

Consultation on Supporting Children and Young People with Healthcare Needs in Schools

**Draft Guidance for NHS Boards,
Education Authorities and Schools**

January 2017



Scottish Government
Riaghaltas na h-Alba
gov.scot

Responding to this Consultation

We are inviting responses to this consultation by [24 April 2017](#)

Please respond to this consultation using the Scottish Government's consultation platform, Citizen Space. You view and respond to this consultation online at https://consult.scotland.gov.uk/supporting-learners/guidance-on-healthcare-needs-in-schools/start_preview?token=df1ae456b8ee8f2cd2ab0596bcac56a677d7dbdb. You can save and return to your responses while the consultation is still open. Please ensure that consultation responses are submitted before the closing date of [24 April 2017](#)

If you are unable to respond online, please complete the Respondent Information Form (see "Handling your Response" below) to:

HNIS, Support and Wellbeing Unit, Area 2C South, Victoria Quay, Edinburgh, EH6 6QQ.

Handling your response

If you respond using Citizen Space (<http://consult.scotland.gov.uk/>), you will be directed to the Respondent Information Form. Please indicate how you wish your response to be handled and, in particular, whether you are happy for your response to be published.

If you are unable to respond via Citizen Space, please complete and return the Respondent Information Form attached included in this document. If you ask for your response not to be published, we will regard it as confidential, and we will treat it accordingly.

All respondents should be aware that the Scottish Government is subject to the provisions of the Freedom of Information (Scotland) Act 2002 and would therefore have to consider any request made to it under the Act for information relating to responses made to this consultation exercise.

Next steps in the process

Where respondents have given permission for their response to be made public, and after we have checked that they contain no potentially defamatory material, responses will be made available to the public at <http://consult.scotland.gov.uk>. If you use Citizen Space to respond, you will receive a copy of your response via email.

Following the closing date, all responses will be analysed and considered along with any other available evidence to help us. Responses will be published where we have been given permission to do so.

Comments and complaints

If you have any comments about how this consultation exercise has been conducted, please send them **HNIS@gov.scot**

Scottish Government consultation process

Consultation is an essential part of the policy-making process. It gives us the opportunity to consider your opinion and expertise on a proposed area of work.

You can find all our consultations online: <http://consult.scotland.gov.uk>. Each consultation details the issues under consideration, as well as a way for you to give us your views, either online, by email or by post.

Consultations may involve seeking views in a number of different ways, such as public meetings, focus groups, or other online methods such as Dialogue (<https://www.ideas.gov.scot>)

Responses will be analysed and used as part of the decision making process, along with a range of other available information and evidence. We will publish a report of this analysis for every consultation. Depending on the nature of the consultation exercise the responses received may:

- indicate the need for policy development or review
- inform the development of a particular policy
- help decisions to be made between alternative policy proposals
- be used to finalise legislation before it is implemented

While details of particular circumstances described in a response to a consultation exercise may usefully inform the policy process, consultation exercises cannot address individual concerns and comments, which should be directed to the relevant public body.



Responding to this Consultation

RESPONDENT INFORMATION FORM

Please Note this form **must** be completed and returned with your response.

Are you responding as an individual or an organisation?

- Individual
 Organisation

Full name or organisation's name

Phone number

Address

Postcode

Email

The Scottish Government would like your permission to publish your consultation response. Please indicate your publishing preference:

- Publish response with name
 Publish response only (without name)
 Do not publish response

Information for organisations:

The option 'Publish response only (without name)' is available for individual respondents only. If this option is selected, the organisation name will still be published.

If you choose the option 'Do not publish response', your organisation name may still be listed as having responded to the consultation in, for example, the analysis report.

We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise?

- Yes
 No

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CONSULTATION QUESTIONS

(If you are responding to this consultation electronically, to complete tick boxes, please double click on one of the boxes above and select the default value as 'checked').

1. Introduction

The introduction provides information on what the guidance is about, how the guidance should be used, the status of the guidance and principles that should be applied in supporting the healthcare needs of children and young people in schools.

- Is the information provided in the introduction clearly set out? Please tick the box that applies.

Yes No Don't know

- If you selected no, please provide details of additional information which should be included or removed and a brief reason for it.

- Are there any areas missing, requiring strengthening, or which are not required? Please tick the box that applies.

Yes No Don't know

- If you selected yes, please provide alternative suggestions or indicate the areas which should be removed.

2. Chapter 1 – The legislative and policy context

This chapter of the guidance sets out the legal and policy framework which directly affects the provision of healthcare support in schools.

- Does this chapter provide sufficient reference to the relevant policy and legislative provisions? Please tick the box that applies.

Yes **No** **Don't know**

- If you selected no, please provide details of additional information which should be included or removed and a brief reason for it.

- Does the information provided under each heading in this section adequately explain how the legislation or policy applies in relation to provision of healthcare or administration of medicines in schools? Please tick the box that applies.

Yes **No** **Don't know**

- If you selected no, please provide suggestions or additions that should be made and a brief reason for it.

3. Chapter 2 – Rights and responsibilities

This chapter outlines the framework of responsibility and accountability that NHS boards, education authorities and schools have when putting in place arrangements for supporting the healthcare needs of children and young people at school.

It reflects the importance of collaborative working to provide support and enable children and young people with healthcare needs to participate fully in their learning and in the life of the school.

- Are there any areas missing, requiring strengthening, or which are not required and could be removed? Please tick the box that applies.

Yes No Don't know

- If you selected yes, please suggest ways in which this section might be improved.

