



Hawley Hall High School

POLICY NAME: Supporting Pupils with Medical Conditions Policy

ADOPTED: July 2021

REVIEW PERIOD: December 2022

SIGNATURE: _____

Chair of Governors

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Statement of intent

Ofsted places a clear emphasis on meeting the needs of students with SEN and Disabilities including those with medical conditions.

Hawkley Hall High School strives to ensure that students with a medical condition receive the care and support needed to have a healthy, safe and inclusive education during their school life.

This Policy has been developed in line with the Department of Education's guidance released in April 2014 "Supporting pupils at school with medical conditions".

Definitions

LA- Local Authority

Staff members – All who are employed by Hawkley Hall High School

Medication – prescribed or over the counter medicine.

Prescribed medication – any drug or device that has been prescribed by a doctor or healthcare professional.

IMHCP – Individual Medical Healthcare Plan.

The school – Hawkley Hall High School

1. Key roles and responsibilities:

1.1 The Local Authority (LA) is responsible for:

- 1.1.1 Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- 1.1.2 Providing support, advice and guidance to schools and their staff.
- 1.1.3 Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.

1.2 The Governing Body is responsible for:

- 1.2.1 The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures at Hawkley Hall High School.
- 1.2.2 Ensuring that the Supporting Pupils with Medical Conditions Policy, as written does not discriminate on any grounds including, but not limited to; ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.2.3 Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.2.4 Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- 1.2.5 Ensuring that relevant training provided by the LA is delivered to staff who take responsibility to support pupils with medical conditions.
- 1.2.6 Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- 1.2.7 Keeping written records of any and all medicines administered to individual pupils and across the school population.

1.3 The Head of School is responsible for:

- 1.3.1 The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures at Hawkley Hall High School.
- 1.3.2 Making all staff aware of this policy.
- 1.3.3 Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver Individual Medical Healthcare Plans (IMHCP) in normal, contingency and emergency situations.
- 1.3.4 If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the standards of this policy.

1.4 Staff members are responsible for:

- 1.4.1 Taking appropriate steps to support pupils with medical conditions.

- 1.4.2 Administrating medication if they have agreed to undertake that responsibility.
- 1.4.3 Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- 1.4.4 Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition requires intervention.
- 1.4.5 Qualified First Aiders, Epi-pen, Jext pen and Diabetes trained persons can administer injections if they have agreed to undertake that responsibility.
- 1.4.6 Any member of staff can administer prescribed drugs “where this is for saving a life in an emergency” as stated in the Medicine Act 2012 (Regulation 238 p137)

1.5 Medical Healthcare Plan Co-ordinator is responsible for:

- 1.5.1 Liaising with healthcare professionals regarding the training required for staff.
- 1.5.2 Developing Individual Healthcare Plans.
- 1.5.3 Making all staff aware of a pupil’s medical condition.
- 1.5.4 Co-ordinating annual training for staff with regards to medical conditions.
- 1.5.5 Keeping IMHCPs up to date.
- 1.5.6 Ensuring staff have access to pupils IMHCPs.
- 1.5.7 Liaising with pupil, parents, senior management and relevant professionals when a medical condition has been identified.
- 1.5.8 Keeping up to date records of staff training.
- 1.5.9 Liaising with pastoral staff and Pastoral Manager regarding students with medical conditions.
- 1.5.10 Liaising with staff and professionals with regards to school trips
- 1.5.11 Keeping up to date with Government guidance.
- 1.5.12 Implementing policies and guidance under the direction of the Pastoral Manager.
- 1.5.13 Co-ordinating training for staff when a complex medical need has been identified.

1.6 School nurses are responsible for:

- 1.6.1 Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- 1.6.2 Liaising locally with lead clinicians on appropriate support.

1.7 Parents and carers are responsible for:

- 1.7.1 Keeping the school informed about any changes to their child/children’s health.
- 1.7.2 Completing a parental agreement for school to administer medication form before bringing medicine into school.
- 1.7.3 Providing the school with the medication their child/children requires and keeping this up to date.
- 1.7.4 Collecting any leftover or out of date medication at the end of each course or year.

- 1.7.5 Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- 1.7.6 Where necessary, developing an Individual Healthcare Plan for their child in collaboration with the Individual Healthcare Plan Co-ordinator, healthcare professionals and any other person(s) deemed necessary.

