

# St. Helen's Catholic Primary School



## Health Care Needs Policy

### Foundation Phase Site

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### Key Stage Two Site

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Named person responsible for maintaining this policy: Mrs K Giernalczyk/Mrs Gemma Hill

### **Key Principles**

The school understands that certain healthcare needs are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.

The school understands the importance of medication and care being taken as directed by healthcare professionals and parents.

The school makes sure all staff understand their duty of care in the event of an emergency.

### **The School's Legal requirements**

Section 175 of the education Act 2001 places a duty on local authorities and governing bodies to make arrangements to ensure the safeguarding and welfare of children in the school. This includes supporting children with healthcare needs.

Section 21(5) of the Education Act 2002 places a duty on governing bodies to promote the well-being of learners at the school so far as related to the matters mentioned in section 25(2) of the Children Act 2004, which includes physical and mental health and emotional well-being, education, training and recreation, and social well-being.

The Governing Body must ensure that arrangements are in place to support learners with healthcare needs

The Governing Body should ensure that the school consults with relevant professionals, learners and parents to ensure the needs of the learner with healthcare needs are understood and effectively supported.

### **Rights of learners**

All learners with healthcare needs are entitled to a full education. In addition to the duties set out above (Education Act 2002), consideration must also be given to whether the learner is defined as disabled under the Equality Act 2010. Governing bodies must comply with the duties of this Act, including those within an education context. For example, reasonable adjustments for disabled learners must be made and disabled learners must not be discriminated against when making admission arrangements. In drafting this statutory guidance and advice, the Welsh Ministers have had regard to the UNCRC – the contents reflect the rights contained in the convention.

## **Roles and Responsibilities**

### Local Authorities

Local authorities should ensure education provision is available to learners, and:

- Must make reasonable adjustments to ensure disabled children are not at a substantial disadvantage compared with peers;
- Must make arrangements to promote cooperation between various bodies or persons, with a view to improving the well-being of children in relation to their physical and mental health, their education, training and recreation;
- Ensure appropriate agreements are in place for data sharing;
- Should work with education settings to ensure learners with healthcare needs receive a suitable education;
- Make reasonable provision for counselling services for learners aged 11-16 and learners in Year 6 in Primary school;
- Provide support, advice and guidance, including how to meet training needs, so that staff and governors can ensure the support specified with the IHP can be delivered effectively.

### Governing Bodies

Governing bodies should oversee the development and implementation of arrangements, which should include:

- Complying with statutory duties under the Equality Act 2010;
- Have a statutory duty to promote well-being of learners;
- Give due regard to Article 17 of the UNCRC, promoting spiritual and moral well-being and physical and mental health;
- Ensure roles and responsibilities of all involved in the support of learners with healthcare needs are understood;
- Work collaboratively with parents and other professionals to develop healthcare arrangements to meet the best interests of the learner;
- Develop, monitor and review healthcare needs arrangements in line with relevant policies and procedures, such as Health and Safety, First Aid, Risk Assessments, Data Protection Act 1998, safeguarding measures and emergency procedures;
- Ensure robust systems are in place for dealing with healthcare emergencies and critical incidents, for both on – and – off site activities, including access to emergency medication such as inhalers or epi-pens;

- Ensure staff have appropriate training;
- Ensure appropriate insurance cover is in place and conditions of insurance;
- Have an infection prevention policy that fully reflects the procedures laid out in up to date guidance.

### Headteachers

The headteacher should ensure arrangements to meet the healthcare needs of their learners are sufficiently developed and effectively implemented. This can include:

