

# St Martin-in-the-Fields High School for Girls

A CHURCH OF ENGLAND ACADEMY  
Service Compassion Justice Perseverance



## **SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY**

APPROVED: DECEMBER 2021  
DATE TO BE REVIEWED: DECEMBER 2022



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At St Martin's we are a family community built from Christian values. We believe, most importantly, that we belong to something much greater than ourselves – Christ is at the centre of our Church of England school community. In all that we do, we seek to show God's care for our students. We live, love and learn together. Students of all faiths and none are welcomed into our school family. We value, respect and celebrate all faiths and cultures because we are inspired by a welcoming, inclusive and loving God, seen in Jesus Christ and lived out through the Holy Spirit, alive in every person.

### **Our vision**

A high achieving Christian Girls' School with a thriving mixed Sixth Form where excellence is exemplified and encouraged, ensuring an enriching educational experience where our students appreciate that learning is not a matter for school but for life and productive citizenship.

### **Our Mission**

Inspired by our motto "Caritate et Disciplina" Our mission is to create a safe, caring, happy and inclusive community underpinned by our Christian values. We want our students to shine and grow together in faith and knowledge, developing their unique gifts and talents both in the classroom and in the wider life of the school and beyond.

We believe that reverence for God, respect for self, others and the environment is essential in today's society and we therefore dedicate our effort towards fostering these virtues. During their time at St Martin's, they will be empowered to fulfil their learning potential because they are **Hopeful, Enquiring, Respectful, Organised, Independent and Collaborative**. Our students will fulfil their academic potential, but more than this, they will develop the skills, competencies and personal qualities and characteristics that will help them to be successful in the future in whatever route they choose to take.

'Show yourself in all respects to be a model of good works, and in your teaching show integrity, dignity, and sound speech '

***Titus 2: 7-8***

### **St Martin's School Prayer**

Dear God

We thank you for your love and your promise to be with us.

At school or work, at rest or play, help us to feel near to you and hear your voice.

Guide each one of us to be like St Martin by always showing respect, encouraging one another and serving our community.

Help me to be aware of my talents, be independent, enquiring and hopeful for the future.

Amen

*Inspired by St Martin's Original School Prayer*

We nurture. We develop. We educate. We are St Martin's.

### **Supporting Students with Medical Conditions Policy Information**



## **Context**

St Martin-in-the-Fields High School for Girls is an inclusive girls school with co-ed 6th form, and welcomes all children from the local community and beyond. We are committed to ensuring that the admissions to the School reflect the full range of abilities. All school staff will strive to make this a safe and inclusive environment for all of our students and this includes students with medical needs. Our students will have access to high quality education whether attending our school or undergoing care and recovery at home.

## **Aims of this policy:**

- All our students will have access to high quality education and an extra-curricular offer as appropriate.
- Every effort will be made to minimise the disruption to student learning.
- The Inclusion Team, Pastoral Team and the Attendance Officer will encourage students to attend school if they are fit to do so.
- We will work effectively and collaboratively with families, health professionals and all agencies to ensure that we support students appropriately and reasonable adjustments are made to accommodate needs.
- We will recognise the impact that medical conditions may have on social, emotional and mental health and will plan to support our students holistically be that in the school setting or through liaison with external partners and support services.
- Students with medical conditions are treated respectfully and individually - staff will seek their contributions and input when discussing care planning and support. We will respond to individual needs accordingly.

## **What are Medical Conditions?**

In terms of this policy, medical conditions will be defined as:

- Students with chronic or short term health conditions or a disability involving specific access requirements, treatments, support or forms of supervision during the course of the Academy day.
- Students who are ill or injured or are recovering from medical interventions.
- Students with social, emotional or mental health difficulties.
- Some students with medical conditions may have a disability. In this instance, we will comply with our duties under the Equality Act 2010. Furthermore, some students may also have SEN needs (Special Educational Needs) and could have a EHC plan (Education, Health and Care Plan).

