



MEETING ADDITIONAL HEALTH NEEDS AND RESPONDING TO MEDICAL INCIDENTS

	Date	Signature
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Langside School

Meeting additional health needs and responding to medical incidents

Context:

Langside School caters for up to 28 pupils who all have an Education Health & Care Plan or a statement of special educational needs relating to physical and learning disabilities. The school welcomes many pupils who have complex medical needs and may require a high level of nursing care throughout the day.

In addition, the school building is used by a wide variety of different groups, many of whom cater for people with additional physical and learning needs. Although a small site, there are several different environments within the site which have particular health and safety risks and requirements.

Langside School aims to provide all pupils with maximum opportunities for their development and for reaching their full potential, whatever additional health needs they may have.

Responsibilities:

Management of on-going additional health needs:

The governors delegate responsibility for managing on-going health and medical needs to the Principal who in turn delegates to the senior health professionals in the school as appropriate. These health professionals are represented on the school's Senior Leadership Team.

Due to the nature and complexity of the medical conditions experienced by many pupils, a range of health care professionals are employed directly by the school in order to provide expert assessment and treatment with as little disruption to a pupil's education as possible. If the overall health needs of the pupils change it will be necessary to review the number of health staff employed to ensure efficient and safe practice. The school also works closely with the wider health community to promote the best interests of the pupils. It should be noted that pupils should not be in school when their health needs could pose either a risk to themselves (e.g. because of increased pain or exertion when unwell) or if they could pose a risk to others (e.g. through infection).

Health care professionals employed by the school include Registered Nurses, Physiotherapists, Occupational therapists and a Speech Therapist. These staff must maintain registration with an appropriate statutory professional body or council and must abide by the current regulations and standards set out by that body. The school will formally check that health professionals retain current registration at least annually. The school will support health care professionals to meet these regulations and standards by enabling access to appropriate continuing professional development and clinical supervision. Professional bodies will provide guidelines for how clinical supervision can be achieved.

The main remit of health care professionals employed by the school is to assess and manage the health needs of pupils in order to optimise their ability to access education. It is not generally the responsibility of those employed by the school to manage health needs for a child in their home environment. However, there may be occasions when a particular therapy intervention that needs to take place outside school hours/environment will have a significant impact on a child's development potential but not be available to the child except through the involvement of a Langside employee. The involvement of the health care professional should be discussed with the Principal before this takes place.

Any outside group using the school building, including other groups from Diverse Abilities, should ensure that they have enough trained employees to manage the health needs of the people they are supporting.

Management of acute medical needs and “First Aid”

The governors delegate responsibility for managing acute health and medical needs to the Principal who in turn delegates to the Lead Nurse in school.

The Lead Nurse will risk assess the provision of First Aid and acute health care in school and will recommend a minimum number of Registered Nurses and First Aiders who should be on site during the school day. This will be reviewed termly or more frequently as necessary.

A nurse or paediatric first aider will always be available for pupils under the age of 5 on visits outside the school.

The risk assessment of acute health care provision will take into account:

- The number of staff (and pupils) present at any one time;
- The distribution of staff;
- Whether there are inexperienced members of staff;
- The number of staff and pupils with disabilities or specific health problems;
- The size, nature (split sites/levels) and location of the school premises to which members of staff have access in the course of their employment;
- Whether there are travelling, remote or lone staff;
- Arrangements for off-site activities;
- Parts of the school premises with different levels of risks;
- The types of activity undertaken;
- The proximity of professional medical and emergency services;
- Any unusual or specific hazards (for example, working with hazardous substances, dangerous tools or machinery); and
- Incident and accident statistics. These indicate the most common types of injuries, times and locations.

All staff must know:

- How to call the emergency services
- The location of first aid kits
- How to contact the nurses (including in an emergency)
- The names of the First Aiders in school
- Basic Life Support

Appointed Persons are responsible for:

- Managing the situation when someone is injured or becomes ill
 - Ensuring that an ambulance or other professional medical help is summoned if appropriate
 - Ensuring first aid equipment is in working order and in date
- (In practice at Langside the Appointed Persons are members of the nursing team)

First Aiders are responsible for:

- Giving immediate help to employees, visitors, etc.
- Calling for further help as appropriate
- Assisting appointed persons
- Keeping their own training current.

Other groups who use the school building should ensure they have enough trained staff for managing first aid among their group.

Training:

A rolling programme of in-school training is in place to provide all staff with the skills necessary to meet the health needs of pupils. The school actively supports health staff in meeting the requirements of continuing professional development as determined by their statutory professional body by providing funding and working time for appropriate study.

