HERD THYME

Medical Needs Policy

Policy statement

Vision, mission and values
Herd Thyme aims to ensure that all children with medical conditions, in terms of both physical and mental health, are supported so that they can play a full and active role, remain healthy and achieve their potential.

Purpose and intent
The purpose of this statement is to confirm our commitment to ensure arrangements to support students with medical conditions within the partnership are implemented in order for all students to participate and enjoy Herd Thyme activities.

Roles and responsibilities
Herd Thyme has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. The Director has day-to-day responsibility for operating the policy and ensuring its maintenance and review.

The person with overall responsibility for the successful administering and implementation of this policy is the Director of Herd Thyme.

The Director has the overall responsibility for ensuring:

- that sufficient staff are suitably trained to meet the known medical conditions of pupils at Herd Thyme
- all relevant staff are made aware of the pupil's medical condition and supply teachers are properly briefed
- cover arrangements are in place to cover staff absences/turnover to ensure that someone is always available and on site
- risk assessments for school visits, holidays and other school activities outside of the normal timetable are completed
- individual healthcare plans are prepared where appropriate and monitored

Benefits
Herd Thyme will provide effective support for a student's medical condition ensuring it is effectively managed and appropriate support put in place to limit the impact on the child's educational attainment and emotional and general wellbeing.

Herd Thyme will build positive relationships with relevant healthcare professionals and other agencies and listen to and value the views of parents/carers and students in order to effectively support students with medical conditions.

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Definition of 'medical condition'

For the purposes of this policy, a medical condition is any illness or disability which a pupil has. It can be:

- physical or mental
- a single episode or recurrent
- short-term or long-term
- relatively straightforward (e.g. the pupil can manage the condition themselves without support or monitoring) or complex (requiring on-going support, medicines or care whilst at school to help the pupil manage their condition and keep them well)
- involving medication or medical equipment
- affecting participation in school activities or limiting access to education

Medical conditions may change over time, in ways that cannot always be predicted.

Notification that a pupil has a medical condition

Ordinarily, the pupil's parent/carer will notify Herd Thyme that their child has a medical condition.

Parents/carers should ideally provide this information in writing addressed to the Director. However, they may sometimes pass this information on to another member of staff. Any staff member receiving notification that a pupil has a medical condition should notify the Director as soon as practicable.

A pupil themselves may disclose that they have a medical condition. The staff member to whom the disclosure is made should notify the Director as soon as practicable.

Notification may also be received direct from the pupil's healthcare provider or from a school from which a child may be joining Herd Thyme. Herd Thyme may also instigate the procedure themselves where the pupil is returning to Herd Thyme after a long-term absence.

Procedure following notification that a pupil has a medical condition

Except in exceptional circumstances where the pupil does not wish their parent/carer to know about their medical condition, the pupil's parents/carers will be contacted by the Director, or someone designated by them, as soon as practicable to discuss what, if any, arrangements need to be put into place to support the pupil. Every effort will be made to encourage the child to involve their parents while respecting their right to confidentiality.

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Unless the medical condition is short-term and relatively straightforward (e.g. the pupil can manage the condition themselves without any support or monitoring), a meeting will normally be held to:

- discuss the pupil's medical support needs
- identify a member of staff who will provide support to the pupil where appropriate
- determine whether an individual healthcare plan (IHP) is needed and, if so, what information it should contain

Where possible, the pupil will be enabled and encouraged to attend the meeting and speak on his/her own behalf, taking into account the pupil's age and understanding. Where this is not appropriate, the pupil will be given the opportunity to feed in his/her views by other means, such as setting their views out in writing.

The healthcare professional(s) with responsibility for the pupil may be invited to the meeting or be asked to prepare written evidence about the pupil's medical condition for consideration. Where possible, their advice will be sought on the need for, and the contents of, an IHP.

In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, the Director will exercise his/her professional judgement based on the available evidence to determine whether an IHP is needed and/or what support to provide.
For children joining Herd Thyme at the start of the school year any support arrangements will be made in time for the start of the school term where possible. In other cases, such as a new diagnosis or a child moving to Herd Thyme mid-term, every effort will be made to ensure that any support arrangements are put in place within two weeks.

In line with our safeguarding duties, Herd Thyme will ensure that pupil's health is not put at unnecessary risk from, for example, infectious diseases. Herd Thyme will not accept a pupil into the school at times where it will be detrimental to the health of that child or others.

Pupils with health needs who cannot attend Herd Thyme
Where a pupil cannot attend Herd Thyme because of health needs, unless it is evident at the outset that the pupil will be absent for 15 or more days, Herd Thyme will initially follow the usual process around attendance and mark the pupil as ill for the purposes of the register. Herd Thyme will provide support to pupils who are absent because of illness for a period shorter than 15 days. This may include providing pupils with online support in the form of, for example, a video call from the farm.