## **Statutory Guidance**

It is the duty of the school to support students with medical conditions according to Section 100 of the Children and Families Act 2014:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/349435/Statutory\\_guidance\\_on\\_supporting\\_students\\_at\\_academy\\_with\\_medical\\_conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/349435/Statutory_guidance_on_supporting_students_at_academy_with_medical_conditions.pdf)

We will ensure that students with medical conditions are fully supported and have the same opportunities as every student to develop, participate in and contribute to all aspects of Academy life. We strive for all our students to flourish and to achieve to the best of their ability.



Staff at St Martin-in-the-Fields High School for Girls will work in conjunction and partnership with health and social care professionals, parents/carers and students to ensure that needs are well met. There will be a focus on staff training, in house or by specialist professionals, to ensure that all staff have the knowledge and skills to support the students effectively.

The school does not view medical conditions as a barrier to learning and all staff are committed to an inclusive and purposeful educational experience for all.

### **Designated Staff**

There are key staff responsible for ensuring that students with medical conditions are supported and have access to high quality education:

Safeguarding Lead and Deputy Headteacher: Ms Suganthy Wilson

SENDSCO: Ms Sandrine Jacquet

The SENDSCO will lead on liaison with parents/carers and all relevant parties to ensure that support is appropriately planned. They will be responsible for sharing information with the appropriate members of staff and the school nurse attached to St Martins to achieve the best care and most effective inclusion for the students.

### **Staff Expertise and Training**

This policy is shared with all staff at St Martin-in-the-Fields High School for Girls and is saved on the shared area so staff can access this document as and when required. Staff are requested to familiarise themselves with this policy and be aware of their responsibilities for its implementation. Staff have a clear understanding of their duty of care to students in day to day and emergency situations.

St Martin-in-the-Fields High School is committed to training and staff will receive guidance on medical conditions and procedures which can be undertaken by education staff. Staff will have the appropriate guidance to support students effectively in an educational setting and be able to follow the procedures outlined in individual healthcare plans. There may be key staff who receive further training by the School Nurse and/or other appropriate professionals. Staff are not permitted to give prescription medicine or undertake care which requires specialist healthcare training.

Training will be given to relevant staff, where appropriate, and will be refreshed on an annual basis or as required dependent on student need. The minimum requirement is that key staff should have received training by the School Nurse in the following:

- Asthma
- Anaphylaxis and severe allergy
- Sickle cell anemia

Relevant staff understand how to make a referral to the School Nurse and are encouraged to request further support from a member of the Inclusion or Pastoral Team if necessary.

Staff who are leading trips or external activities have a responsibility to familiarise themselves with students medical conditions and procedures. Risk assessments should take into consideration the medical needs of students and appropriate support must be planned before departing from the school.



## **Hospital Treatment**

If a student is taken to hospital the parent or carer will be informed by a staff member at St Martin-in-the-Fields High School for Girls. Any medical details pertaining to the student will be shared with the hospital and/or with healthcare practitioners.

## **Notification and Support**

There are a number of ways that staff at St Martin-in-the-Fields High School for Girls are notified of the medical conditions of students:

- GP
- Healthcare Practitioner
- Social Care
- Parent or Carer
- Primary School Staff – Teacher/SENCO
- Mid-Year Transfer Interview
- Y6 Transition Interview
- SEND Information – Statement or Education Health and Care Plan

Information on medical conditions must be shared with staff at St Martin-in-the-Fields High School for Girls on admission so the appropriate care can be planned prior to the start date of the child. If students are newly diagnosed once on roll, parents/carers must inform staff and a meeting between all relevant parties will be organised to learn more about the needs and care arrangements.

We require parents/carers to notify the relevant staff of any changes to medical conditions or support required as soon as possible.