2. Training of staff

- 2.1 Teachers and support staff will receive training on Supporting Pupils with Medical Conditions Policy as part of the school's annual whole staff training schedule.
- 2.2 Teachers and support staff will receive regular and ongoing training.
- 2.3 Teachers and support staff who undertake responsibilities under this policy will receive the following training externally:
 - Emergency First Aid
 - First Aid at Work
 - Anaphylaxis Training
 - Diabetes Training
 - Epilepsy Training
- 2.4 No staff member may administer prescription medicines without written consent from parents.
- 2.5 No staff member may administer drugs by injection unless they have received training in this responsibility or for the purpose of saving a life in compliance with the Medicines Act 2012 (Regulation 238)
- 2.6 A designated person will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.

3 The role of the child:

- 3.1 Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- 3.2 Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an accessible location.
- 3.3 If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- 3.4 Where appropriate, pupils will be encouraged to take their own medication under the supervision of the teacher.

4. Individual Medical Healthcare Plans (IMHCPs)

- 4.1 Where necessary, an Individual Medical healthcare Plan will be developed in collaboration with the pupil, parents/carer and if necessary the Head of School, Special Educational Needs Co-ordinator (SENCO) Pastoral Manager and medical professionals.
- 4.2 IMHCPs will be easily accessible whilst preserving confidentiality.
- 4.3 IMHCPs will be reviewed annually or when a pupils medical circumstances change, whichever is sooner.
- 4.4 Where a pupil has an Education and Healthcare Plan or statement of Special Educational Needs, the IMHCP will be linked to it or become part of it.
- 4.5 Where a child is returning from a period of hospital education, alternative provision or home tuition, we will work with the LA and medical professionals to ensure the IMHCP identifies the support the pupil needs to reintegrate back into school life.

5. Medicines

- 5.1 Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- 5.2 If this is not possible, prior to staff administering any medication, the parents/carers of the pupil must complete and sign a parental agreement for the school to administer medicine form.
- 5.3 No pupil will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 5.4 Where a pupil is prescribed medication with or without their parents'/carers', every effort will be made to encourage the pupil to involve their parents while respecting their right confidentiality.
- 5.6 No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 5.7 Medicines must be in date, labelled and provided in the original packaging (except in the case of insulin and epi-pen and jext pen which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- 5.8 A maximum of four weeks supply of medication may be provided to the school at one time.
- 5.9 Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing

such drugs to others is an offence which will be dealt with under our Drugs and Alcohol Policy.

- 5.10 All medicines will be kept securely in designated points; Key Stage offices, the Main office and Head of Inclusion Office.
- 5.11 Any medications left over at the end of the course or year will be returned to the student's parents'/carers'.
- 5.12 A written record will be kept of all medication brought into the school.
- 5.13 A written record will be kept of all medications administered to pupils.
- 5.14 Pupils will not be prevented from accessing their medication.
- 5.15 The school cannot be held responsible for any side effects or reactions that occur when medication is taken.
- 5.16 Paracetamol will not be administered before 12-15 unless parental consent has been received.

6. Emergencies

- 6.1 Medical emergencies will be dealt with under the school's emergency procedures.
- 6.2 Where an Individual Medical Healthcare plan is in place it should detail:
 - What constitutes an emergency.
 - Clear instructions on what to do in an emergency.
- 6.3 Pupils will be informed in general terms of what to do in an emergency.
- 6.4 If a pupil needs to be taken to hospital, a member of staff will remain with them until their parent arrives.
- 6.5 In the event of a transmissible, widespread health crisis, whether it be local, national or international. We as a school, with the support of local governments and the National Health Service will identify students who are acknowledged as medically vulnerable and inform them at the earliest convenience of the ongoing crisis.
- 6.6 The school will ensure that guidelines distributed by all the advice organisations are adhered to, to ensure the safety of these students. In the unlikely event of a total or partial school closure, it may be a mandatory requirement that our school remains open to ensure "keyworkers" can continue to attend their place of work. If the student is identified as medically vulnerable, at the discretion of the Head Teacher, we may request medical evidence confirming that student is able to safely attend and access our premises during the ongoing crisis.

