply staff all relevant information about medical needs of students in their classes/groups. Teaching and Support staff are invited to attend EpiPen, Diabetes, Epilepsy and Asthma training annually.

6. Educational visits

Every effort is made to encourage students with medical needs to participate in safely managed visits. Parents/carers of students participating in educational visits will need to complete a Medical Consent Form giving details of all medical/dietary needs. Where there is a particular need parents MUST contact the trip leader and discuss this need and make arrangements for how this need will be met on the visit. Consideration is always given to the adjustments which need to be made to enable students with medical needs to participate fully and safely on visits. Staff supervising excursions should always be aware of any medical needs and relevant emergency procedures. A copy of Individual Health Care Plans should be taken on visits in the event of the information being needed in an emergency. Arrangements for taking any necessary medicines will need to be made and if necessary an additional member of the support staff, a parent or another volunteer might

be needed to accompany a particular student. If there is any concern about whether the school is able to provide for a student's safety, or the safety of other students on a visit, then parents will be consulted and medical advice sought from the School health service or the student's GP.

7. Residential trips

Parents of students participating in residential trips will need to complete the Medical Consent form giving details of all medical/dietary needs. All medication, which need to be administered during the course of the visit, should be handed directly to the tour leader or an appointed member of staff, in accordance with the School's guidelines before leaving the School at the start of the trip. See advice (Educational Visits) for further necessary procedures.

8. Sporting activities

All students with medical conditions will be encouraged to participate as fully as possible in physical activities and extra-curricular sport. For many, physical activity can benefit their overall social, mental and physical health and wellbeing. Where there is a particular need (highlighted through discussion with appropriate staff), PE/appropriate staff will be sensitive to their individual needs and sufficient flexibility will be incorporated into the lesson planning for all students to be included in ways appropriate to their own abilities. Any restrictions on a student's ability to participate in PE will be recorded in their individual health care plan. This will include a reference to any issues of privacy and dignity for a student with particular needs. Some students may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers, insulin etc.

9. Food technology lessons

Students with medical needs such as coeliac, a nut allergy or other intolerances will have individual plans put into place in their cooking and nutrition lessons depending on the severity of the need. In most instances ingredients can be swapped to suit the needs of the student, and ensuring any equipment being used has been sanitised in the dishwasher prior to the lesson. However, it is sometimes necessary to change the recipes within the scheme of work to ensure certain ingredients are not in the room at all.

10. Students with mental health needs

Many students will experience worry, periods of feeling low or even long term anxiety during their teenage years. We have many services that we can refer into from school. If you need extra advice, please contact the Head of Safeguarding & Welfare or their HOH and ask about a Health and Wellbeing referral.

Please inform the school of any external agencies that are working with your daughter so we can support them fully.

11. Students with short – term medical needs

If students are unwell and unable to cope with a busy school day, they should not be sent to school.

If they become ill during the day, parents/carers will be contacted by the school office in order that the student can be taken home.

Many students will need to take medicines during the day at some time during their time in School. This will usually be for a short period only, perhaps to finish a course of prescribed antibiotics.

However, such medicines should only be brought to School where it would be detrimental to a student's health if it were not administered during the School day.

Parents/carers should inform the school (on the agreed form, 'Request for the School to Give Medication', available from the school office) about the medicines that their student needs to take and provide details of any further support required. Staff should make sure that this information is the same as that provided by the prescriber. Support for medications within school is via the student welfare team.

If students bring over the counter medications (such as painkillers or cold medications) please write a note in their planner to explain this and the time of the last dose. Please ensure that there is only enough for that school day so that large amounts are not brought into school. It must not be shared with other students in the school.

If the student has any infectious or contagious condition, they should not come to school.

12. Role of parent/carer of young person

- Keep the school regularly updated with details of your child's medical conditions
- Ensure medications that they take, are within their details
- Give the school information that may contribute to a risk assessment for a school trip/residential
- Give permission for health professionals to copy the school into relevant communication

13. Role of the student

- Hand in medications to the school office
- Attend student reception for regular medication to be administered
- Ensure that they inform staff if they feel unwell during the school day

14. Role of staff

- To ensure they are up to date with training for medical conditions that may need an immediate response
- Check the register for medical information about the students in the classes they teach or cover
- Complete risk assessments for students with medical conditions that are taking part in activities or trips
- Report concerns about students' health needs to the welfare team



Appendix A - medical form

Medical Information Form

For students with medical conditions at school

Flixton Girls School Medical Details Form			
1	PARTICIPANT'S DETAILS		
Surname:		First Name:	Date of Birth:
Address:			
2	NEXT OF KIN NAME AND ADDRESS DETAILS		
Contact 1:			
		Telephone Number:	Alternative Tel No:
Contact 2:			
		Telephone Number:	Alternative Tel No:
3	MEDICAL AND DIETARY DETAILS		
Doctor's Name:		Doctor's Tel No:	
Doctor's Address:			
<i>Please give details of any medical conditions/disabilities eg diabetes, epilepsy, allergic to plasters etc</i>			

Would you consider your child's condition to be life threatening? Yes/ No

Current medical treatment including medication:

How is your child's medication managed? (please circle)

At Home At home and school

Preferred method of administration (if student is needing medication during the school day)	Student to administer	Staff member to administer
	Student to administer with staff supervision	

Any additional comments regarding administration:

Details of any special dietary needs:

4	STATEMENT
I confirm that the information above is correct. I understand that the details on this form will be used by the school and that it is my responsibility to inform Flixton Girls School of any changes. I am happy for the school to contact me to discuss any of the above.	
Signed: (Parent/Guardian/Participant over 18)	Date:

