Supporting pupils with medical conditions policy

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Content

1. Aims 3
2. Legislation and statutory responsibilities 3
3. Roles and responsibilities 4
4. Equal opportunities 6
5. Being notified that a child has a medical condition 6
6. Individual healthcare plans (IHPs) 7
7. Managing medicines 8
8. Emergency procedures 11
9. Training 11
10. Record keeping 12
11. Liability and indemnity 12
12. Complaints 12
13. Links to other policies 12
Appendix 1: Being notified a child has a medical condition 13
..... 13
Appendix 2: Procedures for children who are sick or infectious 16

1. Aims

At Tuition Extra we understand that medical conditions requiring support at school can affect quality of life and may be life-threatening.

Tuition Extra will support pupils with medical conditions so that they can access education safely and inclusively across our provision, including centre-based tuition, online tuition, home or outreach tuition, off-site activities and any visits or activities arranged by Tuition Extra.

This policy aims to:

- Make sure that pupils, staff, tutors and parents/carers understand how Tuition Extra will support pupils with medical conditions
- Set out the roles and responsibilities for everyone involved in Tuition Extra's provision for pupils with medical conditions
- Set out the procedure for creating, reviewing and managing individual healthcare plans (IHPs)
- Set out how medicines will be managed safely across centre-based, online, home and outreach tuition where applicable
- Reassure parents/carers and commissioning bodies that Tuition Extra will help pupils feel safe, supported and included

The named person with responsibility for implementing this policy is Emma Sedgwick.

2. Legislation and statutory responsibilities

This policy has been written with regard to **Section 100 of the Children and Families Act 2014**, which places a duty on appropriate authorities, including governing bodies of maintained schools, proprietors of academies and management committees of pupil referral units (PRUs), to make arrangements for supporting pupils with medical conditions.

As a tuition centre and alternative provision provider, Tuition Extra has regard to the Department for Education statutory guidance, **'Supporting pupils with medical conditions at school'**, and applies its principles as best practice where applicable to our setting and commissioned provision.

This policy should be read alongside relevant safeguarding, health and safety, equality, SEND, data protection, first aid, allergy/anaphylaxis and local authority commissioning requirements.

3. Roles and responsibilities

3.1 The CEO

The CEO has ultimate responsibility for making arrangements to support pupils with medical conditions.

The CEO will:

- Review this policy in a timely manner, in line with the relevant legislation and requirements
- Make sure that the policy sets out the procedures to be followed whenever the school is notified that a pupil has a medical condition
- Monitor practice, and staff training, in regards to pupils with medical conditions, in line with this policy

The CEO delegates the day-to-day implementation of this policy to Emma Sedgwick, Group DSL.

3.2 Group DSL

The Group DSL will:

- Make sure all staff and tutors are aware of this policy and understand their role in its implementation
- Make sure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Make sure that all staff and tutors who need to know are aware of a pupil's condition and any agreed support arrangements
- Take overall responsibility for the development, monitoring and review of IHPs
- Make sure that staff and tutors are appropriately insured and aware of the support they may provide within their role and training
- Manage cover arrangements in the case of staff absence or tutor changes, so that pupils with medical needs continue to receive safe and appropriate support
- Approve risk assessments for centre-based, online, home, outreach, off-site and visit arrangements involving pupils with medical conditions
- Seek advice from relevant healthcare professionals, school nursing services, parents/carers, commissioning schools or local authorities where a pupil's medical needs require support in provision
- Make sure that systems are in place for obtaining, recording, sharing and updating information about a pupil's medical needs in line with UK GDPR and safeguarding requirements
- Ensure that medical incidents, medication errors, allergic reactions and near misses are recorded, reviewed and acted on where required

3.3 Staff

Supporting pupils with medical conditions during Tuition Extra provision is not the sole responsibility of one person. Any member of staff or allocated tutor may be asked to provide support to pupils with medical conditions, although they will not be required to do so unless this is appropriate to their role, training and confidence. This may include supporting agreed arrangements for the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Tutors and teaching staff will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help, including during centre-based, online, home or outreach tuition.

