The William Henry Smith School

Healthy School Policy

Policy Details

Status:	**In-house**
Frequency of review:	**Annually**
Lead member of staff:	**Caroline Booth**
Last reviewed:	**Autumn 2019**
Next Review Date:	**Autumn 2020**
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1.0 Introduction

The school advocates the importance of each and every member of its community working together to achieve the best possible promotion of health; providing a safe, nurturing, healthy and happy environment where students and staff are encouraged to reach their potential, in line with documentation DofE Supporting Pupils at School with Medical Conditions 2014.

Students, parents, all staff and The Governing Body are responsible for creating an environment which portrays a mutual interest in whole school policy development and implementation.

2.0 Equality and Diversity

The school is committed to ensuring equality of opportunity for every person in its school community, regardless of race, gender, religious belief, sexuality, background or physical or mental ability. The school acknowledges the value of being a multicultural and multilingual environment. Every attempt is made to ensure that equal opportunities are reflected in all aspects of school life. Prejudice and discrimination in any form are challenged and students, parents and staff must report all instances.

3.0 Health and Safety

The school is committed to high performance in relation to health and safety. To this end, it strives to manage health and safety successfully, by having controls for any identified risks.

The school aims to achieve the preservation and development of physical and human resources and a reduction in financial losses and liabilities. To achieve high Health and Safety standards the school is

structured and operated in such a way as to enable effective practice. The school appreciates that this creates a positive culture, which secures involvement and participation at all levels.

All staff are responsible for maintaining a safe environment and students are taught to respect the site and be prepared for any risks that may arise as part of every day life.

4.0 Whole School Behaviour Management

The school believes that without an orderly atmosphere, effective teaching and learning cannot take place. The school has only two rules, which relate to responsibility, respect, consideration, courtesy and the safety of individuals and others. Staff are charged with the responsibility of acting as positive role models to students, seeking to engage students through sound example and providing clear and consistent routines and boundaries.

5.0 Education

The formal education curriculum aims to address key subject areas. PSHE, including Citizenship, Science and PE are delivered to inform students of decisions about health issues and general well being.

6.0 Pastoral Care

Care practice is based on the principal that students should live with dignity, respect, autonomy and individuality. To this end staff are charged with the responsibility of ensuring the promotion of a warm, caring and positive ethos and environment which fosters and develops good personal relationships and which meets students' needs for security, reassurance of personal worth, stimulation and affection. This is to say an environment which promotes the health, happiness and proper physical, intellectual, emotional, social, spiritual, moral and behavioural development of students, as well, of course, as protecting them against the risk of suffering significant harm or neglect.

7.0 Wellbeing

The School values and takes the wellbeing of all its community very seriously. The School believes that 'wellbeing' is a collective responsibility. The School recognises the importance of communication and consultation and the importance of understanding, valuing and appreciating each other's roles and how these impact on the community as a whole.

The School provides employees and their families with external support through 'Work Life Support' and the 'Employee Assistance Programme'. A wellbeing team, represented by all departments, meets regularly to raise issues and implement action plans highlighted by employees.

The School provides employees and their families with external support through Westfield Health.

8.0 Therapies

The school is resourced with skilled staff who provide students with the specific care and attention that they require to meet their individual needs. Students who need the intervention of other specific approaches can

access consultation and therapy from a range of disciplines including Educational/Counselling Psychology, Speech and Language Therapy, Occupational Therapy, Counselling, Play Therapy, Art Therapy, Drama Therapy, Music Therapy, and Family Therapy. Therapeutic interventions are delivered on site in the school's own therapy department which is known as Time 4 Me and families, parents/carers can be supported both at home and in school.

9.0 Child Protection

A whole school Child Protection Policy is crucial to the development of good practice and sound procedures. All adults working with or on behalf of children have a responsibility to protect them. Therefore, they have a duty to immediately report any concerns about suspected or alleged child abuse to the DSL, School's Nurse/Child Protection Officer, a member of the Safeguarding Team (who is the designated person) or a member of the Senior Leadership Team or 'Duty Senior on Site'. The welfare of Children is at all times paramount and this cannot be understated.

