

Park Hill Primary School

Supporting pupils with medical conditions policy

Adopted: November 2015 Review date: September 2018
Responsibility for policy: Beki Stoiber (SENCo)

Definition

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

- Short term** – on a course of medication which may affect their participation in school activities for a limited amount of time.
- Long term** – requiring extra care and support (deemed as special medication needs) which may potentially limit their access to education.

From September 2014, the Children and Families Act 2014, places a duty on schools to make arrangements for children with medical conditions. **Pupils with medical conditions have the same rights of admission to school as other children and are not refused admission or excluded from school on medical grounds alone.** Teachers and other staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent or carer who is responsible for supplying the school with the necessary information and medication. The schools then seek further advice by holding meetings with parents and health professionals who are dealing with the medical needs of the child. The school keeps notes of any discussions regarding a pupil's medication and subsequent actions. A parent may request a copy of these notes.

This policy sets out how pupils with medical conditions attending Park Hill Primary School are supported so that they have access to a full education.

Aims

- Achievement for all.
- To ensure that all pupils with medical conditions, including both their 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 achieve their academic potential.
- To ensure that all pupils with medical conditions access and enjoy the same opportunities as any other child in school.

We recognise that a pupil's health needs may change over time in ways that cannot always be predicted, sometimes resulting in extended absences. The school does not

penalise a pupil for their attendance record if their absences are related to their medical condition e.g. hospital appointments. We establish relationships with relevant health agencies in making decisions about the support which we provide and we ensure we work together with the LA, health professionals and other support services to ensure pupils with a medical condition receive a full education. We receive and consider advice from health care professionals and listen to and value the views of parents and pupils. In making any arrangements we ensure that the focus is on the needs of each individual pupil and how their medical condition impacts on their school life. Arrangements put in place show an understanding of how medical conditions may impact on a pupil's ability to learn and also aim to increase a pupil's confidence and promote self-care. We ensure that staff are properly trained to provide the support each pupil needs.

The Role of the Governing Body

The Governing Body ensures that arrangements are in place to support pupils with medical conditions. In doing so they ensure that every pupil can access and enjoy the same opportunities at school as any other. In making their arrangements, the Governing Body takes into account that many medical conditions requiring support at school may affect quality of life and may be life threatening. Some will be more obvious than others. The governing body therefore ensures that the focus is on the needs of the individual pupil and how their medical condition impacts on their school life.

The Governing Body ensures that any arrangement gives parents and pupils confidence in the ability of the schools to provide effective support in school for pupils with medical conditions. The arrangements show an understanding of how medical conditions impact on a child's ability to learn but also aim to increase their confidence and promote self-care. They ensure that staff are properly trained to provide the support that each pupil needs.

The Governing Body ensures that the arrangements put in place are sufficient to meet their statutory responsibilities and ensure that policies, plans, procedures and systems are properly and effectively implemented.

Implementation

- The Head Teacher and SENCo ensure that sufficient staff are suitably trained to support pupils with medical needs in school.
- All relevant staff are made aware of a pupil's condition.
- The class teacher is responsible for briefing any supply/support teachers about a pupil's medical condition. If this is not possible due to absence then this role falls on the Year Group Leader, Phase Leader or SENCo and in their absence ultimately the Head Teacher. All medical needs information is included in the medical drawer available in each class.
- Teachers organising trips are responsible for compiling a risk assessment for school visits and other school activities outside the normal timetable taking account of the individual needs of each pupil. The DHT is responsible for monitoring these risk assessments.
- The SENCo is responsible for monitoring any Individual Healthcare Plans.

Procedures when notified a pupil has a medical condition

For pupils new to Park Hill, arrangements are put in place in time for the start of the relevant school term. Meetings are held with the parents and SENCo wherever possible. If there is a new diagnosis or the child has moved schools mid-term, every effort is made to ensure arrangements are in place within two weeks of their arrival at school.

The SENCo and Welfare Assistant works with the health care professionals to ensure a suitable reintegration plan is in place after periods of absence. This plan is carried out in consultation with parents and where appropriate the pupil. When a pupil leaves school their records are passed to the next school and the SENCo contacts the relevant professional at the new school to discuss the child's medical condition and ensure effective transfer of data.

Individual Health Care Plans (IHP)

The IHP is drawn up in partnership between the school, parents and relevant healthcare professional and when appropriate the pupils. These plans are implemented by the SENCo. The SENCo ensures that the plans are reviewed at least annually or earlier if evidence is presented that the pupil's needs have changed. They are developed with the pupil's best interest in mind and ensure that the school assesses and manages the risks to the pupil's education, health and social well-being and minimises disruption.

Roles and Responsibilities

The Governing Body ensures that the policy is developed and effectively implemented with partners.

The Heads Teacher and SENCo ensure that arrangements are made to support pupils with medical conditions in school and that staff who need to know are made aware of a pupil's medical condition. They ensure that there are sufficiently trained staff to implement the policy and deliver against IHPs.

School staff are aware that any member of staff may be asked to support pupils with medical conditions, including the administration of medicines, although they can choose to opt out in exceptional circumstances. Although administering medicines is not part of a teacher's professional duties they must take into account any medical needs of the pupils they teach. Staff receive sufficient, suitable training and achieve the necessary level of competency before they take on the responsibility of supporting children with medical conditions.