4. Chapter 3 – NHS board and education authority agreements and policies

This chapter sets out that NHS boards must ensure that they have strategic joint agreements in place with the relevant education authority which determines the respective responsibilities of each in relation to supporting the healthcare needs of children and young people in schools in their areas (outlining local protocols and procedures, including training). These strategic joint agreements will reflect or form part of the local arrangements in place for children's services planning and should reflect the principles of Getting it Right for Every Child.

- Are there any areas missing, requiring strengthening, or which are not required and could be removed? Please tick the box that applies.

Yes No Don't know

- If you selected yes, please suggest ways in which this section might be improved.

5. Chapter 4 - School level arrangements

This chapter sets out that schools should consider the NHS Board and EA joint policy framework on supporting the healthcare needs of children and young people and adopt or or reflect this in any of the local policies and practices that are put in place by any individual school or cluster of schools. This will ensure that the arrangements in place at school are consistent with other schools in the area, and appropriate to the local context of the school and the school community.

- Are there any areas missing, requiring strengthening, or which are not required and could be removed? Please tick the box that applies.

Yes No Don't know

- If you selected yes, please suggest ways in which this section might be improved.

6. Chapter 5 – Circumstances where a school may need to make special arrangements for supporting children and young people with healthcare needs

The policy framework as agreed by NHS boards and EAs on supporting the healthcare needs of children and young people in schools should be adopted or reflected in any of the local policies and practices that are put in place by any individual school or cluster of schools. This will ensure that the arrangements in place at school are consistent with other schools in the area, but are also appropriate to the local context of the school and the school community.

- Are there any areas missing, requiring strengthening, or which are not required and could be removed? Please tick the box that applies.

Yes No Don't know

- If you selected yes, please suggest ways in which this section might be improved.

7. Annexes A & B – Guidance on the use of emergency salbutamol inhalers and other condition specific information

Annex A provides guidance to education authorities and schools in Scotland on the use of emergency Salbutamol Inhalers to accompany the guidance to NHS boards, education authorities and schools on 'Supporting the healthcare needs of children and young people at school'. Annex B contains other condition specific information.

- Are there any areas missing, requiring strengthening, or which are not required and could be removed? Please tick the box that applies.

Yes No Don't know

- If you selected yes, please suggest ways in which this section might be improved.

8. Annexes C and D – Other relevant legislation, useful guidance and useful organisations

Annexes C and D provide additional information/ resources to support the guidance.

- Do these Annexes provide appropriate supplementary detail? Please tick the box that applies.

Yes No Don't know

- If you selected no, please provide details of additional information which should be included or removed and a brief reason for it.

9. Paracetamol (and the use of other non-prescription medicines in schools)

Paragraph 109-112 of the guidance sets out:

Paracetamol (and the use of other non-prescription medicines in schools)

109. Children and young people in schools sometimes ask for painkillers (analgesics) or other non-prescribed medication at school such as antihistamines. However, schools should not hold non-prescribed medication. If a child or young person suffers regularly from acute pain or symptoms, such as a headache, period pain or hayfever, parents may provide the school with non-prescribed medication alongside clear and appropriate instructions and consent for the medication to be (often via the completion of a standard form). Alternatively parents (or where appropriate the young person) may ask for the medication to be prescribed by a GP.

110. A member of staff should supervise younger children taking the medication and ensure that the individual's parents are informed on the day the medication is taken.

111. Some children and young people with the maturity and capacity to carry and self-manage their own non-prescribed medication and symptoms (for example, for period pain, occasional headaches, minor viral illnesses, coughs, sore throats or hayfever) should be allowed to do so. In such circumstances it is recommended that only medication that can be purchased by a pharmacy should be carried and that children and young people carry as little medication as possible in the original pack or bottle. It is recommended that children and young people should carry as little medication as possible in the original pack or bottle - normally only enough for a single school day (although this may not be possible for liquids or sprays). Blister packs, for example, can be cut to ensure only a single day's medication is carried.

112. It should be noted that children under 16 should not be given or take aspirin, unless prescribed by a doctor¹. Further, codeine should not be provided to children under 12 as it is associated with a risk of respiratory side effects, and is not recommended for adolescents (12 to 18) who have problems with breathing².

- This is a particularly difficult balance to strike, is the guidance on this particular issue appropriate? Please tick the box that applies.

Yes No Don't know

- If you selected no, please provide details of additional information which should be included or removed and a brief reason for it.

¹ <http://www.nhsinform.co.uk/health-library/articles/a/anti-platelets-aspirin-low-dose/introduction/>

² <https://www.gov.uk/drug-safety-update/codeine-for-cough-and-cold-restricted-use-in-children>

10. Guidance Structure

Does the structure help the reader to follow/use the guidance effectively? Please tick the box that applies.

Yes No Don't know

- If you selected no, please explain your answer.

- Is there anything in the body of the document that you would like moved to an annex or anything in an annex moved to the body of the document? Please tick the box that applies.

Yes No Don't know

- If you selected yes, please provide details of the changes you would wish to see.

11. General

Is the guidance helpful? Please tick the box that applies.

Yes No Don't know

- If you selected no, please explain your answer.

- Are there any other comments you would wish to make about the draft guidance in supporting the health care needs of children and young people in schools?

Thank-you for responding to this consultation.

Please return a completed copy of respondent information form by email to HNIS@gov.scot or by post to HNIS, Support and Wellbeing Unit, Area 2C South, Victoria Quay, Edinburgh, EH6 6QQ.



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