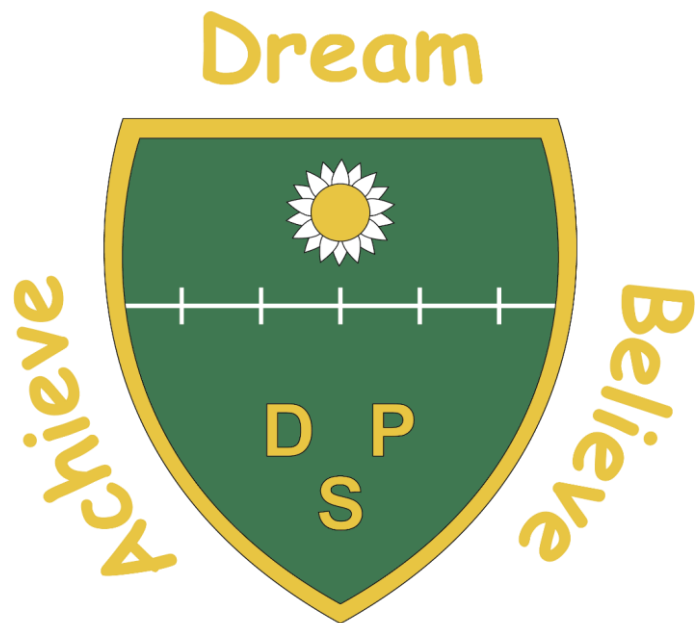


Daisyfield Primary School



Supporting Pupils in School with Medical Conditions Policy

October 2020

Introduction

The Children and Families Act 2014, places a duty on the school governing body to make arrangements for children with medical conditions. 'Pupils with special medical needs have the same right of admission to school as other children and should have full access to education, including school trips and physical education.'

At Daisyfield Primary School, we believe that parents and guardians have prime responsibility for their child's health and should provide the school with information about their child's medical condition. We acknowledge that many pupils at some time will have a medical condition that may affect their participation in school activities and that some children will have long-term medical conditions that, if not managed properly, could limit their access to education. We will endeavour to support these children with the management of such medical conditions during school hours. Some children with medical conditions may be disabled and where this is the case the governing body must comply with the Equality Act 2010. Some pupils may have SEND and have an Education, Health and Care Plan (EHCP)

This policy describes the arrangements to provide support for pupils with medical conditions.

Aims

The school aims to:

- Assist parents in providing medical care for their children
- Educate staff and children in respect of special medical needs
- Arrange training for volunteer staff to support individual pupils
- Liaise as necessary with medical services in support of the individual pupil
- Ensure full access to education if possible, so that all pupils with medical conditions are able to participate in all aspects of school life
- Monitor and keep appropriate records

Staff Awareness, Training and Support

All staff in the school are made aware of any pupils with additional medical needs and the systems in place to support them. This information is regularly updated.

All staff understand their duty of care to pupils at all times and in the event of an emergency.

Action required in an emergency for the common serious conditions is displayed in prominent locations for staff (medical room in the classroom and care plan folders).

All staff supporting pupils with medical needs will receive relevant training. Training provided will be planned in conjunction with the school lead and relevant external medical professionals. Training for staff will be at a level which ensures staff members are competent and have confidence in their ability to support pupils effectively and to fulfil the requirements set out in their individual healthcare plans.

Training will be refreshed on an annual basis or as required. A record will be kept by the school and the school nurse detailing training provided and who attended. The record will be reviewed at least annually to ensure staff are suitably trained.

If there is a need for a child to be taken to hospital the parent will be informed, a member of staff (wherever possible someone familiar to the child) will always accompany the child and stay with them until a parent or responsible family member arrives. The school will ensure a copy of the child's healthcare plan is taken to the hospital with the child.

Notification of Medical Conditions

Notification may come through a statement of SEN, an Education, Health and Care (EHC) plan, from a medical practitioner or from the parent / carer of the child.

When a pupil is starting at our school at the usual transition points, and has an identified medical condition, we will ensure that arrangements are in place in time for the start of the relevant school term.

Individual Health Care Plans (IHCPs)

The usual process for supporting a pupil with medical needs will be by establishing an Individual Healthcare plan. Individual Healthcare plans help to ensure that pupils with medical needs are effectively supported to access the curriculum and wider school life. The plan provides clarity about what needs to be done, when and by whom. The plan is helpful in the majority of cases and especially for long-term and complex medical conditions, although not all children will require one. The level of detail within the Individual Healthcare plan will depend on the complexity of the child's condition and the degree of support needed. The school recognises that different children with the same health condition may require very different support.