Meeting complex health needs:

Whether a pupil requires the support of a registered nurse or nursing assistant during school hours is a decision based on the complexity and predictability of his/her nursing and care needs. The decision is made by the registered nurses employed by the school, after discussion with parents. If pupils have stable, predictable health conditions then it may be appropriate to train other members of staff to carry out individual Care Plans so that there are fewer restrictions on the activities that a pupil can do. If a pupil is judged to need a registered nurse it will generally be because a medical emergency is likely to require someone who can use clinical judgement to make changes to the plan of care while carrying out treatment.

All health care professionals should ensure that they keep up to date with the latest clinical guidelines for the therapy and care that they are providing. Where there are no guidelines or in situations where conflicting guidance exists, the health care professionals must use clinical judgement to decide how to provide the best outcome for the pupil.

Many pupils at Langside have complex needs that require non-standard care to be provided. Where a pupil requires care to be given in a way that deviates from recognised clinical guidelines this must be discussed, risk assessed and agreed with the pupil's medical consultant, the principal of the school, the lead nurse and persons with parental responsibility for the child. No member of staff at Langside (including health professionals) may agree to deviate from recognised clinical guidelines without this agreement and without being reasonably certain that doing so will:

- not put any pupil or member of staff at increased risk
- provide a better outcome for the child than adhering strictly to standard care AND
- be legally defensible

Langside actively encourages and provides opportunities for pupils to be involved in the wider community, involving visits outside the school environment. No pupil will be excluded from these activities based on their medical or nursing needs unless it puts that pupil, other pupils or staff at unacceptable risk. Risk assessments are completed before every outing and any ways to reduce the risk will be put into place in discussion with parents. If it is still decided that the risk is unacceptable then staff will consider an alternative means for that pupil to experience involvement in the community.

A designated member of staff accompanying pupils out of the school environment should take any medical supplies and medicines with them as directed in the medicine guidelines. It is the responsibility of this member of staff to ensure that supplies are kept safe and out of the reach of any children who may be present.

Physical environment:

Langside is committed to providing a physical environment that is accessible and safe to pupils with medical needs. Staff ensure that appropriate physical spaces are available to meet pupil's needs e.g. providing safe, private areas for personal and nursing care, providing quiet areas for pupils who need to rest during the school day and providing an appropriate environment for pupils who eat orally at lunchtime.

Care is taken to reduce common potential triggers to ill health. A list is available detailing substances that must be avoided as they could adversely affect health. Adequate time and space is provided for pupils to rest and sleep when necessary. Infection control is given a high priority (see separate policy).

Record keeping and communication:

Current system:

"Classroom Care Plans" inform all staff of the nursing, therapy and care needs of pupils. These are drawn up by the health staff when a pupil first starts school following discussion with parents and medical consultants. The Classroom Care Plans will be reviewed and updated as and when needed by the health staff, but at least once a year at the same time as the pupil's Annual Educational Review. Parents are welcome to read and contribute to their child's Classroom Care Plan whenever they wish but will be asked to formally accept the Classroom Care Plan at the Annual Educational Review.

Prior to visits outside the school environment parents may be asked to provide additional information about their child's medical, therapy and care needs in order that staff can safely provide appropriate health support to pupils. This is especially important if the visit involves an overnight stay.

Health staff will also carry out appropriate assessments, planning and record keeping enabling them to effectively monitor pupils' health and care needs and in accordance with the requirements placed on them by their registering statutory body. Health records will be kept in a secure, locked place within school. Refer also to the policy on taking photographs for medical purposes. Health records must only be taken off the premises with the approval of the Principal and appropriate measures must be taken to ensure that they are kept safe and confidential.

Day to day communication between health staff and parents about their child's health needs generally occurs through home/school diaries, email or by telephone. Every contact with parents regarding health matters should be recorded in writing by the member of staff who made the contact. When full, home/school diaries should be kept by the school as an on-going record of communication.

Transition to electronic records:

All record keeping in the school, including health care assessments, care planning and documentation of care provided, is being transferred on to the electronic record keeping system "Nourish". Until all information is inputted into the system for all pupils, printed classroom care plans will remain in place. It is anticipated that the system will be fully operational by Easter 2023 at which point printed copies of information will be removed from classrooms to avoid out of date material being used. It is anticipated that parents will be able to access this system to read and review care plans and care provided, communicate with staff and contribute to their child's reviews.

Management of medicines:

The management of medicines is covered by the Diverse Abilities Medicine Policy.

Last reviewed: November 2022