

SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

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Committee Responsible: L&A

Cranmere Primary School aims to be an inclusive school. We actively seek to remove the barriers to learning and participation that can hinder or exclude individual pupils, or groups of pupils. This school understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.

This policy has been written with reference to the following guidance:

- Supporting pupils at school with medical conditions (DfE, Dec 2015)
- Equality Act 2010
- SEND Code of Practice, 2015

AIMS:

The governing body has a statutory responsibility to make arrangements to support pupils at school with medical conditions. The aim of this policy is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and make progress in their learning.

ROLES AND RESPONSIBILITIES:

The Governing Body of the school must:

- make arrangements to support pupils with medical conditions in school, including making sure that a medical conditions policy is developed and implemented
- ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions
- ensure that the school has an appropriate level of insurance for staff supporting pupils with medical conditions

The Head teacher should:

- ensure that the school's policy is developed and effectively implemented with partners including parents and health professionals
- ensure that all staff are aware of the policy and understand their role in its implementation
- ensure that all staff who need to know are aware of the child's condition
- ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual health plans (IHP), including contingency and emergency situations. This may involve the recruitment of staff for this purpose.
- take overall responsibility for the development of IHPs
- ensure that school staff are appropriately insured and aware that they are insured to support pupils with medical conditions
- contact the school nurse in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse

Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of a teacher's professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff should receive sufficient training and achieve the

necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Pupils with medical conditions are often best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their IHP.

Parents should provide the school with sufficient and up-to-date information about their child's medical needs. Parents should be involved in the development and review of their child's IHP. They should carry out any action they have agreed to as part of its implementation, for example provide medicines and equipment and ensure that they or another nominated adult are contactable at all times.

INDIVIDUAL HEALTH CARE PLANS (IHPs)

Individual health care plans can help to ensure that we effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. Not all pupils with medical conditions will require an IHP. An IHP is essential where the pupil is at high risk of needing emergency intervention, or where medical conditions are long-term and complex. The school, healthcare professional and parent should agree based on evidence whether an IHP is appropriate and proportionate. If consensus cannot be reached, the head teacher will take the final decision. The aim of the IHP is to enable us to assess and manage the risks to the pupil's health, education and social and emotional well-being.

The school has its own format for IHPs that can be adapted to meet the specific needs of each pupil. Plans should be easily accessible to those who need to refer to them, whilst preserving confidentiality. The level of detail in the plan will depend on the complexity of the child's condition and degree of support needed. Where a child has SEN but does not have a statement of SEN or EHC Plan, their special educational needs should be mentioned in the IHP.

Plans will be drawn up in partnership between the school, parents and relevant healthcare professionals, involving pupils when appropriate. Partners should agree on who will write the plan but the responsibility for finalizing and implementing rests with school. IHPs should be reviewed annually or earlier if the child's needs change.

The IHP will contain the following information:

- the medical condition, its triggers, signs, symptoms and treatment
- the pupil's resulting needs including medication and other treatments
- specific support for the pupil's educational, social and emotional needs e.g. how absences will be managed or catch up lessons
- the level of support needed, including in emergencies
- who will provide this support, their training needs, confirmation of proficiency to perform role and cover arrangements for when they are unavailable
- who in the school needs to be aware of the child's condition and the support required
- written permission from parents for administration of medicines
- separate arrangements required for school trips or other school activities outside normal school timetable to ensure child can participate
- where parent has confidentiality concerns, the designated individuals to be entrusted with information relating to the child's condition
- what to do in an emergency, including whom to contact and contingency arrangements

STAFF TRAINING AND SUPPORT

Staff training needs will be identified during the development or review of a pupil's IHP and staff providing support to pupils with medical conditions should be included in this discussion. School will be led by the relevant healthcare professional on identifying and agreeing with school the type and level of training required and how this may be obtained. Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfill their requirements as set out in IHPs. Staff will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff must not give prescription medicines or undertake health care procedures without appropriate training. A first aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including the school nurse, can provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive awareness training so that they are aware of the school's policy for supporting pupils with medical conditions and their role in implementing that policy. Induction arrangements should be made for new staff annually. Advice should be sought from the relevant healthcare professional to provide training that ensures all medical conditions affecting pupils in the school are understood, including preventative and emergency measures so that staff can recognize and act quickly when a problem occurs. The family of the child may often be key in providing relevant information to school staff about how their child's needs can be met. Parents should be asked for specific advice but should not be the sole trainer.

THE CHILD'S ROLE IN MANAGING THEIR OWN MEDICAL NEEDS

After discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be reflected with their IHP. Wherever possible, children should carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily, with an appropriate level of supervision where required. If it is not appropriate for a child to self-manage, then relevant staff should help to administer medicines and manage procedures for them.

MANAGING MEDICINES ON SCHOOL PREMISES

Medicines should only be administered at school when it would be detrimental to the child's health or school attendance not to do so. At our school no child will be given prescription or non-prescription medicines without their parent's written consent using the school's Administration of Medicine form. Prescribed medicines will only be accepted if they are in-date, labeled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be inside an insulin pen or pump rather than its original container.

Medicines should be stored safely. Children should know where they are stored and be able to access them immediately including times when they are outside of school premises e.g. on school trips. When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

RECORD KEEPING

Written records will be kept of all medicines administered to children in school. This will offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents will be informed if their child has been unwell at school.

EMERGENCY PROCEDURES

Where a pupil has an IHP, this should clearly define what constitutes an emergency and explain what to do, including ensuring all relevant staff are aware of emergency symptoms and procedures.

If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

DAY TRIPS, RESIDENTIAL VISITS AND SPORTING ACTIVITIES

Pupils with medical conditions must be actively supported to participate in school trips and visits, or in sporting activities. Teachers should be aware of how a child's medical condition will impact on their participation, but encourage flexibility to allow for all children to participate as fully as possible with reasonable adjustments where necessary. We will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.

We will make reasonable adjustments to enable children with medical needs to participate fully and safely on visits. A risk assessment for the trip should include steps needed to ensure children with medical

conditions are included. This will require consultation with parents and pupils and advice from health professionals to ensure pupils can participate safely. Health and Safety Executive guidance on school trips may also be relevant.

UNACCEPTABLE PRACTICE

School staff should use their discretion and judge each child's case on its merits with reference to the child's IHP, however it is not generally acceptable practice to:

- prevent children from easily accessing inhalers and medication and administering their medication when and where necessary
- assume every child with the same condition requires the same treatment
- ignore the views of the child or their parents; ignore medical evidence or opinion
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless specified in their IHP
- if the child becomes ill, send them to the school office unaccompanied or with someone unsuitable
- penalise children for their attendance record if absences are related to their medical condition
- prevent pupils from drinking, eating or taking toilet or other breaks whenever needed in order to manage their medical condition effectively
- require parents or make them feel obliged to attend school to administer medication or provide medical support to their child, including with toileting issues
- prevent children from participating or create unnecessary barriers to children participating in any aspect of school life, including school trips e.g. by requiring parents to accompany the child.

COMPLAINTS

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the head teacher. If this does not resolve the issue they should follow the Surrey County Council procedure for parental complaints.