

	St. Joseph's RC High School Ysgol Uwchradd Gatholig Joseff Sant
	Healthcare Needs Policy

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Principles

St. Joseph's RC High 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.

St. Joseph's RC High 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 Body 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.
- ensuring a protocol is in place which covers emergency situations (see - Appendix 1)
- ensuring appropriate First Aid training is available.

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 appropriate processes are in place for record keeping.
- clear emergency arrangements are in place.
- there is a key member of staff with responsibility for learners with healthcare needs.
- ensuring appropriate training is in place.
- ensure appropriate environment is available (for example in relation to toileting)
- ensuring appropriate dialogue with the LA in relation to insurance
- ensuring Health and Safety issues are regularly reported to Governors.
- 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 where applicable. Parents and learners should:

- receive updates regarding healthcare issues/changes that occur within the education setting.
- 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 will manage their own healthcare needs.
- inform the school of any changes such as type of medication, dosage or method of administration.

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- 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 school if their child has/had an infectious disease or condition while in attendance.

Accessibility

St. Joseph's RC High 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.

(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

St. Joseph's RC High School will ensure that all pupil information is kept up to date.

All relevant teachers and support staff have access to this information, particularly if there is a possibility of an emergency situation arising.

- We use SIMS to record all pupil information.
- We use staff briefing, HOY briefing, Inclusion meetings, inform Admin TEAM (who deal with first aid) etc. to ensure staff are aware of the healthcare needs of pupils they have or may have contact with.
- We will ensure that our pupils know who to tell if they feel ill, need support or changes to support them and listen to concerns of pupils (or their friends) if they feel ill at **any** point and consider the need for medical assistance.

Storage, access and administration

All medicines are stored securely and safely. St. Joseph's RC High 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. St. Joseph's RC High School only accepts prescribed medicines and devices. Over the counter medication will not be administered. Learners will know where their medication is stored. Administration of medication for any learners under the age of 16 requires parental consent. The school has a separate medicine in school practice statement (27/9/18) which should be read in conjunction with this document see Appendix 2.

Emergency procedures

All staff including temporary staff are aware of the protocol to follow in the case of a medical emergency and understand their duty in an emergency. This should include the location of the school defibrillator.

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. Staff will not take pupils to hospital in their own car.

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Qualifications and assessments

- Teachers are expected to use their professional judgement to support learners with healthcare needs.
- We recognise that effective liaison is imperative when learners with healthcare needs are approaching assessments, including those undertaking examinations in hospital or at home. The coursework element may help learners to keep up with their peers. Liaison between the school and the hospital teacher or home teacher is important, especially where the learner is moving from education setting or home to the hospital on a regular basis.
- We will ensure that applications for special arrangements will be submitted by school to the awarding bodies as early as possible. (Awarding bodies may make special arrangements for learners with permanent or long-term disabilities and learning difficulties, or temporary disabilities and illnesses, who are taking public examinations such as National Tests, GCSEs or A levels).
- The school will take advice from the local authority if required.
- We recognise it is unacceptable practice to request adjustments or additional time at a late stage. They will have to be applied for in good time. Consideration must also be given to mock examinations or other tests.

Full guidance on the range of special arrangements available and the procedures for making applications is given in the Joint Council for Qualifications' circulars *Adjustments for candidates with disabilities and learning difficulties* (2016) and *A guide to the special consideration process* (2016), which are both accessible from the Joint Council for Qualifications' website.)

(Adjustments, adaptations or additional time for learners taking the National Reading and Numeracy Tests should be based on normal classroom practice for particular needs.

Teachers are expected to use their professional judgement to support learners. Guidance is provided in the current National Reading and Numeracy Tests – Test administration handbook and at:

www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/access-arrangements-and-reasonable-adjustments-2016-2017

www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/a-guide-to-the-special-consideration-process-2016-2017

www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration

EOTAS

- In the case of a short absence from school (less than 15 days), we will provide work to be completed at home, if the pupil's condition permits, and will support the pupil to catch up on their return.
- 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 St. Joseph's RC High 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.

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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.

Complaints

Complaints can be made in line with the schools 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.

(Please see the 'Unacceptable Practice' section in the Welsh Government's 'Supporting Learners with Healthcare Needs' statutory guidance: <http://learning.gov.wales/resources/browse-all/supporting-learners-with-healthcare-needs/?lang=en>) ***Additional Guidance is available in the Welsh Government publication as above***

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APPENDIX 1

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 653110 or direct dial number/mobile phone number you are ringing from.
2. Give your location as follows: St Joseph's RC High School, Pencarn Way, Tredegar Park, Newport.
3. State that the school postcode is NP10 8XH.
4. Give the exact location in the education setting ie. where you are in the school or outside the school (as applicable).
5. Give your full name ie. remember that there may be more than one Mr Jones, etc.
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 the patient at the location of the incident.
8. Do not 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.

