

# THE TELFORD PRIORY SCHOOL



Member of Leadership Team with Responsibility for Update of Policy	David Hubbard
Headteacher	Stacey Jordan
Date adopted by the School Standards Committee	Dec 2022
Policy Review Cycle	Biennial
Date for Policy Review	Oct 2024

## Supporting Students with Medical Conditions Policy

The “Supporting students at school with medical conditions” (Statutory guidance for governing bodies of maintained schools and proprietors of academies in England) document contains both statutory guidance and non-statutory guidance and non-statutory advice.

The statutory guidance applies to any ‘appropriate authority’ as defined in section 100 of the Children and Families Act 2014. That means governing bodies in the case of maintained schools, proprietors in the case of academies and management committees in the case of student referral units (PRUs).

‘Appropriate authorities’ must have regard to this guidance when carrying out their statutory duty to make arrangements to support students at school with medical conditions. The guidance also applies to activities taking place off-site as part of normal educational activities. In this document references to schools are taken to include academies and PRUs and references to governing bodies include proprietors in academies and management committees in PRUs.

- All students are entitled to a relevant and worthwhile education designed to enable individual students to participate in and contribute to their community and society
- Students who have medical needs should be supported whenever necessary to gain access to the whole school curriculum
- Students should benefit from support programmes designed to aid their own independent learning in preparation for life outside the school environment

### **Responsibility for the co-ordination of medical provision**

Administration Medical Lead, Business Manager and SEND Co-ordinator

The SENCO ensures that all SEND students with medical issues have access to a suitable curriculum which enables them to make at least expected levels of progress.

Where a student’s medical needs are included within an EHCP, these will be met through the SEND Policy. The SENCO attends all annual reviews for EHCP students and shares responsibility for the everyday implementation of our SEND Policy.

First Aiders have responsibility for the day to day operation of the First Aid Policy, supported by the Administration Medical Lead, Business Manager and SENCO.

### **Implementation of the First Aid Policy**

The Business Manager will ensure relevant staff have the necessary qualifications, skills and expertise to take responsibility for the implementation and day to day management of students’ medical needs.

The school will ensure:

- A Health Care Plan for the student is created and monitored in liaison with the student, parents and health care professionals
  - Undertake risk assessments for the school day/visits/holidays and any other school activities outside the normal timetable
  - Liaise with all relevant staff to ensure students’ medical needs are met throughout the curriculum and they are fully supported
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- In conjunction with the school’s professional development programme deliver in-service training to meet the needs of the school and individual staff
- Oversee the running of and deliver the provision of support for students with medical needs
- Keep detailed records of individual students with medical needs and ensure their progress is regularly monitored and reviewed
- Liaise with teachers, parents and external agencies where appropriate
- Regularly review and monitor SEND provision within the school
- Convene and participate in formal meetings with external agencies regarding individual students

### **Provision**

The arrangements above will, barring exceptional circumstances, be in place prior to the student’s transfer to TPS. Where deemed necessary, a Health Care Plan will be in place within two weeks.

The Health Care Plan will provide clarity about what needs to be done, when and by whom. In cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed or where medical condition are long-term and complex.

However, not all children will require a Health Care Plan. The school, healthcare professional and parent should agree, based on evidence, when a Health Care Plan would be inappropriate or disproportionate. If consensus cannot be reached, the Headteacher is best placed to take a final view. Identifying and agreeing the support a child needs and developing an Individual Healthcare Plan will be implemented. (appendix A). Students on crutches must adhere to the Crutches Protocol (appendix B) and corresponding Emergency Evacuation Questionnaire/Plan/Risk Assessment (appendix C). Students with prescribed or other medication should adhere to the Medication within School Protocol (appendix D) and complete a “Parental Request for Student to Self-Administer Medication” forms (appendix E(i) and E(ii)).

### **Monitoring of Provision**

Parents will contact the school and provide updates on medical conditions. The school’s MIS and student’s Care Plan are updated.

### **Admission Arrangements**

The Telford Priory School specifies its own criteria in adhering to the admission policy of the Local Authority.

Following statutory guidance: “Children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition will be denied admission or prevented from taking up a place at The Telford Priory School because arrangements for their medical condition have not been made. However, in line with safeguarding duties, the governing body will ensure that students; health is not put at unnecessary risk from, for example, infectious diseases. We may, therefore, not accept a child in school at times where it would be detrimental to the health of that child or others to do so”.

