

Heritage Park Primary School

Supporting Children with Medical Conditions Policy



Approved by: Full governing body

Last reviewed on: March 2022

Next review due by: March 2024

Heritage Park Primary School

Introduction

Heritage Park Primary School believes that all children, regardless of ability and behaviour should be valued equally. Different children's needs are recognised and met through varied and flexible provision and the use of different styles of teaching & learning throughout the curriculum.

This policy therefore applies to all our children, regardless of their gender, faith, race, culture, family circumstances or sexuality. This school is committed to safeguarding and promoting the welfare and safety of all children and expects all staff to share in this commitment.

We wish to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full time curriculum or as much as their medical condition allows. This policy has been developed in line with the Department for Education's statutory guidance released in April 2014 – "Supporting pupils at school with medical conditions" under a statutory duty form section 100 of the Children and Families Act 2014.

Key Roles and Responsibilities:

The Local Authority (LA) is responsible for:

- Promoting co-operation between relevant partners regarding supporting pupils with medical conditions.
- Providing support, advice /guidance and training to schools and their staff to ensure Individual Healthcare Plans are effectively delivered.
- Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

The Governing Body of Heritage Park Primary School is responsible for:

- Ensuring arrangements are in place to support pupils with medical conditions.
- Ensuring the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
- Ensuring that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/national/ origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.
- Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.
- Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential.
- Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are

signed off as competent to do so and that staff to have access to information, resources and materials.

- Ensuring written records are kept of, any and all, medicines administered to pupils.
- Ensuring the policy sets out procedures in place for emergency situations.
- Ensuring the level of insurance in place reflects the level of risk.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.

The Headteacher is responsible for:

- Ensuring the policy is shared with stakeholders.
- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures at Heritage Park Primary School.
- Liaising with healthcare professionals regarding the training required for staff.
- Identifying staff who need to be aware of a child's medical condition.
- Developing Individual Healthcare Plans in conjunction with the school nursing team.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy and ensuring more than one staff member is identified, to cover absences and emergencies.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- Continuous two-way liaison with school nurses and school in the case of any child who has or develops an identified medical condition.
- Ensuring confidentiality and data protection.
- Assigning appropriate accommodation for medical treatment/ care

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help. A first aid certificate is not sufficient.
- Knowing where controlled drugs are stored and how to access them.
- Taking account of the needs of pupils with medical conditions in lessons.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
- Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.

School nurses are responsible for:

- Collaborating on developing an IHP in anticipation of a child with a medical condition starting school.
- Notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career.
- Supporting staff to implement an IHP and then participate in regular reviews of the IHP. Giving advice and liaison on training needs.
- Liaising locally with lead clinicians on appropriate support. Assisting the Headteacher in identifying training needs and providers of training.

Parents and carers are responsible for:

- Keeping the school informed about any new medical condition or changes to their child/children's health.
- Participating in the development and regular reviews of their child's IHP.
- Completing a parental consent form to administer medicine or treatment before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine.
- Carrying out actions assigned to them in the IHP with particular emphasis on, they or a nominated adult, being contactable at all times.

Pupils are responsible for:

- Providing information on how their medical condition affects them.
- Contributing to their IHP
- Complying with the IHP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents.

Training of staff

- Newly appointed teachers and support staff will be provided with a copy of the 'Supporting Pupils with Medical Conditions' Policy as part of their induction and will be asked to sign to acknowledge they have read and understood the policy.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and preventative measures and signed off as competent to ensure staff are able to fulfil the requirements in the IHPs. All medicines will be administered with a witness present.
- School will keep a record of medical conditions supported, training undertaken and a list of teachers qualified to undertake responsibilities under this policy.
- Staff will refer to Appendix 1 to ensure they are familiar with the process involved in supporting pupils with medical conditions.

Medical conditions register /list

- Schools admissions forms should request information on pre-existing medical conditions. Parents must have easy pathway to inform school at any point in the school year if a condition develops or is diagnosed. Consideration could be given to seeking consent from GPs to have input into the IHP and also to share information for recording attendance.
- A medical conditions list or register should be kept, updated and reviewed regularly by the nominated member of staff. Each class teacher should have an overview of the list for the pupils in their care, within easy access.
- Supply staff should similarly have access on a need to know basis. Parents should be assured data sharing principles are adhered to.
- For pupils on the medical conditions list, key stage transition points meetings should take place in advance of transferring to enable parents, school and health professionals to prepare IHP and train staff if appropriate.

Individual Healthcare Plans (IHPs)

- An Individual Healthcare Plan (IHP) will be developed by the school nurse team in conjunction with the Headteacher and shared with the pupil, parents/carers, Special Educational Needs Coordinator (SENCO) and relevant medical professionals.
- IHPs will be easily accessible to all relevant staff via a folder kept in the school office. Staffrooms are inappropriate locations under Information Commissioner's Office (ICO) advice for displaying IHP as visitors /parent helpers etc. may enter. If consent is sought from parents a photo and instructions may be displayed. More discreet location for storage such as Intranet or locked file is more appropriate. However, in the case of conditions with potential life-threatening implications the information should be available clearly and accessible to everyone.
- IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an Education, Health and Care plan, the IHP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA /AP provider and school is needed to ensure that the IHP identifies the support the child needs to reintegrate.