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In accordance with the Department for Education's statutory guidance[1], where a pupil is unable to attend school for more than 15 days due to illness:

- the local authority should be ready to take responsibility for arranging suitable full-time education for that pupil; and
- the local authority should arrange for this provision to be in place as soon as it is clear that the absence will last for more than 15 days.

Herd Thyme will inform and work collaboratively with the local authority to support these responsibilities.

Herd Thyme will work collaboratively with the local authority, relevant medical professionals, relevant education provider, parents and, where appropriate, the pupil, to identify and meet the pupil's social, emotional and mental health needs throughout the period of absence and to remain in touch with the pupil throughout.

When a pupil is considered well enough to return to Herd Thyme, the Director or someone designated by them will develop a reintegration plan in partnership with the appropriate individuals/organisations.

1 Ensuring a good education for pupils who cannot attend school because of health needs (January 2013)

Individual Healthcare Plans (IHP) – see Appendix A

Where it is decided that an IHP should be developed for the pupil, this shall be developed in partnership between Herd Thyme, the pupil's parents/carers, the pupil and the relevant healthcare professional(s) who can best advise on the particular needs of the pupil. The local authority will also be asked to contribute where the pupil accesses home-to-provision transport to ensure that the authority's own transport healthcare plans are consistent with the IHP.

The aim of the IHP is to capture the steps which Herd Thyme needs to take to help the pupil manage their condition and overcome any potential barriers to getting the most from their provision. It will be developed with the pupil's best interests in mind. In preparing the IHP Herd Thyme will need to assess and manage the risk to the pupil's learning, health and social well-being and minimise disruption.

The IHP will also clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in Herd Thyme should know what to do in general terms, such as informing a staff member immediately if they think help is needed. If a pupil (regardless of whether they

have an IHP) needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives, or accompany a pupil taken to hospital by ambulance.

Where a pupil is returning to Herd Thyme following a period of hospital education or alternative provision (including home tuition), Herd Thyme will work with the local authority and education provider to ensure that the IHP identifies the support the pupil will need to reintegrate effectively.

Where the pupil has a special educational need identified in an Education Health and Care Plan (EHCP), the IHP will be linked to or become part of that EHCP.

Staff training

The Director at Herd Thyme is responsible for:

- ensuring that all staff (including new staff) are aware of this policy for supporting pupils with medical conditions and understand their role in its implementation
- working with relevant healthcare professionals and other external agencies to identify staff training requirements and commission training required
- ensuring that there are sufficient numbers of trained staff available to implement the policy and deliver against all IHPs, including in contingency and emergency situations

In addition, all members of staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Administering medication

Written permission from parents/carers and the Director of Herd Thyme is required for prescription or non-prescription medication to be administered by a member of staff or self-administered by the pupil during school hours. Medicines will only be administered at Herd Thyme when it would be detrimental to a pupil's health or school attendance not to do so. Where clinically possible, medicines should be administered in dose frequencies which enable them to be taken outside of Provision hours.

If a pupil requires medicines or medical devices, such as asthma inhalers, blood glucose testing meters or adrenaline pens, during Herd Thyme hours it is vital that the parent/carer advises Herd Thyme accordingly, so that the process for storing and administering medication can be properly discussed.

Herd Thyme will only accept medicines that are in-date, labelled, provided in the original container and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available inside an insulin pen or a pump, rather than its original container.

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The medication must be accompanied by a complete written instruction form signed by the pupil's parent/carer. Herd Thyme will not make changes to dosages labelled on the medicine or device on parental instructions.

The pupil and staff supporting the pupil with their medical condition should know where their medicines are at all times and be able to access them when needed. The most appropriate method for storing medicines and medical devices will be discussed with the pupil's parent/carer but Herd Thyme will ultimately decide the approach to be taken. Wherever possible, pupils will be allowed to carry their own medicines and relevant devices or be able to access their medicines for self-medication quickly and easily. Where it is appropriate to do so, pupils will be encouraged to administer their own medication, under staff supervision if necessary. Staff administering medication should do so in accordance with the labelled instructions.

Staff who volunteer to assist in the administration of medication will receive appropriate training and guidance before administering medication.

Herd Thyme will keep a record of all medicines administered to individual pupils, stating what, how and how much was administered, when and by whom. Any side effects of the medication will be noted.

If a pupil refuses to take their medication, staff will not force them to do so, and will inform the parent/carer of the refusal as a matter of urgency. If a refusal to take medicines results in an emergency, Herd Thyme's emergency procedures will be followed.

It is the parent/carers' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

It is the responsibility of parents/carers to notify Herd Thyme in writing if the pupil's need for medication has ceased. When no longer required, medicines will be returned to the parent/carer to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles.

Complaints

Should parents/carers or students be dissatisfied with the support provided they should discuss their concerns directly with Herd Thyme. If for whatever reason this does not resolve the issue, parents/carers are requested to make a formal complaint via Herd Thyme's complaints procedure.