



'Learn to love and love to learn; in God's love each one will shine'.

St. Andrew's Church of England (VC) Primary School Policy for Supporting Pupils with Medical Needs

Rationale:

At St. Andrew's Primary School it is our vision for every child in our school to have

- * positive self-esteem through inner confidence and strength
- * creativity of thought within a life-long passion for learning
- * excellence, high personal achievement and the experience of success
- * a set of values by which to live
- * an enjoyment of childhood
.... developed within a caring Christian environment.

Aims

At St. Andrew's we aim to offer excellence and choice to all our children, whatever their ability or needs. Most children will, at some time, have short term medical needs; others will have more complex or longer term medical conditions. Our school is an inclusive school focused on including all children and ensuring equality of access to high quality teaching and learning for children with medical conditions, in terms of both physical and mental health, such that they are properly supported and can play a full and active role in school life, remain healthy and achieve their own unique potential. We work in partnership with parents and medical experts to provide the best possible care for all our pupils. We ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.

Definition

Pupils' medical needs may be broadly summarised as being of two types:

- (a) Short-term affecting their participation in school activities whilst they are on a course of medication.
- (b) Long-term potentially limiting their access to education and requiring extra care and support (deemed **special medical needs**).

The policy framework describes the essential criteria for how a school can meet the needs of children and young people with long-term conditions. It is in line with DfE statutory guidance on Supporting Pupils with Medical Conditions (2014) for governing bodies of maintained schools and proprietors of academies in England

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/349435/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf

DfE guidance

Governing bodies should ensure that all schools develop a policy for supporting pupils with medical conditions that is reviewed regularly and is readily accessible to parents and school staff.

Governing bodies should ensure that the arrangements they set up include details on how the school's policy will be implemented effectively, including a named person who has overall responsibility for policy implementation.

Details should include:

- who is responsible for ensuring that sufficient staff are suitably trained,
- a commitment that all relevant staff will be made aware of the child's condition,

- cover arrangements in case of staff absence or staff turnover to ensure someone is always available,
- briefing for supply teachers,
- risk assessments for school visits, holidays, and other school activities outside of the normal timetable,
- monitoring of individual healthcare plans.

Our school is an inclusive community that supports and welcomes pupils with medical conditions.

- Our school is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
- We listen to the views of pupils and parents.
- Pupils and parents feel confident in the care they receive from this school and the level of that care meets their needs.
- Staff understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability and confidence
- Staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- We understand that all children with the same medical condition will not have the same needs, our school will focus on the needs of each individual child.
- We recognise our duties as detailed in Section 100 of the Children and Families Act 2014. (Other related legislation is referenced in DfE guidance p21). Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, this school complies with their duties under that Act. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this policy should be read in conjunction with the Special Educational Needs and Disability (SEND) Code of Practice.

The Medical Conditions Policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.

All staff understand and are trained in what to do in an emergency for children with medical conditions.

- All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed in line with First Aid Training and as needs present or change.
- All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at this school have an individual healthcare plan (IHP)¹, which explains what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

¹ An example template for an IHP has been produced by DfE - see template A.

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

- We ensure that all staff providing support to a pupil have received suitable training and ongoing support to ensure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or parent. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence and this school keeps an up to date record of all training undertaken and by whom.
- This school has chosen not to hold an emergency salbutamol inhaler for use by pupils.

All staff understand and are trained in the school's general emergency procedures as well as specific emergency procedures for individual children.

Training by school nurses is provided for common conditions eg asthma, allergies, epilepsy and diabetes.

- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent/carer arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

This school has clear guidance on providing care and support and administering medication at school.

- This school understands the importance of medication being taken and care received as detailed in the pupil's IHP. (See also Policy for Managing Medicines in School)

- Medication will only be administered when it would be detrimental to a child's health or school attendance not to do so.

- Sufficient members of staff who have been trained to administer the medication and meet the care needs of an individual child at all times and in all situations.

The Governing Body has made sure that there is the appropriate level of insurance and liability cover in place.²

- This school will not give medication (prescription or non-prescription) to any child without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve the parent, while respecting their confidentiality.

- When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given. Parents will be informed.

- This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.

- Parents understand that they should let the school know immediately if their child's needs change.

This school has clear guidance on the storage of medication and equipment at school.

- All staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment, e.g. asthma inhalers, epi-pens etc are readily available wherever the child is in the school and on off-site activities,

- All medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately. Medication is not stored in first aid boxes.

- All medication in school is in date, labelled and in its original container including prescribing instructions for administration. The exception to this is insulin, which though must still be in date, is generally supplied in an insulin injector pen or a pump.

- Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.

- Needles and other sharps are disposed of in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of professionally.

This school has clear guidance about record keeping.

- Information on medical conditions is collected on admission and during our annual data collection.

- IHPs are used to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. Where a child has SEN but does not have a statement or EHC plan, their special educational needs are mentioned in their IHCP.

- IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- Parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.
- Pupil's confidentiality is protected.
- Parental permission is sought before sharing any medical information with any other party.
- An accurate record of all medication administered, including the dose, time, date and supervising staff is kept.

As far as is possible, our whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- We ensure that the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's anti-bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and Science lessons to raise awareness of medical conditions to help promote a positive environment.
- We understand the importance of all pupils taking part in off site visits and physical activity and that all relevant staff make reasonable and appropriate adjustments to such activities in order they are accessible to all pupils. This includes out-of-school clubs and team sports. Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual pupil needs.
- All relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.

We ensure that pupils have the appropriate medication/equipment/food with them during physical activity and offsite visits.

- We ensure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- Our staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition.
- Pupils are not penalised for absences relating to their medical condition.
- In common with all children, this school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the INCO who will liaise with relevant stakeholders.
- A risk assessment is carried out before any out-of-school visit. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

We are aware of the common triggers that can make common medical conditions worse or can bring on an emergency, but work to reduce or eliminate these by routinely sharing knowledge.

- School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers.
- The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.
- This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

Each member of the school and health community knows their roles and responsibilities in caring for children with medical conditions.

Key roles and responsibilities

Governing bodies – must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They should also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

Headteacher – should ensure that their school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. Headteachers should ensure that all staff who need to know are aware of the child's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. Headteachers have overall responsibility for the development of individual healthcare plans. They should also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. They should contact the school nursing service 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.

School staff – 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, but should take into account the needs of pupils with medical conditions that they teach. School staff should receive sufficient and suitable 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.

School nurse – every school has access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they will do this before the child starts at the school. They may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs.

Other healthcare professionals - including GPs, paediatricians, nurse specialists/community paediatric nurses – should notify the school nurse and work jointly when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Anyone dealing with the medical care of a pupil in school should contact the named school nurse for that school to ensure a coordinated approach.

Pupils 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 individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions.

Parents – should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. As key partners and should be involved in the development and review of their child's individual healthcare plan and should undertake agreed actions e.g. being contactable at all times.

Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If this does not resolve the issue, they may make a formal complaint via the school's Complaints Procedure.

Policy 'overseen and approved' by: Governors' School Improvement Curriculum and Ethos Committee

Policy written: Autumn 2014

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Appendix 1

Model process for developing individual healthcare plans

