



The Duke of York's
Royal Military School

Supporting Students at School with Medical Conditions Policy

Date of Approval by Chairman 17 May 2021
on behalf of the Governing Body: _____

Signed: Colonel A Thorne _____

Position: Chairman

Reviewed and agreed by the Board of Governors.

Last reviewed:	Mar 2016 May 2017 May 2018 May 2019 Nov 2020 Mar 2021
Next review by:	May 2022

ETHOS AND BOARDING AIMS

Ethos

Our aim is to provide all-round education with an academic focus. We will promote the full development of students by providing a secure, professional, and caring environment in which each student is encouraged to reach his or her individual potential and is prepared for the opportunities, responsibilities, and experiences of adulthood. These goals will be achieved in the context of a learning, spiritual, moral, and pastoral ethos, which respects values of Christian and other faith communities, and our unique military tradition.

Boarding Aims

- To promote the personal student values of courage, discipline, respect, integrity, loyalty, and commitment within an environment where learning is at its heart.
- To promote a pastoral environment in which **all** students can live, grow and be happy.
- To develop a sense of community and belonging within our 100% co-educational boarding school.
- To develop and foster supportive relationships between students, parents, staff and other stakeholders.
- To understand and provide for the particular and evolving educational and boarding needs of the military community.
- To promote a respect for the rights of others and their property.
- To promote the “student voice” in the discussion of boarding matters.
- To promote and develop the unique military ethos of the School.
- To provide a boarding environment which develops respect for others and where bullying or other forms of harassment are not tolerated.
- To provide students with a range of activities and experiences which will develop their character, resilience, and leadership skills, allowing students to make a positive contribution to our School community and beyond.
- To provide the highest quality boarding accommodation, pastoral care and medical care that complies with the National Minimum Standards for Boarding Schools and exceed them wherever possible.

Policy Statement and Principles

This School is an inclusive community that aims to support and welcome students with medical conditions. This School understands its responsibility to make the School welcoming, inclusive, and supporting to all students with medical conditions and provide them the same opportunities as others at the School.

We will help to ensure they can:

- be healthy.
- stay safe.
- enjoy and achieve.
- make a positive contribution.
- achieve economic well-being.

The School ensures all staff understand their duty of care to students in the event of an emergency.

Staff receive on-going training and are regularly updated on the impact medical conditions can have on students. The training agenda is based on a review of current Individual Healthcare Plans.

All staff feel confident in knowing what to do in an emergency.

This School understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.

This School understands the importance of medication being taken as prescribed.

All staff understand the common medical conditions that affect children at this School.

This School has consulted on the development of this policy with a wide range of key stakeholders within both the School and health settings. The policy and supporting documents are based on Department of Education statutory guidance (Dec 2015) Supporting students at School with medical conditions.

These key stakeholders include:

- The School Medical Centre
- St James' Surgery
- Housemasters/mistresses
- Pastoral Leaders
- Parents/Carers of students with medical conditions
- School Counsellor

This policy is supported by a clear communication plan for staff, parents, and students to ensure its full implementation.

This policy is reviewed annually by the Assistant Principal (Boarding, Behaviour and Welfare) and the Medical Centre staff.

Department of Education/Department of Health legislation will inform any changes to this policy.

This School ensures that the whole School environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, emotional, sporting, and educational activities.

Roles and Responsibilities

1. Parents and guardians must inform the Medical Centre of what medical condition their child has, if they have an Individual Healthcare Plan, daily medical needs, and any changes to their child's condition. They must ensure that labelled medication is given to the Medical Centre.
2. Students must ensure they inform responsible adults on how their condition affects them.
3. The Governing Body must ensure that arrangements are in place in School to support students with medical conditions. In doing so, they should ensure that such students can access and enjoy the same opportunities at School as any other student. The School, Local Authority, health professionals and other support services should work together to ensure that children with medical conditions receive a full education.

The Governing Body should ensure that the School's leaders liaise with health and social care professionals, students, and parents to ensure that the needs of students with medical conditions are effectively supported. The needs of each individual student must be considered and how their medical condition impacts on their School life.

The Governing Body must ensure that the arrangements they put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures, and systems are properly and effectively implemented. This aligns with their wider safeguarding duties. Policies should be reviewed regularly and be readily accessible to parents and School staff.

The Governing Body should ensure that:

- The arrangements they set up include details on how the School's policy will be implemented effectively, including a named person who has overall responsibility for policy implementation.
- That the School's policy covers the role of Individual Healthcare Plans, and who is responsible for their development, in supporting students at School with medical conditions.
- That written records are kept of all medicines administered to students.
- That their arrangements are clear and unambiguous about the need to actively support students with medical conditions to participate in School trips and visits, or in sporting activities, and not prevent them from doing so.
- That staff are properly trained to provide the support that students need.
- That the School's policy and Individual Healthcare Plans set out what should happen in an emergency situation.
- That the appropriate level of insurance is in place and appropriately reflects the level of risk, with a risk assessment being carried out, when appropriate.

