

Supporting Children in Swindon Schools with Medical Needs

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Purpose of session

- ✓ To offer an overview of the guidance and legal framework of Individual Health Care Plans (IHCP) in schools
- ✓ Who does what? Roles and responsibilities
- ✓ When is an IHCP needed?
- ✓ What is the process?
- ✓ When to review

Overview of guidance and legal framework

The Department for Education (2015) document 'Supporting Children in School with Medical Conditions' contains both statutory and non-statutory advice to formalise medical care in schools. This protects both pupils and school staff.

All routine / planned medical/health care in school is given on a voluntary basis, unless included in the staff job description.

All staff have a duty of care to provide emergency care / first aid as required

Overview of guidance and legal framework

LEA insurance covers school staff to carry out the administration of medication/health care PROVIDING:

1. There is written, valid parental consent (IHCP) and this is reviewed annually.
2. A health and safety risk assessment has been completed.
3. School staff have received and have recorded training by a health professional annually

*All schools are advised to check their staff indemnity insurance criteria

Roles & Responsibilities

Governing bodies

- ✓ To ensure a school policy is developed and implemented
- ✓ To ensure sufficient staff have received training and are competent to undertake health / medical needs support
- ✓ To ensure pupils with medical conditions are supported to participate in all aspects of education
- ✓ To ensure staff supporting children with medical needs have access to information and support material

Roles & Responsibilities

Headteachers

- ✓ To ensure school policy is effective and implemented with key partners (including school staff)
- ✓ To ensure all staff who need to know are aware of pupils conditions
- ✓ To ensure that sufficient staff are trained to implement policy and deliver against IHCP including contingency and emergency situations
- ✓ To ensure school staff are appropriately insured and are aware that they are insured to support pupils
- ✓ Maintain overall responsibility for the development, implementation and review of IHCP's, including contacting the school nursing service (this is likely to be via a designated member of staff)

Roles & Responsibilities

Parents

- ✓ To provide school staff with sufficient and current information
- ✓ To be involved in developing the IHCP
- ✓ To provide and transport in date current medication (in its original packaging) to school staff
- ✓ To collect dispose of unused / out of date medication held in school

Roles & Responsibilities

School Staff

- ✓ To ensure that all pupils are supported in school(direct or indirect)
- ✓ To access suitable training to achieve the necessary competency before undertaking healthcare responsibilities
- ✓ To know what to do and how to respond when they become aware that a pupil with a medical condition requires help

Roles & Responsibilities

School nurses

- ✓ To share appropriate health information with schools
- ✓ To develop IHCPs with school staff and parents for the administration of medication, severe allergy, non complex medical conditions, and epilepsy
- ✓ To amend IHCPs as required (in liaison with school staff and parents)
- ✓ To deliver annual school staff medical awareness sessions for the administration of medication, severe allergy, non complex medical conditions, and epilepsy
- ✓ To liaise with lead clinicians specialist nurses as appropriate

Roles & Responsibilities

Other Health Care Professionals (GP's Paediatricians, Specialist nurses, therapists etc.)

- ✓ To share appropriate information with schools or the school nursing service
- ✓ To develop and amend IHCP's for children in school with complex needs (complex epilepsy, diabetes, clinical procedures, such as naso-gastric or PEG feeding, oxygen administration, complex mobility issues)
- ✓ To deliver annual school staff training for children in school with complex needs

When is an IHCP needed?

Epilepsy – a questionnaire should be completed for all children diagnosed as epileptic to ensure the ‘triggers’ and risk of seizure are known to minimise the risks in school

An IHCP is always required if ‘rescue’ medication is prescribed

When is an IHCP needed?

Severe Allergy- if pupil has experienced a previous moderate / severe reaction and there is the risk of exposure to the known allergen in school

An IHCP is always required if:

- ✓ Oral histamines are prescribed as first line treatment, following exposure
- ✓ Adrenaline auto- injector is prescribed as emergency treatment

*It is not advisable for hay fever medication to be administered in school

When is an IHCP needed?

Diabetes- all children with diabetes will require an IHCP (or Pump therapy of insulin injection) will require an IHCPs should also include information about blood testing (GWH outreach nurses)

ADHD- all children requiring medication during the school-day this should not include the first morning dose which should be administered at home

When is an IHCP needed?

Long Term Medication- IHCP is only required for long term medication that is prescribed to be taken during the school day (medical evidence should be sought) This is usually prescribed medication with the exception of antidepressants & analgesia (paracetamol or ibuprofen)

Health conditions - When condition requires specific management / equipment / requirement of statement e.g. VP shunt, brittle asthma, pacemaker

When NOT to agree an IHCP

- ✓ Short term medications (antibiotics, vitamins, herbal remedies , otc medicines)
- ✓ If parental request is not supported by medical evidence
- ✓ If medication received by school is not in original packaging or is out of date.

Medical registers are implemented for pupils requiring to apply emollient creams or receive additional support for bowel/ bladder, personal care or heart conditions, asthma

The Process

Need for IHCP identified by school staff



School staff complete RFS for school nursing



School nurse contacts parent/carer to agree IHCP content (based on medical evidence)



Completed IHCP is emailed to school as PDF for checking and signing by parent and head teacher / agreed signatory)



School Nurse sends a completed copy of IHCP to prescribing or specialist professional

IHCP Reviews

- ✓ All IHCPs are required to be reviewed annually as a minimum (this is good practice and a requirement of SENDI plan)
- ✓ Review should be considered at the time of IHCP development and will vary dependent on the age of the child and the specific health need / medication
- ✓ IHCP review may take place at the pupils EHCP review, however a number of children with IHCP's will not require an EHCP, therefore an alternative plan for reviewing is required
- ✓ The process for reviewing IHCP's should be included in the school medical needs policy

Next steps

Following on from today's meeting we will be sending a short survey out to schools about the IHCP reviews. We would appreciate your engagement with this survey

Thank you

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