Transport arrangements

- Where a pupil with an IHP is allocated school transport the school should invite a member of LA Transport team who will arrange for the driver or escort to participate in the IHP meeting. A copy of the IHP will be copied to the Transport team and kept on the pupil record. The IHP must be passed to the current operator for use by the driver /escort and the Transport team will ensure that the information is supplied when a change of operator takes place.
- For some medical conditions the driver/ escort will require adequate training. For pupils who receive specialised support in school with their medical condition this must equally be planned for in travel arrangements to school and included in the specification to tender for that pupil's transport.

- When prescribed controlled drugs need to be sent in to school, parents will be responsible for handing them over to the adult in the car in a suitable bag or container. They must be clearly labelled with name and dose etc.
 - Controlled drugs will be kept under the supervision of the adult in the car throughout the journey and handed to a school staff member on arrival. Any change in this arrangement will be reported to the Transport team for approval or appropriate action.
- 6) Education Health Needs (EHN) referrals
- All pupils of compulsory school age who because of illness, lasting 15 days or more, would not otherwise receive a suitable full-time education are provided for under the local authority's duty to arrange educational provision for such pupils.
 - In order to provide the most appropriate provision for the condition the EHN team accepts referrals where there is a medical diagnosis from a medical consultant.

Medicines

- Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign the relevant form to consent to administration of medicine/s.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- Where a pupil is prescribed medication by a healthcare professional without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of four weeks' supply of the medication may be provided to the school at one time. Apart from Insulin for diabetic children which is allocated in accordance with their IHP.
- School will keep controlled drugs that have been prescribed for a pupil securely in the school office and staff will be informed on how to access. Controlled drugs should be easily accessible in an emergency. Inhalers and epi-pens will be stored in pupils' classrooms.
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children.
- Pupils will never be prevented from accessing their medication.
- General posters about medical conditions (diabetes, asthma, epilepsy etc.) are recommended to be visible in the staff room.
- Heritage Park Primary School cannot be held responsible for side effects that occur when medication is taken correctly.

- Staff will not force a pupil, if the pupil refuses to comply with their health procedure, and the resulting actions will be clearly written into the IHP which will include informing parents.
- Inhalers – In the event of a child not having an inhaler in school, parents will be contacted and an ambulance will be called if required. Parents will be encouraged to provide a new one ASAP.

Emergencies

- In the event of a medical emergency, whereby a child has an identified medical protocol, all procedures will be followed.
- In the event of a medical emergency, whereby a child does not have any identified conditions or illnesses, staff will contact the emergency services to attend.
- In the event of an accident at school, parents will be contacted and advice taken. If parents are unable to be contacted, the first aider, in consultation with the Senior Leadership Team, will decide if the child should attend hospital.
- Where a child receives a head injury, the first aider will assess the situation and complete an accident form. Parents will be advised of the incident either by telephone or email, depending on the severity of the injury.
- Where a child or stakeholder receives medical intervention as a result of an accident at school, an incident report will be completed via the Frontline reporting system.
- Medical emergencies for children with an IHP will be dealt with under the school's emergency procedures. The definition of what constitutes an emergency will be included in the IHP and will explain what an emergency may look like and what to do.
- Pupils will be informed in general terms of what to do in an emergency i.e. inform an adult if they think help is needed.
- If a pupil needs to be taken to hospital, at least two members of staff will remain with the child until their parents arrive. Staff will not drive children to hospital due to lack of business insurance.
- Where an emergency dictates that a child needs to be taken to hospital and parents are unable to attend, advice will sought from the ambulance staff as to who can accompany the child. If staff are not permitted in the ambulance, they may follow the ambulance to the hospital and stay with the child, until the parents arrive.
- School will provide details on the child and their medical needs to the ambulance staff if parents are unable to attend.

Day trips, residential visits and sporting activities

- Unambiguous arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.
- To comply with best practice, risk assessments should be undertaken, in line with H&S executive guidance on school trips, in order to plan for including pupils with

medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day IHP requirements for the school day.

Avoiding unacceptable practice

Each case will be judged individually but in general the following is not considered acceptable:

- Preventing children from easily accessing their inhalers and medication and from being able to administer their medication when and where necessary.
- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the medical room or school office alone or with an unsuitable escort if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

Insurance

- Teachers who undertake responsibilities within this policy will be assured by the Headteacher that they are covered by the LA/school's insurance. Our Employers' Liability Insurance is provided through Zurich Municipal.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Head.

Complaints

- All complaints should be raised with the school in the first instance.
- The details of how to make a formal complaint can be found in the School Complaints Policy.

Definitions

- 'Parent(s)' is a wide reference not only to a pupil's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of, a pupil.
- 'Medical condition' for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. Being 'unwell' and common childhood diseases are not covered.
- 'Medication' is defined as any prescribed or over the counter treatment.
- 'Prescription medication' is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.
- A 'staff member' is defined as any member of staff employed at Heritage Park Primary School.

Monitoring and Review

This policy will be reviewed every two years.

Appendix 1

1

- Parent or healthcare professional informs school that the child has a medical condition or is due to return from long-term absence, or that needs have changed.

2

- Headteacher, SENCo or delegated SLT member, coordinates a meeting to discuss the child's medical needs and identifies which members of school staff will provide support to the pupil.

3

- A meeting is held to discuss and agree on the need for an IHP. Attendees may include relevant school staff, the child, parents and relevant healthcare professionals.

4

- Develop the IHP in partnership. Agree who leads on writing it. Input from healthcare professionals must be provided.

5

- School staff training needs are identified and planned for.

6

- Healthcare professional to deliver training.
- Staff are signed off as competent.

7

- IHP is implemented and circulated to all relevant staff.

8

- IHP reviewed annually or when condition changes. Parent/carer or healthcare professional to initiate if before the annual review.