7. Understanding Pupils and their medical conditions

7.1 Hawkley Hall High School will ensure that:

- Every pupil requires and will receive different support and treatment, even with the same medical condition.
- Every pupil is listened to and their concern addressed.
- Medical advice is to be sought and followed.
- Students feeling unwell and have an IMHCP in place must be accompanied by another person when being sent for first aid.
- No pupil will be penalised for their attendance record when it relates to their medical condition, although a medical note may be requested.
- Pupils will have access to all school activities including those off site.
- Pupils who need to eat, drink or carry out certain testing will be allowed to do so even when this does not follow the normal daily routine of school.

8. Insurance

8.1 Staff who undertake responsibilities within this policy are covered by the school's insurance.

8.2 Full written insurance policy documents are available to be viewed by staff who are providing support to pupils with medical conditions. Those who wish to see the document should contact the Business Manager.

9. Complaints

9.1 The details of how to make a complaint can be found in the Complaints Policy:

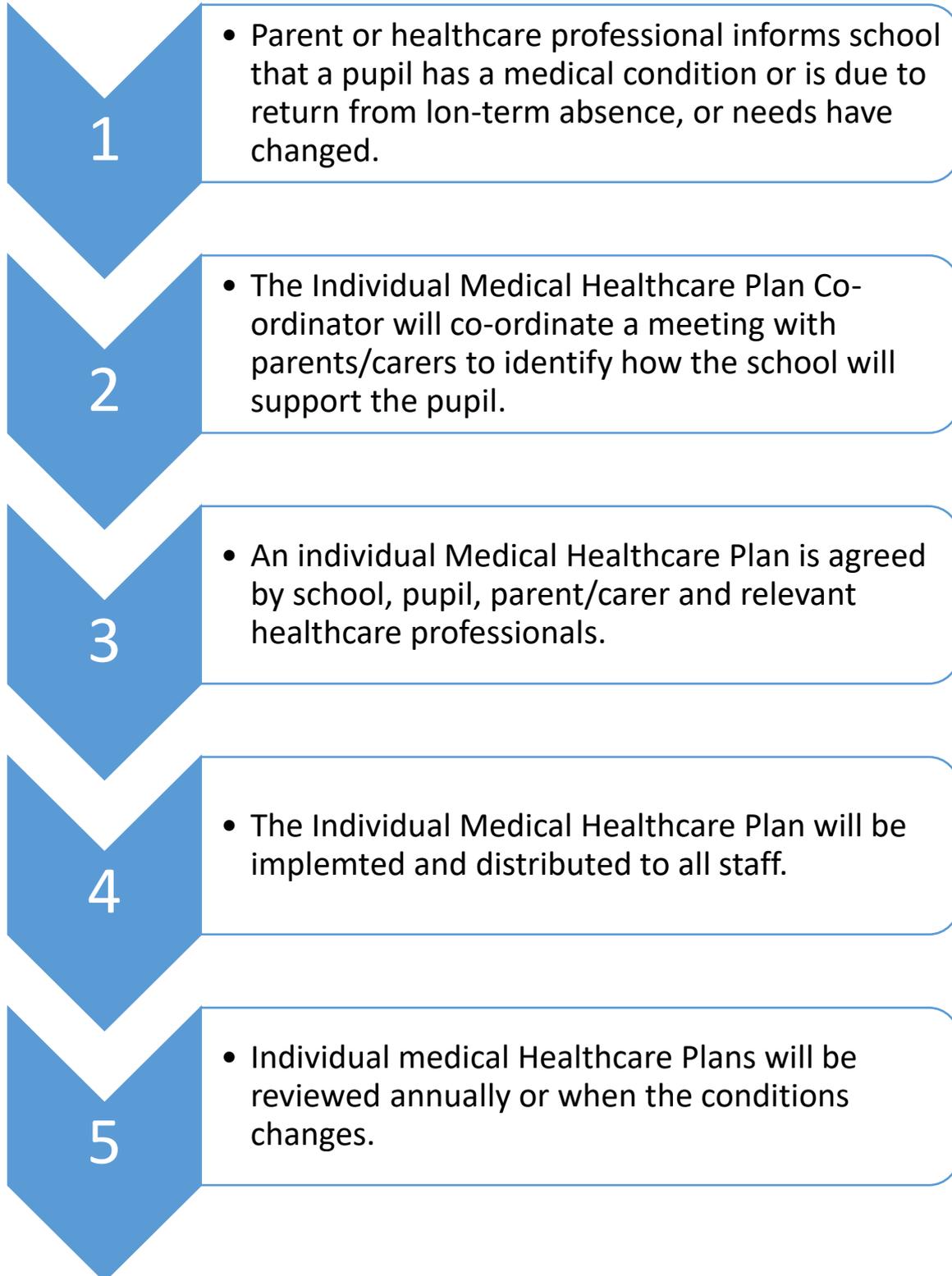
- Stage 1 – Complaint heard by member of staff.
- Stage 2 – Complaint heard by Head of School.
- Stage 3 – Complaint heard by the Governing Body.