3.4 Parents/carers

Parents/carers will:

- Provide Tuition Extra with sufficient and up-to-date information about their child's medical needs, including any changes during placement
- Provide evidence of appropriate prescription and written permission for medicines to be administered by staff, where this is required
- Be involved in the development and review of their child's IHP, and may be involved in its drafting
- Provide medicines, equipment, emergency contact information and any agreed medical or healthcare documentation needed for the pupil to attend safely
- Ensure they, or another nominated adult, are contactable at all times while the pupil is attending Tuition Extra provision

3.5 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

3.6 School nurses and other healthcare professionals

Where applicable, school nursing services, healthcare professionals, commissioning schools, local authorities or parents/carers may notify Tuition Extra that a pupil has a medical condition requiring support. This should happen before the pupil starts provision wherever possible. Relevant professionals may also support staff to understand and implement a pupil's IHP.

Healthcare professionals, such as GPs, paediatricians, specialist nurses, allergy teams or other clinicians, may provide advice on developing IHPs, staff training needs, emergency arrangements and any reasonable adjustments required for safe access to tuition.

4. Equal opportunities

Tuition Extra will adhere to its legal responsibilities under the **Equality Act 2010** and will not unlawfully discriminate against any pupil. Tuition Extra is clear about the need to actively support pupils with medical conditions to participate in education and activities arranged as part of their provision, unless a risk assessment shows that additional controls are required to keep the pupil or others safe.

Tuition Extra will consider what reasonable adjustments are needed to enable pupils with medical conditions to participate fully and safely in centre-based tuition, online tuition, home or outreach tuition, off-site provision and any visits or activities arranged by Tuition Extra.

Risk assessments will be completed where needed so that planning arrangements take account of any steps required to include pupils with medical conditions. This includes any additional controls needed for lone working, home tuition, outreach provision, allergies, emergency medication, transport arrangements or off-site activities. Pupils, parents/carers, commissioning bodies and relevant healthcare professionals will be consulted where appropriate.

5. Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined in Appendix 1 will be followed to decide whether the pupil requires an IHP.

Tuition Extra will make every effort to ensure that arrangements are in place within two weeks of notification, or before the pupil begins provision wherever possible. Where provision starts urgently, interim risk controls and emergency arrangements will be agreed before the pupil attends.

We will:

- Request medical information at referral, admission or placement planning stage from parents/carers, commissioning schools, local authorities and relevant professionals, where appropriate
- Ask parents/carers to confirm any medicines, equipment, allergies, emergency medication or healthcare arrangements their child needs before provision starts wherever possible

- Complete or review an IHP and risk assessment before centre-based, home, outreach or off-site tuition begins where a medical need may present a risk
- Brief relevant staff and tutors on a need-to-know basis and ensure training is completed before they provide agreed medical support
- Review medical information at least annually and whenever a pupil's needs, placement, tutor, site or method of provision changes

Parents/carers should proactively inform Tuition Extra by phone or email to Emma Sedgwick at emma.sedgwick@tuition-extra.co.uk if their child's medical needs change during placement.

6. Individual healthcare plans (IHPs)

The CEO has overall responsibility for the development of IHPs for pupils with medical conditions.

The day-to-day responsibility has been delegated to Emma Sedgwick

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with parents/carers and, where appropriate, a healthcare professional when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the CEO or delegated senior lead will make the final decision, taking account of the pupil's safety, educational access, Equality Act duties and any commissioning requirements.

Plans will be drawn up in partnership with Tuition Extra, parents/carers, the pupil where appropriate, relevant healthcare professionals and, where applicable, the commissioning school or local authority. Advice may be sought from the professional best placed to advise on the pupil's specific needs.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has special educational needs (SEN) but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The CEO and Group DSL will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments

- The pupil's resulting needs, including medication, dose, side effects, storage, treatments, equipment, testing, food and drink, dietary requirements, environmental issues and access arrangements
- Specific support for the pupil's educational, social and emotional needs, including absences, rest periods, catch-up support, exam arrangements and wellbeing support
- The level of support needed, including in emergencies, and whether the pupil is self-managing medicines or procedures
- Who will provide support, their training needs, expectations of their role, confirmation of proficiency where required and cover arrangements when they are unavailable
- Which staff, tutors or professionals need to be aware of the pupil's condition and support arrangements
- Arrangements for written permission from parents/carers and Tuition Extra for medicines to be administered by a member of staff, or self-administered by the pupil, during provision
- Separate arrangements for centre-based tuition, online tuition, home or outreach tuition, lone working, off-site provision, visits or activities
- Allergy, anaphylaxis or asthma arrangements, including location of emergency medication and response steps where relevant
- Confidentiality arrangements and the designated individuals who may access information about the pupil's condition
- What to do in an emergency, including who to contact, when to call 999, contingency arrangements and how to record and review incidents or near misses

7. Managing medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so, **and**
- Where we have parents/carers' written consent

The person administering the medicine will keep a written record. Parents/carers will always be informed on the same day the medicine has been administered, or as soon as reasonably possible.