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Appendix 2

MEDICINE IN SCHOOL (current practices statement)

1. *The **Medical Officer/Duty Administration First Aider** assists the pupils/parents/carers/first responders/other medical professionals, etc as an act of good faith with the best intentions for the health of the pupil. The following information below states the methods currently in use and the levels of assistance available at St Joseph's RC High School. This person will not be responsible for acts or omissions of others.*
2. **Requests for medication from:**
 - Parents/carers.
 - Heads of year.
 - Inclusion department.
 - School nurse.
3. **Requests are made to:**

The **Medical Officer/Duty Administration First Aider**.

The **Medical Officer/Duty First Aiders** voluntarily assist with medication to pupils. They are reliant on up to date information being supplied by the stated parties above. They will not be responsible for pupils taking out of date or taking incorrect dosages. Requests are made verbally or in the form of care plans via the school nurse. **The Medical Officer will periodically check medication and contact parent/carers if medication is approaching or out of date.**
4. **Examples of medication**

Epi pens, other allergy medication, ritalin, steroids and general pain killers etc.
5. **Supply of medication**

Parents are responsible for the supply and continuity of medicine, and they are to ensure it is correct and within shelf life. They are to replenish when completed or outdated. They are also to arrange disposal.
6. **Careplans**

These are supplied via the **Medical Officer** and are signed by the parents and contain photograph of the pupils. These are kept in a file in Admin. Updated plans are the responsibility of the parents together with the health official and finally to be re-issued by the **Medical Officer**. These will then be superseded in the file. The file is updated by the **Medical Officer**.
7. **Medication stored**

Medication is brought in either by the pupil or the parents. It **must** be in **an** appropriate labelled container. Some parents send this medication packed in small plastic containers with the pupil's name, dob, form number and clearly identifying who it is for.

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These packs are stored in a cupboard adjacent to the **Medical Officer's**/Duty Administration First Aider's desk (locked at the end of the school day and overnight). The cabinet is opened in the morning for the start of the school day. Pupils have access via the **Medical Officer/Duty Administration First Aider**. The pupil sees the **Medical Officer** or asks a member of staff in **Admin** if in the **Medical Officers absence**, before using the facility. It is their responsibility to select and take their own medication.

8. **Administering medication (routinely regular users)**

*The **Medical Officer**/Duty Administration First Aider does not administer the medication. The pupil will attend the Admin office at the appropriate time, go to the cabinet, select their own medication package, or the **Medical Officer**/First Aider will hand the package to the student, take the medication, seal the medication back in the package and return to the class.*

9. **Requested medication e.g. paracetamol (ad hoc)**

If a parent/carer has requested that a pupil needs to take a paracetamol/painkiller, he/she will contact the **Medical Officer**/Duty Administration First Aider by telephone or in person. The medication will be supplied by the parent and kept as described above in the store. When the pupil arrives and requests this medication the **Medical Officer** will contact the parent/carer firstly before medication is given, depending on individual care plans in place. Documentation will be kept alongside the medication for each child stating name, dose, time given, date and signature.

*The **Medical Officer**/Duty Administration First Aider will not administer the tablet the pupil will him/herself.*

10. **Requested Medication allergy (antihistamine):**

If a pupil is experiencing discomfort symptoms relating to known allergies, he/she will request use of medication from the store.

*The **Medical Officer**/Duty Administration First Aider will assist the pupil to administer if in medicine form only. If in tablet form the pupil will administer themselves.*

11. **Epi Pens:** These are stored in the containers supplied by the parents in the store cabinet in Admin and are normally covered by a care plan. As stated above it is the parents' responsibility to ensure that the medicine is within shelf life, **however this will be checked periodically by the Medical Officer**. The Local Authority school nurse service has stated that epi pens should be carried on the person. The School can store Epi Pens as a safety precaution.

*The **Medical Officer**/Admin First Aiders and other nominated first aiders have received the training to administer the Epi Pen.*

12. **Inhalers:** These are carried on the person - the **Medial Officer**/Duty Administration First Aider does not hold or assist with any administering of such medicines. It is the parents' responsibility to instruct and control such medication. **If assistance is required then this will be stated in an Individualised Health Care Plan, whereby the Medical Officer would assist. If parent/carers wish to store a spare inhaler in the Admin Office locked cabinet, they need to provide an accompanied letter with the inhaler, giving permission to store the inhaler.**

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13. **Medical Auxiliary Room** is available for persons with special medical requirements eg diabetics. **Refer to Medical Auxiliary Room/Procedure/risk assessment**