### **Access**

The Telford Priory School is fully equipped for students with physical disabilities.

### **Identification and review of student needs**

Information is gathered in order to assess and make appropriate provision to meet individual student’s medical needs. Information may be gathered from the following:

- Primary school liaison

- Open Evening
- Parental Concern
- Data
- Subject teachers and Form tutors
- External Agencies (e.g. NHS professionals)
- Observation within the classroom

Additionally, medical practitioners have a duty of care to inform the school (and or the school nurse) when they identify a child with a medical condition that will require support at school.

The school will centrally hold and maintain lists of students with medical needs. The information is kept on file and will be shared with staff (teaching, non-teaching and supply) as necessary, within a framework of confidentiality and sensitivity in liaison with both the student and the parents.

### **Curriculum Access and Inclusion**

All students at The Telford Priory School receive a broad and balanced curriculum across all key stages. Students study subjects either in mixed ability classes or ability groups according to the school policy for each department.

Intervention and support are agreed through liaison with parents, students, the Assistant Headteacher and teaching staff. To support students identified with medical needs The Telford Priory School will make necessary and reasonable adjustments to the curriculum and its delivery to ensure those students are not disadvantaged.

### **In-Service Training**

Whole or individual staff training will be delivered where a need is identified e.g. specialist care for a specific trait or condition. This training may be delivered by suitably qualified or experienced professionals including the school nurse.

Training should be sufficient to ensure that staff are competent and have confidence in their ability to support students with medical conditions, and to fulfil the requirements as set out in individual health care plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures. A first aid certificate does not constitute appropriate training in supporting children with medical conditions.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. In some cases, written instructions from the parent or on the medication container dispensed by the pharmacist may be considered sufficient but ultimately this is for the school to decide, having taken into consideration the training requirements as specified in students' individual health care plans.

Healthcare professionals, including the school nurse, can provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

### **Partnership with Parents**

Parents are encouraged to play an important part in their child's education and are kept fully informed about provision and support. They will be contacted directly by the first aiders should there be any cause for concern regarding their child's progress, behaviour or educational provision within school.

### **Queries and Complaints**

The Telford Priory School endeavours to develop good working relationships with parents. They are welcome to discuss, and query decisions made by the school through the channels as laid down in our Complaints Procedure. If parents of students with medical needs are not satisfied with the response from the school,

they may wish to seek further advice from the Local Authority through Telford and Wrekin Parent Partnership Service.

### **Working with External Agencies**

The Telford Priory School works closely with other agencies to identify and provide for those students identified as having medical needs. All services involved with the school are regarded as working partners whose aim is to provide high quality support which focuses on the needs of the individual student

### **Links with other schools**

The Telford Priory School maintains strong working relationships with its feeder primary schools. The Transition Co-ordinator regularly attends meetings for students who will transfer; these meetings are also used to plan future provision with the students and parents.

**The Governor with responsibility for Health & Safety should ensure effective implementation of this policy as they:**

- Become informed about relevant documents, particular this policy and Government directives affecting students with medical needs (DFE December 2015)
- Know the numbers of students identified as receiving support
- Make recommendations where necessary at governing body meetings
- Provide reports to the whole governing body based on observations and evidence gained from regular evaluative visits to the Inclusion department

### **INDIVIDUAL HEALTHCARE PLANS**

The original copy must be kept in the First Aid Room

- The care plan guidance must be adhered to completely unless this is not possible within the limitations of staff, expertise or resource
- Where a care plan cannot be followed this must be referred back to the appropriate NHS or health care provider and parents/carers **before** the student returns to school
- All information needed by staff should be entered onto the MIS as a central accessible point
- First aiders will notify appropriate staff of relevant factors. This is particularly important when medical conditions may impact in the classroom.

## Appendix A: Individual Healthcare Plan

Student's name

Class

Date of Birth

Student's Address

Medical Diagnosis or condition

Date

Review Date


### Family Contact Information

Name

Phone no.

(Home)

(Mobile)


Name

Phone no.

(Home)

(Mobile)


### Clinic/Hospital Contact

Name

Phone No.

**GP**

Name

Phone No.