Where a medicine has been prescribed confidentially to a pupil without the knowledge of parents/carers, Tuition Extra will seek appropriate safeguarding, medical or legal advice before taking action and will consider the pupil's age, competence, confidentiality and welfare.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check recommended and maximum dosages for the pupil's age, and when the previous dosage was taken.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely and in line with the pupil's IHP. Pupils will be informed about where their medicines are at all times and be able to access them immediately where required. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away. Arrangements for home, outreach or off-site tuition will be agreed in the IHP and risk assessment before provision starts.

Medicines will be returned to parents/carers to arrange for safe disposal when no longer required.

7.1 Allergy and anaphylaxis arrangements

Where a pupil has an allergy or risk of anaphylaxis, Tuition Extra will ensure that this is recorded clearly in the pupil's IHP and risk assessment. The plan will identify known allergens, signs and symptoms, required medication, location of adrenaline auto-injectors where applicable, emergency response steps, staff training requirements and arrangements for centre-based, online, home, outreach or off-site tuition.

Relevant staff and tutors will receive allergy and anaphylaxis awareness training where this is required by the needs of pupils they support. Any allergic reaction, use of emergency medication, medication error or near miss will be recorded and reviewed so that lessons are learned and plans, risk assessments or training are updated where needed.

7.2 Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

7.3 Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents/carers and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible.

IHPs will include procedure for staff to follow if a pupil refuses to carry out a necessary procedure or take medicine.

7.4 Unacceptable practice

Although school staff will use their discretion and judge each case on its merits with reference to the pupil's IHP, they will keep in mind that it is not generally acceptable practice to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents/carers
- Ignore medical evidence or opinion
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- Send an ill pupil to the school office or medical room unaccompanied or with someone unsuitable (e.g. a fellow pupil who is not old or responsible enough)
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent/carer should have to give up working because the school is failing to support their child’s medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents/carers to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

8. Emergency procedures

Staff will follow Tuition Extra's emergency procedures, including calling 999 where required. All pupils' IHPs will clearly set out what constitutes an emergency, what action staff should take, who should be contacted and any specific instructions for medication, allergies, asthma, seizures, diabetes or other known medical needs.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives, or accompany the pupil to hospital by ambulance.

For online, home or outreach tuition, staff and tutors must know how to contact emergency services, parents/carers and Tuition Extra's designated lead. If a pupil arrives without required emergency medication, or if agreed safety arrangements are not in place, provision may be paused until the risk has been reviewed and appropriate controls are confirmed.

All medical emergencies, medication errors, allergic reactions, serious incidents and near misses will be recorded as soon as possible, reviewed by the Group DSL or delegated senior lead, and used to update IHPs, risk assessments, staff guidance or training where required.

9. Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with Group DSL. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to support with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it – for example, with preventative and emergency measures so that they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. Record keeping

The CEO will ensure that written records are kept of medicines administered, medical incidents, allergic reactions, emergency responses and near misses. Records will be retained in line with Tuition Extra's data protection policy, retention schedule and any safeguarding or local authority requirements. Parents/carers will be informed if their child has been unwell during Tuition Extra provision.

IHPs are kept in a readily-accessible place that all staff are aware of.

We will:

- Record each pupil's medical needs, medicines and emergency arrangements in Tuition Extra's agreed system
- Update records when parents/carers, healthcare professionals, commissioning schools or local authorities inform us of changes
- Keep a clear record of changes, ensuring the most recent version is identifiable
- Share information with staff, tutors and professionals on a need-to-know basis so they can support pupils safely
- Securely hold medical information digitally in accordance with UK GDPR and Tuition Extra's data protection policy
- Inform parents/carers about how they can access their child's information, provided no relevant exemptions apply under the Data Protection Act 2018

11. Liability and indemnity

The CEO will ensure that appropriate insurance and indemnity arrangements are in place and that they reflect Tuition Extra's provision, including centre-based, online, home, outreach and off-site tuition where applicable.

12. Complaints

Parents/carers with a complaint about Tuition Extra's actions in relation to their child's medical condition should discuss this directly with the Group DSL in the first instance. If the Group DSL cannot resolve the matter, parents/carers will be directed to Tuition Extra's complaints procedure.