If staff are concerned about the medical condition of a child which has not been communicated by parents/carers, we will endeavor to work alongside the family and share our observations and concerns with parents/carers so that further medical advice can be sought from the family GP. A referral to the School Nurse may also be made and parents/carers are encouraged to meet with the School Nurse if they would find this beneficial.

## **Individual Healthcare Plans**

When there is a long term or complex medical condition, an Individual Healthcare Plan may be devised. It is not the case that all students will require one of these plans and advice will be sought from the School Nurse for each individual case in addition to parent/carer liaison. The plan will be individual to the student and students with the same diagnosis may have different plans to recognise their different needs.

Plans will provide details on how the care of the student is being organised and implemented and may cover areas such as:

- The medical condition, its triggers, symptoms and how to treat.
- The support required to ensure the educational success of the student and positive well-being.
- The student's medical requirements for example management of medication, First Aid procedures to follow, reduction of environmental hazards or information on dietary requirements.
- The staff responsible for sharing information and training staff.
- Written permission from parents/carers for medication in school – see Medicines in School Policy.



- Any additional procedures to follow or information to obtain in the event of an educational trip.
- Procedures to follow in an emergency including emergency contacts.
- If a child has a SEND need in addition to a medical condition this will feature in the plan. If the child has an EHC, the Individual Healthcare Plan may become a part of their EHC if relevant and will be discussed during the annual review meeting.

For less complex medical conditions or short term injury a risk assessment is likely to be completed for the student. This will document the short term care for the child and advise staff on First Aid procedures to follow. It will also seek to minimise hazards so the child can make a safe and successful return to school.

### **Pregnancy**

Pregnant school aged students will receive support to maintain their studies and succeed at St Martin-in-the-Fields High School for Girls. The Inclusion Team will offer support as required. In addition, a referral to the appropriate outside agency will be made to obtain specialist support from a Sexual Health Care practitioner. Furthermore, in liaison with specialist services a PLP (Personalised Learning Plan) will be devised and reviewed every three months.

St Martin-in-the-Fields High School for Girls will make considered adjustments to ensure young pregnant women remain at the school. If school staff are advised by medical professionals that the well-being of the unborn child or mother will be adversely affected by remaining at the school then the individual case will be reviewed and different supportive arrangements will be made.

### **Medical Recording**

It is important that staff have access to medical information to ensure the effective care and support of our students. Information is shared by Inclusion and First Aid staff but records are also centralised so that staff can access key information as and when required this will include risk assessment procedures and Individual Healthcare Plans.

The Medical register will also be saved centrally so that staff can be informed of the medical needs of the students they teach and support. This will be reviewed and updated when new medical information is brought to the attention of staff at the school and when a new cohort of students starts in September. This is a confidential document and all staff will be expected to respect student confidentiality.

Permission will be sought from parents and students before any medical information is shared with any other party other than members of staff at St Martin-in-the-Fields High School for Girls. In any emergency situation, we will also endeavor to seek parental permission but, in the event of no successful contact being made with home, medical information may be shared to ensure the best and most appropriate care possible for the student at that time.

### **Medicines in School**

Please be advised that medicines in school procedures are documented in the Medicines in School Policy.

### **School Trips and Sporting Events**



St Martin's is an inclusive school and all students are encouraged to participate and enjoy extra-curricular activities, sporting events and school trips. When organising such activities staff have to follow rigorous risk assessment procedures and this includes planning for the inclusion of students with medical conditions. Unless we receive medical advice to the contrary, we encourage students with medical conditions to experience these opportunities and will ensure that provision has been planned for students to do so.

In the event that the school trip is overnight or takes the form of a residential, parents/carers may be asked for consent to give staff permission to administer medication at night or in the morning if required.

### **Minimising the Triggers of a Medical Incident**

The Health and Safety of our students is of utmost importance and we follow strict health and safety guidelines. All risks are assessed to maintain the safety of our students and to minimise all hazards for our students.