Appendix

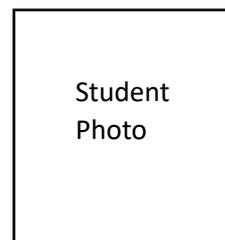
1. Individual Medical Healthcare Plan implementation procedure.
2. Individual Medical Healthcare Plan template.
3. Parental agreement for school to administer medication form.
4. Record of medication administered to pupils template.
5. Qualified and Emergency First Aiders and their locations.



Individual Medical Healthcare Plan implementation procedure



**Hawkley Hall High School Individual Medical
Healthcare Plan**



Name of Student		DOB:
SEND/ Additional needs		
Medical condition		
Emergency Contact(s)	1.Name: Phone number: 2.Name: Phone Number:	
Daily Medication		
Triggers		
Symptoms		
Action required		

Parental agreement for school to administer medicine

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

[agreed member of staff]

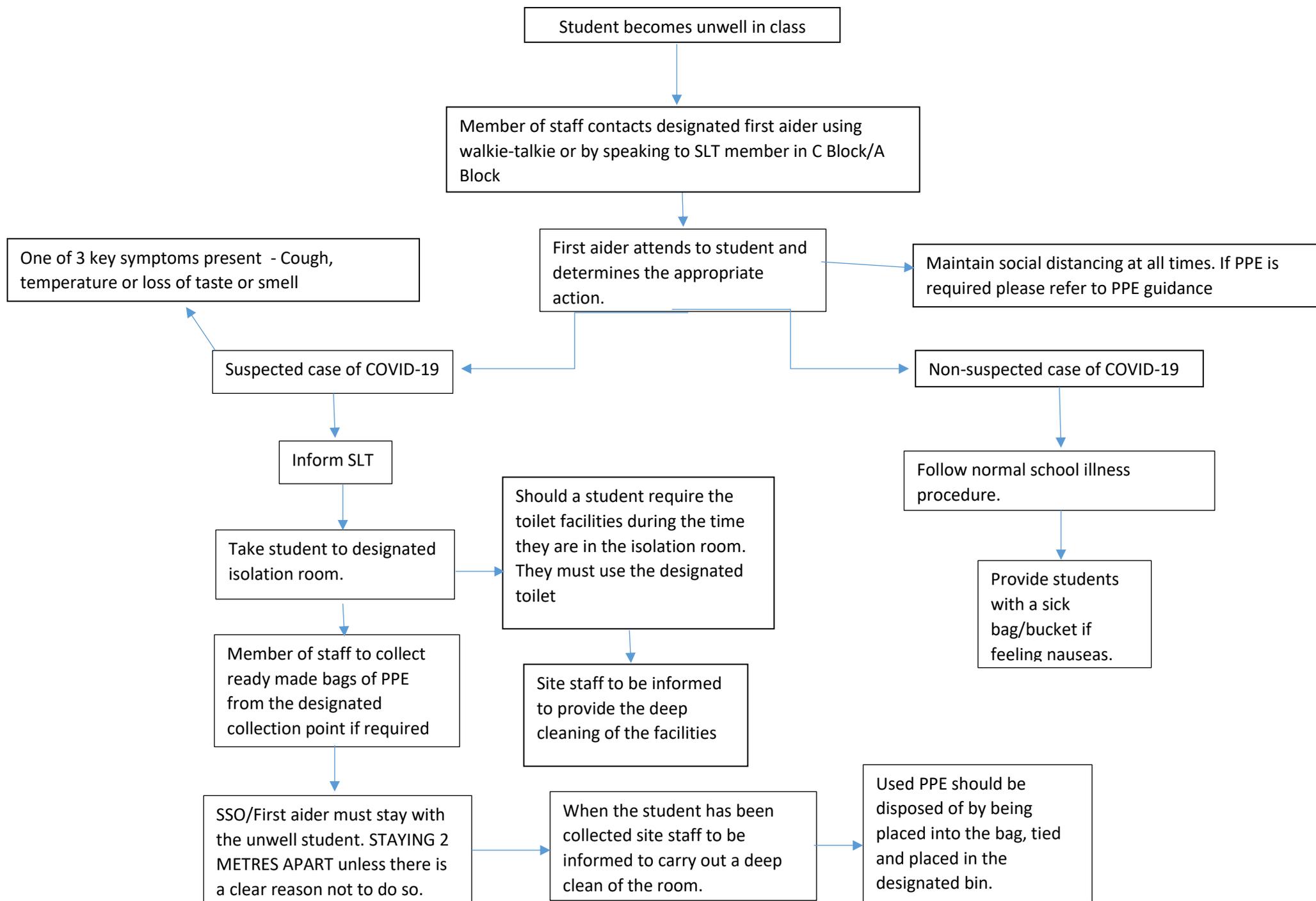
The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature _____ parent/carer Date _____