## Appendix A continued

Describe medical needs and give details of student's symptoms

Daily care requirements (*e.g. before sport/at lunchtime*)

Describe what constitutes an emergency for the student and the action to take if this occurs

Follow up care

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form Copied to

Parents

School

File

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## Appendix B

### STUDENTS ON CRUTCHES

Students who need to use crutches MUST have a Personal Emergency Evacuation Plan (PEEP) raised in discussion with the student and Parent/Carer. As part of this initial process the student and parents/carers are made aware of revised evacuation procedure and where students can and cannot go whilst on crutches.

### Protocol

- On arrival on the first day on crutches, students will go to reception where parents will meet with the SBM to talk through situation and complete a PEEP
- A lift pass will be issued
- The revised evacuation procedure will be explained to the student
- Students should refrain from using stairs and steps and should use the lift
- Crutches must be used appropriately at all times

In the event of evacuation:

- The Facilities Manager must ensure that the student is safely out of the building
- Students on crutches are not expected to muster on the 3G pitch but must go to the appropriate evacuation point

### EVACUATION POINTS

3G pitch (6.30am – 2.50pm)

Muster D (after 2.50pm)





## STUDENT EMERGENCY EVACUATION QUESTIONNAIRE

### 1 Why you should fill in this form

It is the School's legal responsibility to protect you from fire risks and ensure your health and safety, whilst at school. To do this properly we need to know:

- If you require information about the emergency evacuation procedures; and
- If you need assistance during an emergency.

### 2 What will happen when you have completed the form?

We will be able to provide you with any information you need about the emergency evacuation procedures.

If you need assistance, we will be able to work out a "Personal Emergency Evacuation Plan" for you. To do this we will discuss the best ways of getting you out quickly and comfortably. You are not a problem nor a safety risk.

**Name:**

**Year Group:**

**Brief description of medical issue(s):**

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**Please tick when medical note attached:**

**Please tick when student timetable attached:**

## EMERGENCY EVACUATION QUESTIONNAIRE

Quest No	Please answer the following questions:	Yes/No/Other comments
<b>1 AWARENESS OF EMERGENCY EVACUATION PROCEDURES</b>		
1a	Are you aware of the emergency evacuation procedures for the building?	
1b	Do you know where your safe refuge point is, should you be unable to go to the Assembly Point?	
1c	Do you require the emergency evacuation procedures to be in: <ul style="list-style-type: none"><li>• Braille?</li><li>• on tape?</li><li>• in large print?</li><li>• any other format?</li></ul>	
1d	Do you require written emergency procedures to be supported by BSL (British Sign Language) interpretation?	
<b>2 EMERGENCY ALARM</b>		
2a	Can you hear the school fire alarm?	
2b	Could you raise the alarm if you discovered a fire?	
<b>3 GETTING OUT</b>		
3a	Can you move quickly in the event of an emergency?	
3b	Do you find stairs difficult to use?	
3c	Are you a wheelchair user? If so, is it permanent?	
3d	Are you using crutches?	
<b>4 ASSISTANCE</b>		
4a	Do you need assistance to get out of the classroom/school in an emergency?	

<b>4b</b>	<b>Is anyone designated to assist you to get out in an emergency?</b> If yes please give their name(s) & location(s)	
<b>4c</b>	<b>Are you always in easy contact with those designated to help you?</b>	

Signature of student: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

Signed by staff member: \_\_\_\_\_

Name: \_\_\_\_\_

Please submit completed forms to Ms V swift - room 2.33

Appendix C continued

**PERSONAL EMERGENCY EVACUATION PLAN**

NAME:

<b>1</b>	<b>AWARENESS OF PROCEDURE</b>
	<p>I have received the emergency evacuation procedures:</p> <p>in Braille    <input type="checkbox"/>    on tape    <input type="checkbox"/>    in BSL    <input type="checkbox"/></p> <p>in print    <input type="checkbox"/>    in large print    <input type="checkbox"/>    Other (please specify)    <input style="width: 100px; height: 30px;" type="text"/></p>
<b>2</b>	<b>ALARM SYSTEM</b>
	<p>I am informed of an emergency evacuation by:</p> <p>existing alarm system    <input type="checkbox"/>    Pager device    <input type="checkbox"/></p> <p>visual alarm system    <input type="checkbox"/>    other (please specify)    <input style="width: 30px; height: 30px;" type="text"/></p>
<b>3</b>	<b>DESIGNATED ASSISTANCE</b>
	<p>The following people have been designated to give assistance when I need to get out of the building in an emergency:</p> <p><b>Names:</b></p> <p><b>Fire Marshals will assist and ensure that ..... is either within the lift refuge area, if on the upper floors of the building or heading towards the 3G pitch via the ramp entrance, when working on the ground floor.</b></p> <p><b>I would contact them by: Using the intercom point in the lift area (if needed), which goes through to reception.</b></p>
<b>4</b>	<b>METHODS OF ASSISTANCE</b>
	<p>..... must stay within the confines of the lift area, which is fire protected for 1 hour, until either a fire marshal or the fire brigade direct him/her otherwise.</p>