We understand that students with medical conditions may be affected by certain triggers and the school is committed to identifying and seeking guidance on how to reduce these triggers to decrease the likelihood of a medical incident or emergency. Risk assessments and/or Health Care Plans will document these triggers and provide information on how to avoid or reduce exposure to triggers to ensure the safety of students during the school day.

In the unlikely event of a medical emergency and/or significant incident, all incidents are recorded in an Accident Book which is located in the office of the school reception.

### **Roles and Responsibilities**

St Martin-in-the-Fields High School for Girls works in collaboration with all external agencies, such as healthcare professionals, students and parents/carers to ensure that this policy is implemented successfully. This policy and the practices documented will be reviewed on an annual basis to ensure that the school remains a safe and inclusive setting for every student.

### **The Headteacher and the Lead for students with medical conditions has a responsibility to ensure:**

St Martin-in-the-Fields High School for Girls is fully inclusive and every child is given the opportunity to succeed.

- The Medical Policy follows national guidance and is maintained.
- Effective liaison takes place with other relevant agencies (including parents and students, School Nurse, Health services for example).
- Ensure information held by St Martin-in-the-Fields High School for Girls is accurate and up to date and effective information occurs.
- Ensure student confidentiality is respected.
- Assess the training needs of staff and ensure they are met.
- Delegate tasks appropriately to key staff.
- Monitor and review the Medical Policy at least once a year gaining insights from key professionals and stakeholders.

### **All staff at St Martin-in-the-Fields High School for Girls have a responsibility to:**



- Be aware of and understand the school's medical conditions policy.
- Know which students in their care have a medical condition and be familiar with the content of the student's risk assessment or Health Care Plan.
- Allow all students to have immediate access to their emergency medication if required.
- Ensure effective communication with parents/carers especially if a child has been unwell at the school.
- Follow risk assessment procedures when accompanying students on a trip.
- Be sensitive to the social, emotional and mental health of students with medical conditions, and raise concerns with the Pastoral or Inclusion team.
- Ensure that students with medical conditions play an active role in the school life.
- Provide catch up intervention or additional resources if a student has missed learning due to ill-health.

#### **Specific responsibilities of key staff:**

- The SENDCO will have oversight of students with medical conditions and by liaising with relevant staff will ensure that adverse impact on their learning is minimised by working with the family, the child and advising staff on personalised strategies and support.
- Staff with first aid training will give help to students with common injuries or illnesses and ensure that an ambulance or other professional medical help is arranged if required.
- School Nurse with school staff will ensure all medication is correctly stored and labelled, regularly reviewed, in date and that parents provide new medication as needed.

#### **Students' specific responsibilities:**

- Treat other students with and without a medical condition respectfully. and uphold St Martin-in-the-Fields High School's values of compassion and service.
- Inform their parents/carers, teacher or nearest staff member when they are feeling unwell.
- Ensure a member of staff is called in an emergency situation.

#### **Parents/Carers of a student at St Martin-in-the-Fields High School for Girls have a responsibility to:**

- Inform school staff if their child has a medical condition.
- If a Healthcare plan is already in place, ensure the school receives an up to date copy.
- Inform staff about medication their child requires during the school day and follows procedures in the Medical Policy which are applicable to parents/carers.
- Complete the medical information section of consent documentation for off-site activities as appropriate.
- Inform staff of any changes to medication.
- Inform staff of any changes to their child's medical conditions and needs.
- Inform medication provided to school staff is clearly labelled.
- Replenish medicines which expire.
- Encourage their child to engage with catch up work if the event of absence.
- Provide details of healthcare professionals involved with their child so all relevant parties can work collaboratively.

#### **Liability and Indemnity**

St Martin-in-the-Fields High School's insurance arrangements are sufficient and appropriate to cover staff providing support to students with medical conditions.

#### **Complaints**



Please follow the school complaints procedure which can be found on the schools' website.

**Associated Policies**

- Safeguarding and Child Protection Policy
- Medicines in School Policy
- Health and Safety Policy
- Educational Visits policy