10.0 Gillick Competence

We recognise the importance of developing understanding of personal health and the right to make choices. However, given the complexity and vulnerability of our standards and the propensity to lose the capacity to always consider risk and consequence, we do not assume that all our students are Gillick competent and we manage every situation individually. We continue to try and give our students the information needed to work towards safe choices, which will over time, lead to developing the emotional capacity to make competent decisions.

11.0 Anti-bullying

We are committed to providing a caring, friendly and safe environment for all our students so they can learn and live in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur all students should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING school. This means that anyone who knows that bullying is happening is expected to tell someone. The School has an anti-bullying team comprising of students and staff.

12.0 Healthy Eating and Physical Exercise

The school is committed to teaching its students the importance of choosing healthy food options and as a result provides a variety of plentiful, wholesome, nutritious meals three times a day.

The catering department endeavours to ensure that food presented is limited in sugar, salt, fat, additives and colourings, creating a balanced menu. It seeks the opinion and preference of students, in the form of questionnaires, and attends the School Council termly.

The School's Nurse, Caterer and Deputy Principal work in partnership to inform departments of new initiatives and research, which may affect the type of food that is served. The Student Voice (School Council) plays an active part in the menus for school meals.

The school provides many opportunities for its students to take part in physical exercise, such as PE lessons, outdoor education and many aspects of the care curriculum activity programme. All staff are encouraged to participate in activities.

13.0 Medical/Health Needs

The School employs a registered nurse who monitors all the health and medical needs of students, liaising closely with parents and carers, school staff and the students themselves.
Accurate records are kept of all appointments and concerns with regards to students' health and medical needs, and a health care plan is reviewed to ensure that these are met.

Staff are encouraged to consult the Nurse about any medical/health matters which they themselves may have. The school offers a free, confidential and independent counselling service to all members of the staff team. This is available 24 hours a day, 7 days a week.

Guidance for the promotion of students' health

Introduction

It is important that responsibility for the health and safety of our students is clearly defined and that staff are aware of what is expected of them.

Parents and Guardians

Parents as defined in the Education Act 1944 are, a 'child's main carer(s)' and as such are responsible for ensuring that their child is well enough to attend and return to School after any holidays and weekends at home.

Parents should provide the School with sufficient information regarding the health and medical needs of their child. They should, jointly with School, reach agreement on the School's role in helping with their child's health requirements. Cultural and religious views of parents will be taken into consideration. The sharing of information is important to ensure the best care for individual students.

Long term health needs

It is essential that parent/carers provide School with all the relevant information regarding the medical needs of students, especially where long-term medical requirements have been identified. If a student's health needs are not appropriately met, this can impact significantly on academic attainments or increased emotional and behavioural difficulties. The School should be fully informed of any medical requirements before a child is admitted. Arrangements can be made for any student who requires regular hospital appointments/treatment, however these need to be communicated at the earliest opportunity. Guidance for medical conditions that affect the students at school is distributed to all school staff.

In such circumstances where parents have difficulty understanding or supporting a child's medical needs the School can provide additional assistance.

Parents will be informed of all health and medical issues connected with their child whilst at School.

Where a young person has an infectious condition i.e. Swine Flu /HIV/AIDS/ Hepatitis, the school maintains privacy and confidentiality and focuses on both individual and whole school community health and safety needs. Where such situations arise, the school works closely with the local Primary Care Trust and follows guidance and protocols to support all parties. As with all medical issues any training required will be arranged by the School's Nurse.

Prior to Admission to School

Before a student is admitted parents are provided with a Healthcare Provision Consent Form (appendix 8, part of admissions process). This requires signing by the person with parental responsibility. This enables students to receive over the counter medication/supplies, such as paracetamol, cough syrup and plasters, etc. as deemed necessary by the School Nurse or appropriate adult (member of school staff). This form also incorporates consent for the application of sun care products as necessary, and a list of any allergies their child may have, also the consent for dental and medical treatment Parents/Carers also receive a Medical History Form, Dental Medical History Form these must also be completed and signed and returned to school before a student is admitted.

Admission to School

Students keep the GP in the home area (as this removes issues of funding) if a student is unwell they can be seen by the local (to school) doctors surgery. Appointments in the home

can be accommodated and support provided as required. Prior to the student's Initial Assessment, the school nurse will contact the parent/carer to gain more information about the student's medical history. If any problems/needs are identified these can be further investigated as necessary.