- Working with the Governing Body to ensure compliance with applicable statutory duties when supporting learners with healthcare needs, including duties under the Equality Act 2010;
- Ensuring the arrangements in place meet a learner's healthcare needs are fully understood by all parties and acted upon, and such actions maintained. In a split site school it may be necessary to delegate the day-to-day management of a learner's healthcare needs to another member of staff;
- Appoint a named member of staff who is responsible for learners healthcare needs, liaising with parents, learners, the home tuition service, the local authority, key worker and others involved in the learner's care;
- Ensure a sufficient number of trained staff are available to implement arrangements set out in all IHP, including contingency plans for emergency situations and staff absence;
- Have overall responsibility for the development of all IHPs;
- Ensure that learners have an appropriate and dignified environment to carry out healthcare needs, e.g. private toilet for catheterisation;
- Check with the LA whether any activities for supporting learners with healthcare needs are appropriately covered by insurance and making staff aware of any limits to the activities covered;
- Ensuring all learners with healthcare needs are appropriately linked with health advice service;
- Provide annual reports to the governing body on the effectiveness of the arrangements in place to meet the healthcare needs of learners;
- Ensure all learners with healthcare needs are not excluded from activities they would normally be entitled to take part in without a clear evidence based reason;
- To notify the local authority when a learner is likely to be away from the education setting for a significant period e.g. three weeks (whether in one go or over the course of an academic year) due to their healthcare needs;
- Be mindful of the Social Services and Well-being (Wales) Act 2014 and ensure assistance to learners is provided using a holistic approach.

### Teachers and Support Staff

Any member of staff within the education setting may be asked to provide support to learners with healthcare needs, including assisting or supervising the administration of medicines. **This role is entirely voluntary.** Staff must receive sufficient and suitable training and achieve the necessary level of competence before they take on the responsibility. No member of staff can be required to administer or supervise medication unless it forms part of their contract, terms and conditions or a mutually agreed job plan.

In addition to the training provided to staff that have volunteered or are contracted to support learners with healthcare needs, the school should ensure staff:

- Fully understand the school's healthcare needs policies and arrangements;
- Are aware of which learners have more serious or chronic healthcare needs, and where appropriate, are familiar with these learners' IHPs. This includes knowing how to communicate with parents and the triggers for contacting them, such as when a learner is unwell, refuses to take medication or refuses certain activities because of their health care needs;
- Are aware of the signs, symptoms and triggers of common life-threatening medical conditions and know what to do in an emergency. This includes knowing who the first aiders are and seeking their assistance if a medical emergency takes place;
- Fully understand the school's emergency procedures and be prepared to act in an emergency;
- Ask and listen to the views of learners and their parents, which should be taken into consideration when putting support in place;
- Ensure learners (or their friends) know who to tell if they feel ill, need support or changes to support;
- Listen to concerns of learners if they feel ill at any point and consider the need for medical assistance (especially in the case of reported breathing difficulties);
- Make sure learners with healthcare needs are not excluded from the activities they wish to take part in without a clear evidence-based reason, including any external trips/visits. This includes ensuring learners have access to their medication and that an appropriately trained member of staff is present to assist where required;
- Are aware of bullying issues and emotional well-being regarding learners with healthcare needs, and are prepared to intervene in line with the school's policy;
- Are aware that healthcare needs can impact on a learner's ability to learn and provide extra help when needed;
- Support learners who have been absent and assist them with catching up on missed work – this may involve working with parents and specialist services;
- Keep parents informed of how the healthcare need is affecting the learner in school.

### Learners and Parents

It is vital that learners and parents are actively involved in the planning of support and management of healthcare needs. Meeting the individual's needs should be at the centre of decision making and processes. The UNCRC states learners should have access to appropriate information essential for their health and development and have opportunities to participate in decisions affecting their health.

Parents and learners should:

- Receive updates healthcare issues/changes that occur within the school;
- Be involved in the creation, development and review of an IHP. The parent and learner may be best placed to provide information about how the learner's healthcare needs will be met in school, and contribute to the development of, and compliance with, their IHP;
- Provide the school with sufficient and up-to-date information about healthcare needs, including any guidance regarding the administration of medicines and/or treatment from healthcare professionals. Where appropriate, learners should be encouraged and enabled to manage their own healthcare needs;
- Inform the school 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 instruction;
- Ensure a nominated adult is contactable at all times and all necessary forms are completed and signed;
- Inform the school if their child has/had an infectious disease or condition while in attendance.