	An evacuation chair is available to assist in evacuation from the building, should the need arise.
<b>5</b>	<b>LIST EQUIPMENT PROVIDED</b>
	Intercom by the lift in order to make contact to reception, if required.  Evacuation chair available, should the need arise.
<b>6</b>	<b>EVACUATION PROCEDURE</b>
	<p>If located on the ground floor:</p> <p>..... should follow the rest of the students out of the building, via the designated fire route, displayed in each room/area and towards the assembly point. In order to reach the 3G pitch, ..... will need to go out of the student gate, up the ramp and through the large side entrance to the pitch.</p> <p>If located on either of the upper floors:</p> <p>..... must wait until the rest of the class departs and then make his/her way to the lift refuge area. He/she must stay there and await further instruction from either a fire marshal or the fire service. Only when an emergency situation is taking place will evacuation from the building be considered. Fire marshals will issue an all-clear and only then will ..... be allowed back to class.</p>

**Copies to:**

- School Business Manager**
- Student**
- Student File**
- Parents/Carer**



The Telford Priory School

**Risk Assessment of Example Students on crutches.**

Carried out by:

Date: 12<sup>th</sup> Sept 18

Review date: Ongoing

What are the hazards? REFER TO TABLES BELOW FOR METHOD	Who might be harmed and how?	Probability	Severity	Risk rating* (Probability x Severity = Risk Rating)	Existing Control Measures		By whom?	By when?	Do ne ?
Access/egress	Student may slip, trip or fall. Other students and staff may be harmed.  Delay in evacuation.	2          1	2          2	          	Parents escort student to and from school  Access to school is on a flat and level surface, without steps  Car parking space or drop-off point made available close to the school entrance, if required.				
Restricted circulation space in corridors, classrooms and dining hall	Student may suffer a collision, slip, trip or fall. Other students and staff may be harmed.	2	2	          	Avoid unnecessary movement around school at start/end of day, break, lunch, change of lessons  Ensure that the student is competent in the use of crutches  Site team check to ensure that all floor surfaces are dry and clear of obstructions  Buddy system used to help student carry books, etc.  A lift pass is issued to the student, if required				

Housekeeping	Student suffers a slip, trip or fall. Other students and staff may be harmed.	1	2		<p>High standards of housekeeping in place e.g. spills cleaned up immediately</p> <p>Classroom and corridor floors are kept clear of obstructions</p> <p>Crutches do not present a trip hazard to other students in the classroom</p>				
Fire	Student may burn or unable to escape the effects of smoke/ flame	4	4		<p>A responsible person is assigned on a one to one basis, in order to assist with the safe evacuation of the student</p> <p>An assessment is made to ensure that the student can safely evacuate the building within a reasonable time limit. If not temporary, a personal evacuation plan may be required</p> <p>A number of staff are trained in the use of evacuation chairs, should they need to be used</p>				
Practical Subjects	Student slips, trips or falls and/ or suffers cuts,	1	2		<p>Buddy system in place to assist in practical subjects</p> <p>Alternative activities arranged if required, such as PE and Science.</p>				
Medication	Student harmed by improper use of medication	1	2		<p>Medication is kept in a locked cupboard, within the 1<sup>st</sup> Aid room - to be administered in line with the schools medication protocol</p> <p>Administration of medication forms completed and signed by parents</p> <p>Record kept of medication given to student during the school day</p>				

	PROBABILITY				
SEVERITY	FATAL	Medium	Medium	<i>HIGH</i>	<i>HIGH</i>
	MAJOR	Low	Medium	Medium	<i>HIGH</i>
	SERIOUS	Low	Low	Medium	Medium
	MINOR	Low	Low	Low	Medium
		Unlikely	Possible	Probable	Highly probable