Post Admission

Each morning the School's Nurse visits the residential houses to discuss any health issues with the staff and students; these are then dealt with as necessary.

The School's Nurse also liaises with education staff to ensure that the whole community contributes, and takes responsibility for providing excellent care, giving students every opportunity to develop into happy, healthy adults, who are confident and able to make a positive contribution.

When a student has an accident or becomes injured in any way it is recorded electronically by a member of staff present or with good knowledge of the incident. Parent/carers are informed of all accidents/injuries and any treatment required.

If a student is already registered with a dentist at home it is important that they continue to attend this practice (during holidays), as there are only limited dental spaces locally to school.

Students who are already diagnosed with a medical condition will attend appointments as required.

Residential students who present with new problems whilst they are in school will attend the GP surgery for treatment and referrals.

Every medical visit a student makes and the treatment received is recorded on the student's individual medical file, and parents are informed.

All instances of serious injury or illness involving a student or any outbreak of a notifiable disease whilst at school should be recorded on an Ofsted Notification Form and forwarded to the Leeds office.

Students are provided with immunisations in school by the 'School Nurse Immunisation Team'
Therefore, when requested, it is important that parents complete and return any necessary consent forms promptly, as any delay might mean a student misses an important immunisation. Immunisation should be possible at own GP if this happens.

The school offers a range of therapeutic intervention which include counselling, , music, art therapy, play and drama therapy.

These services are accessed with parental consent, and provided in school, through an internal referral procedure.

Administration of Medication

When administering prescribed medication 2 members of staff should check the following:

a) The student's name
b) Written instructions provided by parent/doctor/other professional
c) Prescribed dosage
d) Expiry date of medication
e) Medication recorded on a student's medication book and signed by the 2 members of staff or for post 16 the student would be deemed responsible to counter sign with staff.

If any of above are not correct or staff are uncertain of any issues, advice should be taken from the School's Nurse or GP before medication is administered.

When administering over the counter medication 2 members of staff should check the following:

a. Written instructions on medication e.g. age appropriate, dosage, frequency and length of time to be given
b. Expiry date of medication
c. Students medication books should be completed by 2 staff members as directed and both staff members to sign (not initials)
d. Any gaps in medication books (not explained) or medication unaccounted for will be reported to the Principal. This will also be recorded in medication error book and investigated.
e. Any spoiled medication (dropped/spat out) will be returned to school nurse for appropriate disposal.

If students are going out of school for an activity and need to take their medication with them, staff should adhere to the following protocol:

a. Know which students need to take medication with them and request it from house staff.
b. The medication will be clearly labelled for the specific student with instructions of when it needs to be taken.
c. Two members of staff will have a key for the container and they will be responsible for administering the medication following school's policy and procedure.
d. On return to school the containers will be returned to house.

Self-management of medication

Due to a high number of students having prescribed medication, the school believes that it is not in the best interest of students to self manage their medication. However, the school is always looking to develop knowledge and understanding in health matters and as such we continually strive towards increasing independence, whilst recognising the complexity of our children and their needs and their propensity to, on occasions, lose the capacity to make safe choices; this is constantly under discussion and review. Where students are deemed Gillick Competent, this is indicated on boys' individual information sheets.

Refusing of medication

Staff should not try to force any student to take medication if it has been refused. The refusal of medication should be documented and communicated to the School Nurse and a senior member of staff. If this is an isolated incident no further action will be required. However, if a student refuses repeatedly, then the prescribing Practitioner will be consulted, and parents informed of the situation.

Record keeping

Parents are responsible for supplying information regarding any medication their child needs when starting School or of any changes, or support required, during their time at School. The parent and/or Doctor should provide written details including:

1. Name of medication
2. Dosage
3. Method of administration
4. Time and frequency
5. Other treatments
6. Any known side effects.

All medication given to students must be recorded on either an 'Over the counter medication' or a 'Prescription medication' sheet, recording:- date, time, medication amount given and the signature of the person administrating; in 16+ we encourage students, where appropriate, to sign These are maintained in residential house files. Completed sheets should be handed to the School Nurse for filing. If a student needs non-prescribed medication e.g. paracetamol or any prescribed medication, this must be provided in the appropriate residential house, so this can be recorded and monitored. It is imperative for the safety of everyone that these procedures are followed.