13. Links to other policies

This policy links to the following policies:

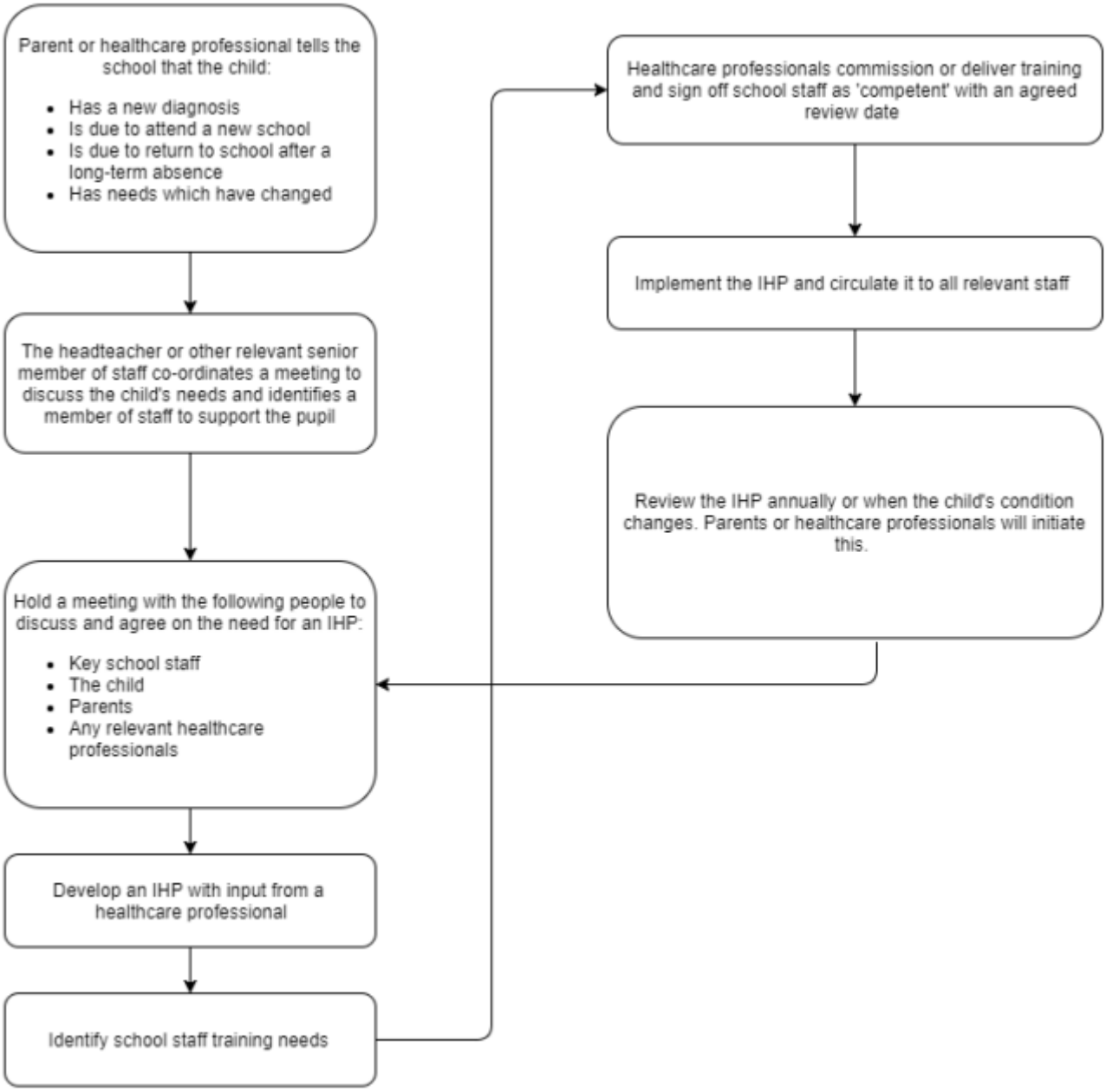
- Accessibility Plan
- Allergy and Anaphylaxis Policy, where held separately
- Behaviour Policy
- Complaints Policy
- Data Protection Policy and Retention Schedule
- Equality Information and Objectives
- First Aid Policy
- Health and Safety Policy
- Lone Working or Home/Outreach Tuition Procedures, where applicable
- Safeguarding and Child Protection Policy
- SEND / EHC Provision Policy

Appendix 1: Being notified a child has a medical condition

The following process will be followed when Tuition Extra is notified that a pupil has a medical condition or when an existing medical need changes.