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**Medication within School Protocol**

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1. The school may refuse to undertake administration where this is seen to be the reasonable decision in the best interests of the school. For example, where timings of administration are critical and crucial to the health of the student and cannot be guaranteed; where specific technical or medical knowledge and/or training is required or where administration would make unacceptable intimate contact with the student necessary.
2. The school will not agree to administer any medication in school without a written request using this form, having first been made.
3. The school will not agree to administer any medication in school that is not essential to be administered during the school day. (If it is acceptable for doses to be given at home, the school should not be being asked to administer during the school day).
4. All requests will need to be discussed fully with the Headteacher or other authorised member of staff before any medicines are sent into school.
5. Any prescribed medicine must be supplied to the school in the original container labelled by the pharmacist with the name of the medicine, full instructions for use and the name of the student. Any non-prescribed medicine bought by the family should be in the original container bearing the manufacturer's instruction/guidelines. The school may refuse to administer any medicines supplied in inappropriate containers.
6. For students on long-term medication the request form should be renewed by the parent/carer when required by the School and in any event at the beginning of each new school year.
7. Parents are responsible for notifying the school immediately in writing of any subsequent changes in medicines or doses.
8. Parents are responsible for notifying the school immediately the doctor has stopped the medication.
9. Parents are responsible for collecting and disposing of any unused or expired medicine at the end of each term.
10. A record will be kept by the school of all medicines administered and when in respect of each student for whom it has agreed to administer medicines.
11. Where they feel it to be necessary the school reserves the right to ask parents to supply a doctors' note to support/confirm the information given on the request form.
12. You may find it necessary to seek your Doctor's help in completing this form.

## Appendix E (i)

**PARENTAL AGREEMENT FOR SETTING TO ADMINISTER PRESCRIBED  
MEDICATION (MED 1)**

<b>DETAILS OF STUDENT (<i>Capitals please</i>)</b>			
Name		M/F Date of Birth	class/form:
Condition or illness (e.g. <i>Asthma; Diabetes; Epilepsy, Cystic Fibrosis, Anaphylaxis, Recovery from? Illness, etc.</i> ):			
<b>DOCTOR'S DETAILS</b>			
Doctor's Name		Medical Practice	Telephone Number
<b>MEDICATION AND ADMINISTRATION</b>			
Name of medication ( <i>give full details given on the container label issued by the pharmacist</i> )			
Type of Medication (e.g. tablets, mixture, inhaler, Epipen, other ( <i>please specify</i> ))			
Date Dispensed:		Dosage and method:	
Times to be Taken in School:		Is precise timing critical? Yes/ No	
Time of last dosage?			
For how long will your child need to take this medication?			
For medication that need not be administered at pre-set times please indicate when it should be given: (e.g. before exercise, onset of asthma attack, onset of migraine etc.)			
The medication needs to be administered by a member of staff			Yes No
My child is capable of administering the medication him/herself under the supervision of a member of staff			Yes No
The medication needs to be readily accessible in case of emergency			Yes No
<b>ADDITIONAL INFORMATION</b>			
<b>Precautions or side effect:</b>			
<b>What to do in an emergency :</b>			

***(Please read the notes on the reverse of this form carefully. If you are in doubt about how the medicine is to be given you must seek the advice of your child's doctor before completing this form.)***

The doctor named above has advised that it is necessary for my child to receive his/her medication during school time. I understand that teachers have no *obligation* to give or supervise the administration of medicines at the school. However, I request that the medication named above be administered by/taken under supervision of a member staff, who may not have had any first aid or medical training. The School, the Headteacher and staff accept no responsibility for any injury, death or damage suffered by a student as a result of the administration of medicine mentioned in this form, other than any injury, death or damage which arises because the school or any members of its staff have been negligent. I shall arrange to collect and dispose of any unused, expired medicine at the end of each term.

Signed: Parent/Carer .....

Date: .....



## PARENTAL AGREEMENT FOR SETTING TO ADMINISTER NON-PRESCRIBED MEDICATION

School Name	The Telford Priory School		
Date			
Student Name			
Form and House			
Name and Strength of medicine			
Quantity Received		Quantity Returned	
Expiry Date			
Dose and Frequency of medicine			

Parent Carer: Print Name		Signature	
Staff: Print Name		Signature	

Notes:

**Staff: Please label medicine accordingly**