### **NHS Wales school health nursing service, third sector organisations and other specialist services**

Healthcare and practical support can be found from a number of organisations. Education settings have access to a health advice service. The scope and type of support the service can offer may include:

- Offering advice on the development of IHPs;
- Assisting in the identification of the training required for the school to successfully implement IHPs;
- Supporting staff to implement a learners IHP through advice support and liaison with other healthcare, social care and third sector professionals.

Health advice and support can also be provided by specialist health professionals such as GPs, paediatricians, speech and language therapists, occupational therapists, physiotherapists, dieticians and diabetes specialist nurses. In addition, third sector voluntary bodies can provide advice and practical support. Proactively engaging with specialist services can provide practical help when writing and implementing IHPs. They can also provide training and awareness-raising resources, including video links.

### **POLICY FRAMEWORK**

This Policy describes the criteria for how the school can meet the requirements of children with healthcare needs.

**1. This school is an inclusive school that supports and welcomes pupils with medical conditions**

- No child will be denied admission to this school because arrangements for their healthcare needs have not been made.
- This school will listen to the views of pupils and parent.
- Pupils and parents will feel confident in the care they receive from this school and the level of care meets their needs.
- All staff understand their duty of care to pupils and know what to do in the event of an emergency.
- The school understands that all pupils with the same healthcare need will not have the same level of need.

**2. All children with healthcare needs should have an individual healthcare plan (IHP)**

- A care plan details exactly what care a child needs in school, when they need it and who is going to give it.
- It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance.
- The care plan should be drawn up with input from the pupil (if appropriate) their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.

**3. All staff understand what to do in an emergency for children with medical conditions**

- All school staff are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- All staff receive first aid training in what to do in an emergency and this is refreshed at least every three years.
- A child's care plan should, explain what help they need in an emergency. The care plan should accompany a pupil should they need to attend hospital. Parental permission will be sought for sharing the care plan within emergency care settings.
- If a pupils needs to attend hospital, a member of staff will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance.

**4. This school has clear guidance on providing care and support and administering medication**

- This school understands the importance of medication being taken and care received as detailed in the pupil's care plan.
- This school will make sure that there are more than one members of staff who have been trained to administer the medication and meet the care needs of an individual child
- This school will not give medication to a child under 16 without a parent's written consent. Prescribed medication will only be administered when

the required dosage cannot be altered by a medical practitioner to fit around the school day. Parents are invited to attend the school if they wish to administer medication during the school day.

- This school will make sure that a trained member of staff is available to accompany a pupil with healthcare needs on an educational visit.
- Parents at this school understand that they should let the school know immediately if their child's needs change.

**5. This school has clear guidance on the storage of medication and equipment**

- This school makes sure that all staff understand what constitutes an emergency for an individual pupil and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on educational visits and is not locked away.
- The school will store medication that is in date and labelled in its original container where possible, in accordance with its instructions.
- Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
- This school disposes of needles and other sharps in line with local policies. Sharp boxes are kept securely at school. They are collected and disposed of in line with local authority procedures.
- Some medicines need to be refrigerated. The temperature will need to be regularly monitored to ensure it is in line with storage requirements.
- When medicine is no longer required it should be returned to parents to arrange safe disposal.

**6. This school has clear guidance about record keeping**

- Parents at this school are asked if their child has any healthcare needs on the application form
- This school uses a care plan to record and support an individual pupil needs around their medical condition.
- Care plans are reviewed annually or whenever the pupil's needs change.
- This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- This school makes sure that all staff providing support to a pupil have received suitable training and ongoing support, to ensure that they have the confidence to provide necessary support to fulfil the requirements set out in the pupil's care plan. This should be provided by the specialist nurse/school nurse/other suitably healthcare professional and/or parent. The specialist nurse/ school nurse/other suitably healthcare professional will confirm their competence, and the school keeps an up-to-date record of all training undertaken and by whom.

