



Supporting Pupils with Medical Conditions Policy

Status:	STATUTORY
Responsible Person:	Headteacher
Responsible Governor:	Full Governing Body
Ratified by Chair of Governors	September 2018
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Signed M Neale Chair of Governors

Date 19 September 2018

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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.

INTRODUCTION

- 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
- Where children have a disability, the requirements of the Equality Act 2010 will also apply. Where children have an identified special need, the SEN Code of Practice will also apply.
- All children have a right to access the full curriculum, adapted to their medical needs and to receive the on-going support, medicines or care that they require at school to help them manage their condition and keep them well.
- We recognise that medical conditions may impact social and emotional development as well as having educational implications.
- Our school will build relationships with healthcare professionals and other agencies and in order to support effectively pupils with medical condition

ROLES AND RESPONSIBILITIES

The Named Person responsible for children with medical conditions is Mr D Francis (Deputy Headteacher)

This person is responsible for:

- Informing relevant staff of medical conditions
- Arranging training for identified staff
- Ensuring that staff are aware of the need to communicate necessary information about medical

- conditions to supply staff and where appropriate, taking the lead in communicating this information
- Assisting with risk assessment for school visits and other activities outside of the normal timetable
- Developing, monitoring and reviewing Individual Healthcare Plans
- Working together with parents, pupils, healthcare professionals and other agencies

The Governing Body is responsible for:

- Determining the school's general policy and ensuring that arrangements are in place to support children with medical conditions.

The Headteacher is responsible for:

- Overseeing the management and provision of support for children with medical conditions
- Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver individual healthcare plans, including to cover absence and staff turnover
- Ensuring that school staff are appropriately insured and are aware that they are insured

Teachers and Support Staff are responsible for:

- The day to day management of the medical conditions of children they work with, in line with training received and as set out in IHPS
- Working with the named person, ensure that risk assessments are carried out for school visits and other activities outside of the normal timetable
- Providing information about medical conditions to supply staff who will be covering their role where the need for supply staff is known in advance

NB. Any teacher or support staff member may be asked to provide support to a child with a medical condition, including administering medicines. However, no member of staff can be required to provide this support.

The school nurse is responsible for

- Notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible this should be done before the child starts at our school.
- Providing support for staff on implementing a child's individual healthcare plan and providing advice and liaison including with regard to training

NON PRESCRIPTION MEDICINES

Under no circumstances will non prescribed medication be given to pupils during the normal school day. If a child suffers from regular or acute pain, parents should be encouraged to refer the matter to the child's GP.

PRESCRIPTION MEDICINES

Prescription medicines will only be administered if prescribed by a doctor, dentist, nurse practitioner or pharmacist practitioner and in the original container with the original dispensing label.

SHORT TERM MEDICAL NEEDS

Many children will need to take medicines during the day at some time. This will usually be for a short period e.g. finishes a course of antibiotics or to apply a lotion. In order to minimise absence, assuming the parents have completed the appropriate form, medicines will be administered. However, such medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the school day.

LONG TERM MEDICAL NEEDS

The school supports children with long term medical needs to ensure their condition does not have a significant impact on a child's experiences and the way they function.

This support will be outlined by way of an Individual Care Plan

PROCEDURE WHEN NOTIFICATION IS RECEIVED THAT A PUPIL HAS A MEDICAL CONDITION

- The named person will liaise with relevant individuals, including as appropriate parents, the individual pupil, health professionals and other agencies to decide on the support to be provided to the child
- Where appropriate, an Individual Healthcare Plan will be drawn up

ALL STAFF UNDERSTAND AND ARE TRAINED IN WHAT TO DO IN AN EMERGENCY FOR CHILDREN WITH MEDICAL CONDITIONS AT PENKFORD.

- All school staff, including temporary or supply staff, are aware of the medical conditions at Penkford 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 at least once a year.
- All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at Penkford have an individual healthcare plan (IHP) 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.
- Penkford makes sure 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/carer. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence and Penkford keeps an up to date record of all training undertaken and by whom.
- Penkford has chosen to hold an emergency salbutamol inhaler for use by pupils.

