

Reading Girls' School: Supporting Students with Medical Needs Policy

1. Purpose

At Reading Girls' School, we are committed to ensuring that students with medical needs are fully supported so they can access education and participate in school life. This policy outlines how we will ensure that students with both short-term and long-term medical needs are cared for, ensuring their inclusion, safety, and wellbeing.

2. Scope

This policy applies to all students with medical conditions at Reading Girls' School, whether temporary or chronic. It covers the administration of medication, emergency care, and how we manage the health needs of students throughout the school day, on school trips, and during extracurricular activities.

3. Legal Framework

This policy complies with the following legislation and guidance:

- **Children and Families Act 2014**, Section 100 (supporting students with medical conditions)
- **The Equality Act 2010** (protecting against discrimination)
- **Department for Education (DfE) Guidance: Supporting Pupils at School with Medical Conditions (2015)**

4. Roles and Responsibilities

4.1 School's Responsibility

At Reading Girls' School, we commit to:

- Ensuring that all staff are informed about students' medical needs and the procedures to support them.

- Maintaining Individual Healthcare Plans (IHPs) for students with complex medical needs, developed in collaboration with parents, healthcare professionals, and the student where appropriate.
- Providing necessary training for staff involved in the care of students with medical needs.
- Ensuring medication is administered safely in line with written parental consent.
- Promoting access to all areas of school life, including school trips and extracurricular activities, by making reasonable adjustments to accommodate students' medical needs.

4.2 Parents' Responsibility

Parents and carers are responsible for:

- Informing the school of their child's medical condition and updating the school on any changes to their child's health needs.
- Providing medications and medical equipment to the school promptly, ensuring it is within its expiration date and clearly labeled.
- Collaborating with the school to develop and review their child's IHP, ensuring it accurately reflects the student's medical needs.

4.3 Students' Responsibility

Students at Reading Girls' School are encouraged to:

- Where appropriate, manage their own medical needs, such as using inhalers or taking medication independently, under staff supervision as outlined in their IHP.
- Inform staff if they feel unwell or experience any issues related to their medical condition.

5. Individual Healthcare Plans (IHPs)

For students with long-term or complex medical needs, an **Individual Healthcare Plan (IHP)** will be developed. The IHP will include:

- Details of the medical condition, including triggers, symptoms, and treatments.
- Support required from staff, outlining specific actions in both routine care and emergency situations.

- The impact of the condition on the student's learning or attendance, and any adjustments needed in school.
- The schedule for reviewing and updating the plan.

IHPs will be created in collaboration with parents, healthcare professionals, the student (where appropriate), and key school staff. These plans will be reviewed annually or earlier if the student's needs change.

6. Administering Medication

6.1 Parental Consent

Reading Girls' School will only administer medication when written parental consent has been provided. Medication must come with clear instructions from the parent or a healthcare professional.

6.2 Safe Storage

- All medication is securely stored in a designated, accessible area managed by trained staff.
- Emergency medications, such as EpiPens or asthma inhalers, will be stored in easily accessible locations, such as with the student or in the medical room, depending on the IHP.
- Parents are responsible for ensuring that all medication provided to the school is in its original packaging with appropriate labels and dosage instructions.

6.3 Administration Procedures

- Medication will only be administered by trained staff following the instructions on the IHP or parental consent form.
- A clear record will be kept of all medication administered, including date, time, dosage, and the staff member responsible.

7. Managing Medical Emergencies

In the event of a medical emergency, Reading Girls' School will:

1. Follow the specific emergency procedures outlined in the student's IHP (if applicable).
2. Administer first aid by a qualified first-aider if necessary.
3. Call emergency services if the situation requires it and inform parents immediately.
4. Record the incident and evaluate the response to ensure future medical care is optimized.

All staff will receive regular training on how to respond to medical emergencies, including the use of EpiPens, asthma inhalers, and other life-saving procedures.

8. School Activities and Off-Site Visits

At Reading Girls' School, we are committed to ensuring that students with medical needs have access to the full curriculum, including extracurricular activities and school trips. To support this:

- Risk assessments will be completed for all school trips, considering the specific medical needs of students.
- Staff leading trips will receive relevant training and have access to students' IHPs.
- Medication and necessary medical equipment will be taken on school trips, and designated staff will be responsible for administering medications as needed.

Reasonable adjustments will be made to ensure students with medical needs can participate in activities wherever possible.

9. Confidentiality

Reading Girls' School respects the privacy and confidentiality of students with medical conditions. Information about a student's medical needs will only be shared with staff who need to know in order to provide effective care. Medical records, IHPs, and medication logs will be handled in accordance with data protection laws.

10. Staff Training and Support

- Staff involved in supporting students with medical needs will receive appropriate training, including administering medication and responding to emergencies.
- Training will be regularly updated and provided by healthcare professionals when needed.
- The school will maintain a record of staff training and ensure that all staff are competent to carry out their responsibilities.

11. Unacceptable Practice

The following practices are not acceptable at Reading Girls' School:

- Preventing students from accessing their medication when needed.
- Ignoring the views of students or their parents regarding their medical condition.
- Penalizing students for attendance issues related to their medical condition.
- Preventing students from participating in school activities without proper medical advice.

12. Monitoring and Review

This policy will be reviewed annually by the Senior Leadership Team at Reading Girls' School, with input from parents, staff, and healthcare professionals. Any necessary updates will be made to reflect changes in legislation, best practices, or the specific needs of students.

Date of Review: October 2024

Next Review Due: October 2025