



Supporting Pupils with Medical Needs



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Lead officer	Nell Giles	Review date	Spring 2025
Contact	info@SouthamptonHospitalSchool.co.uk	Effective date	April 2024

Aims

All pupils at Southampton Hospital School (SHS) have an identified medical condition that has resulted in either a hospital admission, a prolonged spell of absence from school or both. We work in a multi-disciplinary setting with different teams of health professionals both within UHS and the community. We fully recognise as a school that mental illness and physical illness can both impact powerfully on young people's wellbeing and educational engagement. Our school exists to lessen that impact and help young people access and manage education alongside their medical condition.

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The governing board will implement this policy by:

- Ensuring sufficient training is being offered to staff
- Ensuring the school has procedures in place to ensure all staff are informed of pupils' medical conditions
- Ensuring there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Ensuring that procedures are in place to provide supply teachers with appropriate information about the policy and relevant pupils
- Ensuring that the school is consulting with and supporting schools with the creation and monitoring of individual healthcare plans (IHPs)

The named person with responsibility for implementing this policy is Nell Giles.

Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: [Supporting pupils at school with medical conditions](#).

Roles and responsibilities

The governing board

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing board will ensure that all staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

The headteacher

The headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure 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 school staff are appropriately insured and aware that they are insured to support pupils in this way
- Work with educational settings to support and advise their creation and implementation of IHPs and other modifications for children with medical conditions
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- Ensure effective communication occurs between UHS staff, community health professionals and school staff, through appropriate systems, protocols and practices

Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. All of our staff will be asked to provide support to pupils with medical conditions. This will sometimes include the administration of medicines (mainly school trips) under the supervision of relevant health professionals. The vast majority of children's medications, whilst in hospital, will be administered by UHS staff and SHS staff will only administer under circumstances agreed directly with a nurse, Doctor and/ or therapist within UHS. Medical professionals and/or school will ensure parents have been consulted in these plans.

All staff will receive sufficient and suitable training, and will achieve the necessary level of competency before administering any medications.

SHS staff will attend regular ward rounds, MDTs and handovers to ensure medical needs of all children are fully understood and supported.

Teachers 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.

SHS will encourage involvement of parents and health care professionals in the following ways:

- Providing the school with sufficient and up-to-date information about their child's medical needs
- Being involved in the development and review of a child's IHP and may be involved in its drafting
- Carrying out any action they have agreed to as part of the implementation of the IHP or hospital treatment plan e.g. provide medicines and equipment

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 treatment plans and/or IHPs. SHS will encourage this student voice through curriculum content, emotional support, RSHE and attendance at MDTs, ward rounds and hand overs. They are also expected to comply with their treatment plans and IHPs.

Equal opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

Being notified that a child has a medical condition

Medical staff or referring schools will be asked to notify the school directly about new students' medical conditions and requirements. School staff will contact schools to discuss any current IHPs. On discharge, school staff and/or health care professionals will endeavour to support schools to review their IHPs and medical provision for returning students. This may not happen if children are discharged in school holidays or without the knowledge of the Hospital School or the returning school. In these cases, the Hospital School will notify the returning school at the start of the succeeding term.

Individual healthcare plans

Due to the dual or guest registered status of our pupils, SHS does not hold IHPs for our students. These are the responsibility of the pupils' main school or educational provision. Instead, children will be subject to medical treatment plans created by UHS whilst being an inpatient in the hospital. For outreach students, the IHP is held by the main school and is requested by SHS staff as part of the referral process.

SHS leaders and staff will support schools with IHP reviews and modifications where necessary and/or recommended by health care professionals.

Managing medicines

During a hospital admission, all medicines will be managed by health care professionals, not by SHS staff. The only exception to this may be in the event of a school trip or visit off site. In this instance, SHS staff will create a medication plan with the appropriate health care professionals. All school trips involving dual registered pupils off site are attended by a health care professional from UHS. Outreach students will be individually risk assessed with parents' full knowledge and consent. Parents will be asked to complete medical forms and agree to all measures outlined in the risk assessment. They will be asked to accompany children if the medical risk is too high for school staff to manage alone.

Students will be actively encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with health care professionals and parents where appropriate.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will consult immediately with UHS staff. For outreach students, an adult (parent or agreed carer) must always be present during teaching sessions, and they will be responsible for this.

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is not acceptable 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
- Ignore medical evidence or opinion (although this may be challenged)
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable

- 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
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips

Emergency procedures

Staff will follow the school's emergency procedures (for example, calling 999). All pupils' treatment plans or IHPs will clearly set out what constitutes an emergency and will explain what to do in such an instance.

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 according to current admissions. Staff will be present in handovers, ward rounds and MDTs wherever possible. Medical information from such meetings will be shared with the necessary staff via morning briefings, email or Bromcom entries.

Training will:

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

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 they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

Record keeping

Treatment plans, medical meeting minutes and/or IHPs are kept on Bromcom and/or Microsoft Teams, which are accessible to all. Teaching and non-teaching staff, including cover staff

Insurance

The Trust board and local governing body will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

We will ensure that we are a member of the Department for Education's risk protection arrangement (RPA).

Complaints

Parents with a complaint about their child's medical condition or needs should discuss these directly Nell Giles, Headteacher, who will consult with relevant medical professionals and staff to investigate the complaint.