Hawley Hall High School Qualified and Emergency First Aid List

Qualified First Aid	Located	Emergency First Aid	Located
Ian Sharpe	A Block	Michael Abrahams	Technologies Department
Andy Duncalf	P.E Department	Chloe Ali	P.E Department
Janice Eden	Main Office	Lorien Neil	Technologies Department
Hannah Murrell	Maths Department	Cathy Owen	Drama Department
Elaine Bosy	KS 4 Office	Liam Coupland	P.E Department
Mary Fulster	Year 7 Office	Craig Cassidy	PE Department
Dave Heyes	A Block	Karl Yearsley	Product Design Department
Gemma Price	Various	Sam Lloyd	Training Suite
Rebecca Waites	Maths Department	Andy Ashall	Inclusion Department
James Clayton	Product Design Department	Gerry Shields	Various
Fiona Holmes	Inclusion Department	Kevin O'Rourke	MFL Department
Mark Ratcliffe	Inclusion Department		
Sam Awe	P.E Department		
Annie Hooley	P.E. Department		
Angela Brewder	Various		
Fiona Scott	Food Technology Department		
Hannah Steele	Various		
Sharon Evans	Various		
Amanda Lyon	Science Block		
Gary Bushell	A Block		
Carl Turney	A Block		
Sheena Lord	Inclusion Department		



COVID-19 TESTING FROM 28th May

NHS Test and Trace Service

The new NHS Test and Trace service was launched on 28 May. Anyone who tests positive for coronavirus will be contacted by NHS Test and Trace and will need to share information about their recent interactions. This could include household members, people with whom they have been in direct contact or within 2 meters for more than 15 minutes.

Those who have been in close contact with someone who tests positive must isolate for 14 days, even if they have no symptoms. The Test and Trace service will have informed them via text or email of this and staff will need to share the notification with their Headteacher/School Business Manager. The 14 day isolation period will be treated as sickness absence.

Testing

Testing is available for all staff and/or their family members who are showing symptoms of COVID-19. They can arrange a test using the self-serve option <https://www.gov.uk/apply-coronavirus-test-essential-workers>. We are aware that some people have struggled with accessing the website. If your staff experience technical issues on the site, they can request a test by calling the number 119.

The test requires the person being tested to be symptomatic. It will not identify those who have been exposed to the virus, and in who the virus is incubating. It will not identify those who have had the virus.

The nearest testing points currently are Manchester Airport Staff South, Altrincham WA15 8XJ, Haydock Racecourse, Newton-le-Willows, Merseyside WA12 0HQ and the Etihad Stadium, Ashton New Rd, Manchester M11 3FF. In addition, to align with the phased school return, the military operated covid-19 mobile testing facility will be returning to Robin Park on the 12th – 14th June.

Staff must be able to drive to the test centre and back. It is not possible to use public transport or a taxi if they are displaying symptoms of covid-19. It is now possible for children over 5 to be tested at the drive through centres.

The details required for the drive through option are: First and last name, registration number of the vehicle to be driven to the testing centre and a mobile phone number.

Home tests are available and staff can access these through this web site: <https://www.gov.uk/apply-coronavirus-test>.