The School Nurse has the responsibility for notifying the school when a child has been identified as having a medical condition which requires the support of the school. They may support staff in implementing a child's IHP and providing advice and liaison. Park Hill Primary School also refers medical needs queries to the school nurses.

Other healthcare professionals notify the school nurse when a child has been identified as having a medical condition that requires the support of the school. They may be able to provide guidance on developing IHPs and support for pupils with particular conditions (e.g. Asthma, Diabetes etc.)

Pupils with medical conditions are often best placed to provide information about how their condition affects them. They are involved in discussions about their medical support needs and contribute as much as possible to the development of their Individual Healthcare Plan. Other pupils often sensitive to the needs of those with medical conditions are used as buddies.

Parents provide the school with sufficient and up to date information about their child's medical needs. They are key partners and involved in the development and review of their child's IHC plan. They are asked for their views and to provide relevant information to school staff as to how their child's needs may be met. They carry out actions agreed as part of its implementation e.g. providing medicines and equipment and ensuring they or any other nominated adult are contactable at all times.

Competent pupils in the Upper Key Stage 2 are encouraged to take responsibility for managing their own medication and procedures after agreement with parents and under supervision of a named adult. Wherever possible, pupils are allowed to carry their own medicine and relevant devices such as inhalers for asthma and diabetes. If a pupil is unable to take responsibility for their own medicine or carry out a necessary procedure, a member of staff follows the procedure agreed in the IHP.

The **Medical Needs Team** meets with the SENCo regularly to ensure procedures are consistent across the school: Staff with responsibility for first aid, and pupils' records check medicines termly to ensure they are properly labelled and in date and keep a record of the date last checked.

Providers of health services, provide valuable support, information, advice and guidance to staff to support children with medical conditions whilst at school. They communicate issues and actions with the SENCo, liaise with school nurses and other healthcare professionals such as specialist and children's community nurses as well as participate in locally developed outreach and training.

Staff Training and Support: All members of school staff providing support to a pupil with medical needs receive suitable training. The relevant healthcare professionals

lead on identifying and agreeing with the school the type and level of training required and how this can be obtained. All staff are made aware of this policy and their role in implementing it. New members of staff have this policy included in their induction arrangements.

Managing Medicines on School Premises

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

Medicines are only administered at school when it is detrimental to a pupil's health or school attendance not to do so. All prescription or non-prescription medication requires a parent's written consent before it can be administered by a member of school staff. (See Appendix 1 School Record of Medication Administered). We only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by the 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 available to schools inside an insulin pen or pump, rather than its original container. Piriton, epipens, inhalers and medication for diabetes are stored safely in a named container in the first aid cupboard in the main office. Prescribed medicine for a one-off illness or those needing to be kept cold are stored in a clearly labelled bag with the child's name and class: this in the fridge in the main school. When out on school trips, all medication for a child is taken.

School staff may administer medicines to the child for whom it has been prescribed following the prescriber's instructions. The SENCo keeps a record of all medicines administered to individual children. Any side effects of the medication administered at school are noted and reported to the parents. When no longer required, medicines are returned to the parent to arrange for safe disposal. A sharps' box is used for the disposal of needles when appropriate.

Staff do not give prescription medicine or undertake healthcare procedures without following school procedure

Shared medication

No child is allowed to share their medication with another child. However, following guidance from the school nurse team, emergency kits for asthma and allergy sufferers have been purchased for children who have an attack in school and for those whose medication may be forgotten, lost or out of date. Parents are asked for written consent to use these kits in an emergency (see appendix 2). For further information see the asthma policy.

Record Keeping

All parents are asked for updated information on their child's medical needs annually. The schools also keep written records of all medicines administered to pupils on a medication administered form (see appendix 1). These records offer protection to staff and pupils and provide evidence that agreed procedures have been followed. Parents are informed by the class teacher at the end of the school day or by phone if their child has been unwell at school.

Emergency Procedures

An Individual Healthcare Plan explains what the school needs to do in the case of an emergency. All relevant staff are made aware of the emergency signs and symptoms and the procedures to follow. Pupils school support each other and are encouraged to inform a teacher immediately if they think help is needed.

If a child is taken to hospital, a member of staff stays with the child until the parent arrives, or accompanies a child taken to hospital by ambulance. A member of staff with a hi-vis jacket stands at the school entrance to direct the ambulance and staff to the correct place. A record of ambulances called is sent to the Medical Needs in School service Team and a copy retained by the Office Manager (see appendix 3).

Staff are encouraged to keep pupils with medical conditions in school as much as possible to include them in normal school activities, including lunchtime activities and trips, unless this is specified in their Individual Healthcare Plans.

All pupils are encouraged to eat, drink and take toilet breaks when appropriate in order to manage their medical condition effectively.

Parents are encouraged to attend school to administer medication or provide medical support to their child, including toileting issues, but where this is not possible the Head Teacher makes alternative provision for the pupil.

Complaints

Parents are encouraged to discuss their concerns directly with the Head Teacher. If for whatever reason this does not resolve the issue, they may make a formal complaint to the Chair of Governors via the schools' complaints procedures. Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted.

Publications and Review

This policy has been devised taking into account the DfE advice in the publication 'Supporting Pupils at School with Medical Conditions – September 2014