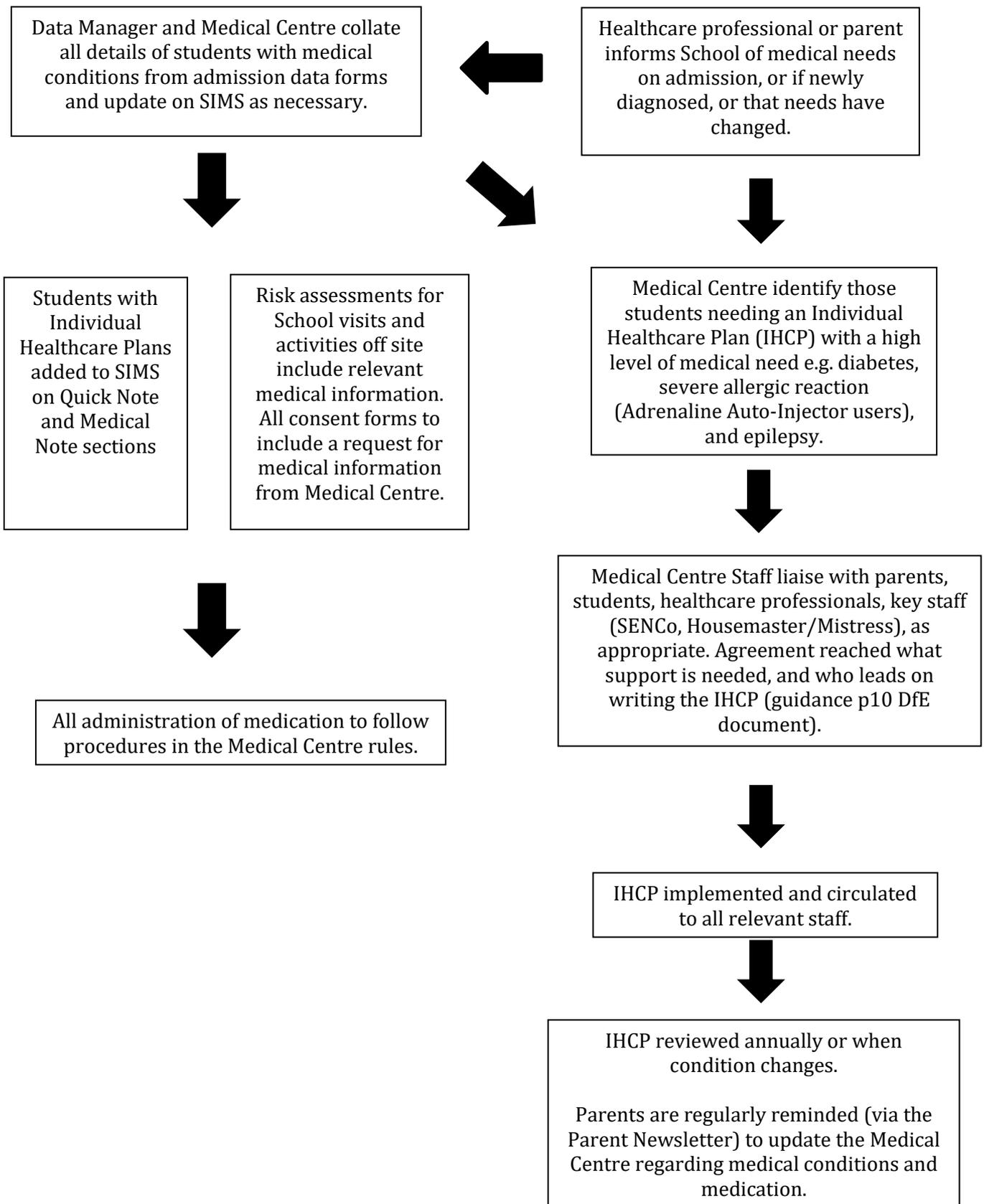
- Parents provide the School with sufficient and up-to-date information about their child's medical needs.
4. The Principal, in liaison with the Assistant Principal (Boarding, Behaviour and Welfare), must ensure that the School is inclusive and welcoming, that medical policy is in keeping with local and national guidance and frameworks, liaise between interested parties, ensure policy is implemented and kept up to date, ensure training for staff as required.
 5. Teachers and other School staff must be aware of triggers and symptoms of conditions and how to act in an emergency, know which students have a medical condition, allow students immediate access to emergency medication, communicate with parents if their child is unwell, ensure students have their medication when out of the classroom, be aware if students with medical conditions suffer bullying or need extra social support, understand common medical conditions and impact on students, ensure all students with medical conditions are not excluded unnecessarily from activities, ensure students with medical conditions have adequate medication and sustenance during exercise, be aware medical conditions can affect School work, liaise with parents if their child's learning is suffering due to medical condition, use opportunities to raise awareness of medical conditions.
 6. The School Nurses must help update School medical policies, help provide regular training to School staff on common medical conditions, provide information about additional training, give immediate help to casualties in School, ensure ambulance or other professional help is called when necessary.
 7. The SENCo will know which students have SEN due to their medical condition and will ensure teachers make arrangements if students need special consideration and ensure students with medical conditions are not excluded unnecessarily from activities.