If staff have any problems with the test site, they can telephone 0300 303 2373. The home test has a longer turnaround for results of 5 to 6 days (between referral and result) but has the advantage of being available to staff members unable to drive to one of the available venues. It can also be used for children over 5. This means that staff members self-isolating for 14 days because a child is displaying symptoms access the home test. This not

only gives the staff some assurance re their family, but it also enables them to return to work earlier than the 14 days.

The link to the full government advice is below:

<https://www.gov.uk/government/news/government-launches-nhs-test-and-trace-service>

Testing update 1st June 2020

IMPORTANT UPDATE

As you will have seen in the news and daily briefings the testing arrangements are changing on a very regular basis.

In addition to the **Drive thru testing** options at Manchester Airport and Haydock we have the option to use Bolton. The employer arrangements to book drive thru testing have been augmented by the introduction of the self-serve option <https://www.gov.uk/apply-coronavirus-test-essential-workers>

In addition to the increased option re sites, **it is now possible for children over 5 to be tested at the Drive thru centres.**

There have been a intermittent issues with accessing the site and with the venues and dates offered over the past couple of weeks, so in response the following development has been put in place.

Testing for NHS and Social Care staff

NHS and social care staff who are experiencing symptoms of COVID-19 can now receive a test at two of the North West's regional testing sites **with or without** an appointment.

If you are unable to make an appointment you can turn up at the **following locations only**, without an appointment.

Staff South Car Park,
Ringway
Manchester

OR

Haydock Park Racecourse
Newton-le-Willows
Merseyside
WA12 0HQ

To receive a test without an appointment staff will need to take photo identification to verify they are a member of NHS or social care staff. If they don't have an employee photo ID, they should take another form of photo ID e.g. passport or driving license and a recent payslip. This creates problems for carers etc, but is a welcome additional offer for directly employed staff

The regional testing facilities are accessible via car only, when you arrive on site there will be staff who will direct you and let you know what to do. If the two locations named above are not convenient, our staff need to revert to use of the website.

NB: Staff referred for a drive thru test by their employers will be given priority over those accessing the self-serve. To refer through this route send the **first and last name, registration number of car to be driven to the centre and a mobile phone number to me**

The home test is only intermittently available and has a longer turnaround re results (**6 to 8 days** between referral and result) but has the advantage of being available to staff members unable to drive to one of the venues. **It can also be used for children over 5.** This means that staff members self-isolating for 14 days because a child is displaying symptoms access the home test. This not only gives the staff some assurance re their family, but it also enables them to return to work earlier than the 14 days.

The home test is self-serve access only. Employers now have no way to order the home test as the national strategy moves closer to open access.

Staff requiring a home test should be directed to <https://www.gov.uk/apply-coronavirus-test>

If staff members are self-isolating for 7 days because they are displaying symptoms, they should be encouraged to use the drive thru option if possible. This is because the

Some of our staff have struggled with accessing the website for reasons other than the technical issues on the site. Tests can now be accessed by phone by calling the number 119

result is back within **3 days**.

The current list of identified critical teams are as follows:

Adults

- EI&P (ICES)
- Hospital Discharge
- Social Work
- Supported Living (inc Heathside and Brookfield)
- Provider Management Direct Payments & Day Support
- Appointee Team
- Shared Lives Champions who support full time placements
- Sheltered
- Homeless Solutions
- Housing Support

Children's

- Adopters who are currently being matched with children, the fosters carers where they may be currently placed to allow progression of adoption introductions
- Children's Home staff
- Social Care Teams
- Foster Carers (who are looking after our children who are red rag rated)
- Targeted Disability Team
- Start Well locality teams

- Start Well Family Centres
- TYSS
- Attendance Team and EMAS – Education
- School staff
- Special Schools staff

Environment

- Waste Collection – RCV drivers
- Fleet Services – Mechanics
- Wigan & Leigh Building Services – Emergency response Electricians & Plumbers
- Bereavement Services – Crematorium staff and Grave diggers
- Senior Management Team – Environment
- Pest Control

All staff can now access a test through the website. However, the key groups identified above will be given priority for both tests and results.

I am continuing to work with HR colleagues to ensure Trade Unions are kept up to date, and they will update the local FAQ's separately.

Lastly – Following the success of the military 'pop-up' site at Robin Park we have arranged for them to return 12th – 14th June. This will be able to support the phased return of the schools in the borough. More comms will be sent out in relation to this next week.

Lynne Calvert - Service Manager (Enhanced) Live Well

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