1. Medical need identified through referral, admission, parent/carer update, commissioning school or local authority information, staff observation or healthcare advice.
2. The Group DSL or delegated lead reviews the information and decides whether an IHP, risk assessment or further advice is required.
3. Parents/carers, the pupil where appropriate, relevant healthcare professionals and commissioning bodies are consulted.
4. An IHP is drafted or updated, including medical needs, medicines, allergies, emergency arrangements, setting-specific arrangements and staff training requirements.
5. Risk assessments are completed for centre-based, online, home, outreach, off-site or visit arrangements where required.
6. Relevant staff and tutors are briefed on a need-to-know basis and any required training is completed before agreed support is provided.
7. Medicines, equipment, consent forms and emergency contact arrangements are checked before provision starts wherever possible.
8. The IHP and related records are reviewed at least annually, sooner if needs change, after any incident or near miss, or when the pupil's provision, tutor or placement changes.

Appendix 1


Parent or healthcare professional tells the school that the child:
Has a new diagnosis
Is due to attend a new school
Is due to return to school after a long-term absence
Has needs which have changed
The headteacher or other relevant senior member of staff co-ordinates a meeting to discuss the child's needs and identifies a member of staff to support the pupil
Hold a meeting with the following people to discuss and agree on the need for an IHP:
Key school staff
The child
Parents
Any relevant healthcare professionals
Develop an IHP with input from a healthcare professional
Identify school staff training needs
Healthcare professionals commission or deliver training and sign off school staff as 'competent' with an agreed review date
Implement the IHP and circulate it to all relevant staff
Review the IHP annually or when the child's condition changes. Parents or healthcare professionals will initiate this.

Appendix 2: Procedures for children who are sick or infectious

- Pupils who have an infectious disease should not attend Tuition Extra provision in person until they are well enough and any recommended exclusion period has passed
- Parents/carers should notify Tuition Extra if their child has an infectious disease
- If a pupil becomes unwell during provision, for example with a temperature, sickness, diarrhoea or stomach pains, parents/carers will be contacted and appropriate supervision and safeguarding arrangements will be maintained until the pupil is collected or emergency support is arranged
- Pupils with a temperature, sickness, diarrhoea or infectious disease should not attend centre-based, home, outreach or off-site tuition while they are unwell. Where appropriate, Tuition Extra may ask parents/carers to seek medical advice before the pupil returns
- Staff will notify parents/carers and relevant leaders if a risk to other pupils, staff or tutors exists

Children with specific infectious diseases set out in the UK Health Security Agency's exclusion guidance will not be allowed to return to in-person provision until the appropriate exclusion period has passed.

The Government lists exclusion times for common/childhood infections and diseases as follows:

Yes	Until
Chickenpox	at least 5 days from the onset of the rash and until all blisters have crusted over
Diarrhoea and Vomiting	48 hours after their last episode
Cold and flu-like illness (including COVID-19)	they no longer have a high temperature and feel well enough to attend. Follow the national guidance if they've tested positive for COVID-19
Impetigo	their sores have crusted and healed, or 48 hours after they started antibiotics
Measles	4 days after the rash first appeared
Mumps	5 days after the swelling started

Scabies	they've had their first treatment
Scarlet fever	24 hours after they started taking antibiotics
Whooping cough	48 hours after they started taking antibiotics
No	**But make sure you let their school or nursery know about**
Hand, foot and mouth	Glandular fever
Head lice	Tonsillitis
Threadworms	Slapped cheek

Please also see the following links:

https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/preventing-and-controlling-infections

https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/what-infections-are-how-they-are-transmitted-and-those-at-higher-risk-of-infection

https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/a-to-z-of-infectious-diseases-in-children-and-young-peoples-settings

https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/public-health-exclusion-periods-in-children-and-young-peoples-settings

We will take the following steps to prevent the spread of infection:

- Reducing or eliminating sources of infection through good hygiene practices
- Promoting good handwashing and respiratory hygiene
- Cleaning frequently touched surfaces and shared resources where required
- Following food hygiene standards where food is prepared or shared
- Encouraging staff, parents, carers and pupils to follow current public health advice on infection prevention, including immunisation where appropriate while recognising individual choice