Monitoring of Individual Healthcare Plans

This School uses Individual Healthcare Plans to record important details about individual student's medical needs at School, their triggers, signs, symptoms, medication, and other treatments. Further documentation can be attached to the Individual Healthcare Plan if required.

1. Students' medical records are reviewed on entry to the School by the Medical Centre. If a student is already in receipt of an Individual Healthcare Plan this will be reviewed and amended as appropriate. If a student is considered in need of an Individual Healthcare Plan this will be written and reviewed with the student. It will be e-mailed to the parent for information.
2. If a student has a short-term medical condition that requires medication during School hours a MAR sheet is issued, and parents are informed at the time of issue.
3. The School Nurse will write the Individual Healthcare Plan and will discuss with the student. The student then signs if happy. The Individual Healthcare Plan is then sent to parents. It is the responsibility of parents to contact the Medical Centre as soon as possible if they would like any changes to be made to the Health Care Plan.

Visually, this is represented in the table on the following page.



School Health Care Register

1. All the Nurses at the Medical Centre are responsible for tracking healthcare information which is reviewed regularly.

Ongoing Communication and Review of Individual Healthcare Plans

2. Parents are asked to update as necessary and Individual Healthcare Plans are updated as necessary by the Medical Centre.

Storage and Access to Individual Healthcare Plans

3. Individual Healthcare Plans are kept in the Medical Centre in a locked cupboard and a paper copy sent to the relevant House to be locked away with the student file.

Individual Healthcare Plans are used by this School to:

- Inform the appropriate staff and supply teachers about the individual needs of a student with a medical condition in their care.
- Remind students with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times.
- Identify common or important individual triggers for students with medical conditions at School that bring on symptoms and can cause emergencies. This School uses this information to help reduce the impact of common triggers.
- Ensure that all medication stored at School is within the expiry date.
- Ensure this School's local emergency care services have a timely and accurate summary of a student's current medical management and healthcare in the event of an emergency.
- Remind parents of students with medical conditions to ensure that any medication kept at School for their child is within its expiry date. This includes spare medication.

Administration of Medication

Please refer to the Administration of Medication Policy for further details.

Record Keeping

1. Prior to entry to the School a Medical Care pack is sent to the parents for completion. It is then discussed in further detail with the School Nurse and student upon arrival.
2. MAR Sheets are used for logging all prescribed medication.

In an Emergency

Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at this School.

- In an emergency, School staff are required under common law duty of care to act like any reasonably prudent parent/carer. **This may include administering medication.**

- Staff involved in home-to-School transport under the responsibility of the local authority are also kept up to date about a student's medical needs via the Individual Healthcare Plan.
- All relevant staff are asked to read the Administration of Medication policy. All boarding staff complete the OPUS training package covering administration of medicines. Pastoral Leaders in the Houses are biannually audited by Medical Centre Staff. The Boots pharmacist carries out audits on a rotational basis. Pastoral Leader will share best practice with annual internal audits supported by the Senior Pastoral Leader. The Medical Centre will support Pastoral Leaders, as necessary.
- This School uses Individual Healthcare Plans to inform the appropriate staff of students with complex health needs in their care who may need emergency help.
- A comprehensive information and feedback form completed by the Medical Centre is sent with the student's escort to the Hospital. This includes current medication, allergies, and medical conditions.
- If a student needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives or they are admitted. This School will try to ensure that the staff member will be one the student knows. The Nursing staff will inform a member of the School's Senior Leadership Team.
- All students with medical conditions should have easy access to their emergency medication. Items such as inhalers and Adrenaline Auto-Injectors are held by the student who must take the responsibility to have it to hand at all times.
- Students are encouraged to administer their own emergency medication (e.g., Adrenaline Auto-Injectors) where possible and should carry it with them at all times unless it is a controlled drug as defined in the Misuse of Drugs Act 1971. This also applies to any off-site or residential visits.
- Spare supplies of emergency medication are kept in the Medical Centre.
- For off-site activities, such as visits, holidays, and other School activities outside of normal timetable hours, a risk assessment is undertaken to ensure students needing medication still have access and a staff member is named as the responsible lead. The risk assessment also helps to identify any reasonable adjustments that need to be made.

Unacceptable Practice

Our staff recognise that it is not acceptable practice to:

- Prevent students from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume that every student with the same condition requires the same treatment.
- Ignore the views of the student or their parents; or ignore medical evidence or opinion (although this may be challenged).
- Send students with medical conditions home frequently or prevent them from attending normal School activities unless this is specified in their Individual Healthcare Plans.
- Penalise students for their attendance record if their absences are related to their medical condition, e.g., hospital appointments.

- Prevent students from drinking, eating, or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Require parents, or otherwise make them feel obliged, to attend School to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the School is failing to support their child's medical needs; or prevent students from participating or create unnecessary barriers to students participating in any aspect of School life, including School trips, e.g., by requiring parents to accompany their child.

Concerns

If parents or students have any questions or wish to raise a concern about how students with medical conditions are supported by the School, they should do so by contacting the lead Nurse. If the matter cannot be rectified, School's Complaints Procedure should be followed.

Links to other policies:

Medical Care Policy