**7. This school ensures that the whole school environment is inclusive to pupils with healthcare needs. This includes the physical environment, as well as social, sporting and educational activities.**

- This school is committed to providing a physical environment accessible to pupils with medical conditions.
- This school makes sure the needs of pupils with are adequately considered to ensure their involvement in all school activities.
- All staff are aware of the potential social difficulties that pupils with healthcare needs may experience and use this knowledge, alongside the school's anti-bullying policy, to help prevent and deal with any problems. They use curriculum opportunities to raise awareness of medical conditions to help promote a positive environment.
- This school understands the importance of all pupils taking part in physical activity and all staff make appropriate adjustments to physical activity sessions to ensure they are accessible to all pupils.
- This school makes sure that pupils with healthcare needs can participate fully in all aspects of the curriculum, and enjoy the same opportunities as any other child, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's healthcare needs. This school will not penalise pupils for their attendance if their absences relate to their medical condition.
- This school will make sure that a risk assessment is carried out before any educational visits. The needs of pupils with healthcare needs are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.
- Where suitable, and following consent, a noticeboard is used to display information of high risk health needs.

#### **11. This school will ensure that a policy is in place for handling emergency situations**

- Staff will know who is responsible for the policy, nominated first aiders and how to deal with common healthcare needs.
- Where a learner has an IHP, this should clearly define what constitutes an emergency and explain what to do. Staff should be made aware of emergency symptoms and procedures. This school will liaise with the school ALNCo if pupils with healthcare needs are finding it difficult to keep up educationally and referrals will be made where appropriate to external agencies.
- This school will make reasonable adjustments to residential visits ensuring full participation from all learners.
- This school will give due consideration to the Data Protection Act 1998 to accommodate the sharing of personal information with third parties if necessary for off-site activities. This may include information about the healthcare needs of learners, what to do in an emergency and any additional support, medication or equipment needed.

#### **8. This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency.**

- This school is committed to identifying and reducing triggers at school.

- The pupil's care plan details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day.
- This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

**9. Each member of the school and health community know their roles and responsibilities in maintaining and implementing an effective medical conditions policy**

- This school works in partnership with all relevant stakeholders including pupils, parents, governors, school staff, catering staff and healthcare professionals to ensure this policy is planned, implemented and maintained successfully.

**10. This school ensures that due consideration is given to the dietary needs of learners, e.g. those who have diabetes, coeliac disease, allergies and intolerances**

- The school will work with Vale Catering Services to provide menus to parents and learners, with complete lists of ingredients and nutritional information.
- This school will give due consideration to conditions which require high calorific intake, and will work with parents to provide access to glucose-rich food and drinks.
- Catering staff will have access to relevant information, particularly if there is a possibility of an emergency situation arising.
- Other learners should know what to do in general terms in an emergency, such as inform a member of staff immediately.
- If a learner needs to be taken to hospital, a staff member should stay with the learner until a parent arrives. If a member of staff accompanies the learner in an ambulance to hospital, the member of staff should take any information of known healthcare needs and medication.

**12. National Tests and Curriculum assessments**

- This school will make arrangement for learners with long-term disabilities and learning difficulties, or temporary disabilities and illnesses, who are taking statutory assessments.
- Adjustments, adaptations or additional time for learners taking the National Reading and Numeracy Tests will be based on normal classroom practice for particular needs.
- Teachers will use their professional judgement to support learners. Guidance is provided in the National Reading and Numeracy Tests administration handbook.

**13. Education other than at school (EOTAS)**

- This school will liaise with the local authority to provide support to learners of compulsory school age, who, due to their healthcare needs, many not attend school.

**14. School Transport**

- This school will seek guidance from the local authority and statutory guidance if circumstances need to arrange home-to-school transport for a learner.

**15. Complaints procedure**

- If a learner or parent is not satisfied with the school's healthcare arrangements they are entitled to make a complaint. A copy of the school's complaints policy and procedure is available in the school office at both sites.

### **Reviewing policies, arrangements and procedures**

- This policy is regularly reviewed, evaluated and updated
- This school will review IHPs dependent on the healthcare need – this will involve learner, parents, educational and health professional and other relevant bodies.
- This policy was created with due regard due the Welsh Government Guidance Supporting Learners with Healthcare Needs 215/2017

\* the term 'parent' implies any person or body with parental responsibility such as a foster carer, guardian or local authority.