ALL STAFF UNDERSTAND AND ARE TRAINED IN THE SCHOOL'S GENERAL EMERGENCY PROCEDURES

- All staff should be aware of the content of this policy, know what action to take in an emergency and receive updates at least yearly. School nurses will provide annual training 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

SCHOOL HAS CLEAR GUIDANCE ON PROVIDING CARE AND SUPPORT AND ADMINISTERING MEDICATION.

- Penkford understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- Medication will only be administered when it would be detrimental to a child's health or school attendance not to do so.
- Penkford will make sure that there are sufficient members of staff who have been trained to administer the medication and meet the care needs of an individual child. Penkford will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. Penkford's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- Penkford will not give medication (prescription or non-prescription) to a child under 16 without a parent's written or verbal consent except in exceptional circumstances.
 - When administering medication, for example pain relief, school will check the maximum dosage and when the previous dose was given
- •Penkford 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/carers/carers understand that they should let the school know immediately if their child's needs change
- If a pupil misuses their medication, or anyone else's, their parent/carer is informed as soon as possible and the school's disciplinary procedures are followed

INDIVIDUAL HEALTHCARE PLANS (IHCPs)

- An ICHP will be written for pupils with a medical condition that is long term and complex.
- It will clarify what needs to be done, when and by whom and include information about the child's condition, special requirements, medicines required, what constitutes an emergency and action to take in the case of an emergency clarity
- Where a child has SEN but does not have a statement or EHC plan, their special educational needs will be mentioned in their IHP
- IHCPs will be reviewed annually, or earlier if evidence is provided that a child's needs have changed

ADMINISTERING MEDICINES

- Written consent from parents must be received before administering any medicine to a child at school
- Medicines will only be accepted for administration if they are:
 - Prescribed
 - 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 be in date but will generally be available inside an insulin pen or pump, rather than in its original container.
- Medicines should be stored safely. Children should know where their medicines are at all times.
- Written records will be kept of all medicines administered to children
- Pupils who are competent to manage their own health needs and medicines, after discussion with parents/carers will be allowed to carry their own medicines and relevant devices or will be allowed to access their medicines for self-medication

ACTION IN EMERGENCIES

A copy of this information will be displayed in the school office:

Request an ambulance – dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat information if asked.

1. The school's telephone number:
2. Your name
3. Your location: [academy address]
4. Provide the exact location of the patient within the school
5. Provide the name of the child and a brief description of their symptoms
6. Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient

- Ask office staff to contact caretaker to open relevant gates for entry
- Contact the parents to inform them of the situation
- A member of staff should stay with the pupil until the parent/carer arrives. If a parent/carer does not arrive before the pupil is transported to hospital, a member of staff should accompany the child in the ambulance.

ACTIVITIES BEYOND THE USUAL CURRICULUM

- Reasonable adjustments will be made to enable pupils with medical needs to participate fully and safely in day trips, residential visits, sporting activities and other activities beyond the usual curriculum

- When carrying out risk assessments, parents/carers, pupils and healthcare professionals will be consulted where appropriate

UNACCEPTABLE PRACTICE

- Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assuming that every child with the same condition requires the same treatment
- Ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged)
- Sending children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
- If the child becomes ill, sending them to the school office or medical room unaccompanied or with someone unsuitable
- Penalising children for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- Preventing pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Requiring parents, or otherwise making them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Preventing 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

- An individual wishing to make a complaint about actions regarding the school's actions in supporting a child with medical conditions should discuss this with the school in the first instance
- If the issue is not resolved, then a formal complaint may be made, following the complaints procedure as set out in complaint policy.

EQUALITY IMPACT STATEMENT

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity. We will use an appropriate Equality Impact Assessment to monitor the impact of all our policies and the policy may be amended as a result of this assessment.

Connecting Policies for Safeguarding purpose

Penkford School believes it is very important that policies relating to Safeguarding issues, across the school, are read in conjunction between one another. The Policies in question have been listed below.

Safeguarding Policy

Child Protection Policy

Safer Recruitment Policy

Health & safety Policy

Drug Policy

First Aid Policy

Anti bullying & harassment Policy

Behaviour Policy

Positive Handling and Guidance Policy

Attendance Policy

E-safety Policy

Lone Worker Policy

Signed (Chair of Governors)

Date

Next Policy Review Date