The School Nurse will also arrange for regular prescriptions for students registered with the school's GP; medication will be provided for home as necessary It is important that parents liaise with house staff/School Nurse about any medication requirements for holidays/weekends etc. Students who have a GP at home, then it is the parent/carers responsibility to ensure that school is provided with sufficient medication for their child.

Transporting medication

When medication needs to be taken home, it is important that staff follow the correct procedure. If School transports a student home staff, must keep medication on their person until the destination is reached, where it should be passed to a responsible adult. Guidance for safe transportation of medication is issued to taxi drivers.

If a student travels home by taxi, then medication should be passed to the driver; he in turn should then pass it to a responsible adult on arrival at the appropriate destination. Taxi drivers will be asked to sign for receipt of medication and medication delivered back to school will also be signed in.

Storage of medication

All medication MUST at all times be locked in the office medical cabinet. The key for the cabinet should also be locked away so that only staff have access. A stock of medication is kept locked in the surgery in accordance with legal requirements.

Non-resident students

Non-resident students will remain under the care of their local GP. It will remain the responsibility of parents to make appointments and attend with their child. Hospital, dental and optical appointments will also remain the responsibility of the parent, however, assistance from the School's Nurse is provided when necessary.

Promotion of Health/Wellbeing in School

The School has received the award of 'Healthy School'.

Health and wellbeing are covered in various subjects, including PSE, Science and PE. All areas are covered in many different settings, including health (including therapy) and care. The School is keen to drive forward awareness of the following areas:

1. Emotions/feelings
2. Adolescence
3. Sex and relationships
4. Drugs, alcohol and substance abuse
5. Eating disorders
6. Mental illness/depression
7. Smoking
8. Personal safety
9. Asking for help
10. Stress/pressure making decisions
11. Dealing with loss.
12. Anti-bullying
13. Social and emotional aspects of learning (SEAL)
14. Child Sexual Exploitation

15. Cyber bulling and exploitation

Information provided within the School is age appropriate and at the level of understanding of the receiving students, this enables them to make informed decisions about health issues i.e. sun safety – the use of sun creams and hats for protection, smoking, healthy eating etc and general wellbeing. Students are also provided with information from various support agencies, which they can contact, if required, for further advice or support. The school also has an Emotional Learning Leader who oversees and provides support to students and staff in relation to the social and emotional aspects of learning.

Safeguarding

Safeguarding students is a high priority. The school ensures that all students understand their rights to make a complaint or an allegation. Students are informed regularly of the procedures and reassured that their fears and worries will be taken, and dealt with, seriously. The students feel comfortable and confident in the knowledge that their wishes will be acted upon, whilst maintaining relationships, dignity and trust.

First aid

First aid is provided by fully trained staff. This team comprises of staff from all departments. First aid supplies are kept in the following locations: each residential house, lifeskills room, laundry, kitchen, staff room, technical room, art room, farmhouse, PE department, maintenance building, Post 16 house, surgery, reception and all school vehicles.

Governing Body

The Governors are responsible under the *Health & Safety at Work Act 1974* for ensuring the School has a Health & Safety Policy. This includes procedures for the support of its students with medical needs and the management of medication.

The Governors' insurance arrangements provide full cover for staff acting within the scope of their employment. Explicit reassurance is given to staff that assist with any form of medical procedure, acting within the scope of their employment and are indemnified.

In the event of legal action with regard to an allegation of negligence, the Governing Body is held responsible. It is the employers' responsibility to ensure that correct procedures are followed. It is essential that the School's records are, at all times, maintained and up to date. All School staff are expected to use their best endeavours at all times.

The Governors are responsible for making sure that School staff are trained appropriately to support its students, and should be satisfied that any training provides staff with understanding, confidence and the necessary expertise to do this. Any such training will be arranged in conjunction with the School Nurse and other health professionals. The School's Nurse confirms proficiency in medical procedures.

Students are taught how to care for, respect the views and beliefs of, and show empathy for others. This in turn projects a positive image within School and encourages a safe and happy environment for everyone. It is important that parents, the School and outside health professionals, work together to achieve the best possible promotion of health for students; providing a safe, nurturing, healthy and happy environment, where students are encouraged to reach their potential goals.