Individual Healthcare plans may be initiated by the School Nurse or healthcare professional involved in providing care to the child. Their Individual Healthcare plan will be linked to the child's EHC plan.

Individual Healthcare Plans will include the following information:

- The medical condition, its triggers, signs, symptoms and treatments.
- The pupil's resulting needs, including medication (its side-effects and its storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues.
- Specific support for the pupil's educational, social and emotional needs, including how absences will be managed.
- Who will provide this support, their training needs and cover arrangements in their absence.
- Who in the school needs to be aware of the child's condition and the support required?
- Written permission for medication to be administered by a member of staff, or self-administered by individual pupils during school hours.
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate e.g risk assessments.
- Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition.
- What to do in an emergency, including who to contact and contingency arrangements.

A flow chart setting out the process for identifying and agreeing the support a child needs is at Appendix B.

Record keeping, Healthcare Plan register and reviews

The School Nurse and SENDCo will ensure that robust records are kept relating to pupils with medical conditions including:

- Their Individual Healthcare Plans, key staff involved and the review processes.
- Administration of medication.
- Training.
- Emergency procedures.
- Parental permission forms.

Parents are asked if their child has any health conditions or health issues and if so these should be recorded appropriately when the child is admitted to the school. Parents are expected to update the school if their child's medical needs change. Care plans, staff training and all information needed must be in the school need before the child starts to attend for safeguarding reasons.

All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.

When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of pupils in their care.

All individual healthcare plans will be reviewed annually as a minimum by the school Nurse/health professional and parents or as and when a child's needs change.

Staff at the school will also use opportunities such as teacher-parent consultations and home school diaries to ensure information held is accurate and updated where needed.

Parents and pupils will always be provided with a copy of the pupil's current plan.

Medical List

The school medical list is updated when required and annually each September when children new to school are added. Staff are informed of the medical list annually and any updates of new pupils or conditions. They also have a copy of any medical plans of pupils in their class.

Food Allergies

The school kitchen holds information on pupils with food allergies, together with a photo to identify the pupil if supply staff are working in the kitchen. Class teachers also have a record of children with allergies in their class. Any children with allergies are placed at the front of the lunch queue and parents are asked to choose their child's menu each half term.

Asthma

The school accepts the responsibility of advising all its staff (in practical asthma management. We will seek to make close links with the school nursing service, who will play an important role in educating the staff in asthma management and we will encourage their involvement. The school will maintain a record of all pupils with asthma and will endeavour to obtain details of every child's treatment from parents, together with 'clear guidance on correct usage'.

Pupils with asthma, who need a reliever (1) inhaler should be encouraged to have two inhalers, one at home and the other to bring to school daily. Pupils, who need preventer (2) inhaler should also be encouraged to have two of these so that they can bring one to school, if one needs to be used during the school day.

(1) Reliever inhalers - Ventolin, Brycanyl, Salbutamal

(2) Preventer inhalers - Intal, Becotide, Pulmicart

Pupils need instant access to reliever inhalers at all times. Delay in taking relief treatment can lead to a severe asthma attack and can in rare cases be fatal. The school will try to ensure that any pupil has easy access to his/her inhaler at all times whether in the classroom, the playground, during lunch-time and breaks and on school trips.

The school will aim to allow the pupil with asthma to take a full part in all school activities unless the pupil is severely affected. During games and P.E. activities the teachers will be aware of pupils with asthma who need to use an inhaler either before or during exercise.

Storage of Medicines.

- All medicines should be stored safely. Children should know where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside of school premises e.g. on school trips
- Dates of medication should be checked. Parents are responsible for replacing out of date medication. Reminders may be required
- All asthma preparations, equipment and a copy of the Administration form are to be kept in the classroom readily available to the asthma sufferer and staff concerned at all times.
- Medicines which need to be kept in a refrigerator are kept in the staffroom fridge. They should be in a sealed container clearly labelled.
- Medication for the emergency treatment of e.g. anaphylactic shock, is kept in the office and the child's classroom. They should be in a sealed container clearly labelled.
- For regular medication, there is to be a dated sheet, split into days to be signed each time / day medication has been administered, to avoid duplication.
- For specific conditions, basic emergency details and a photograph of the child to be available in the classroom, medical room, office and kitchen area.

Emergencies

Medical emergencies will be dealt with under the school's emergency procedures. Health Care Plans should give guidance for an emergency. Where an ambulance is needed, 999 should be called and parents informed immediately. 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

Where pupils are required to take medicine during a day trip etc, arrangements should be made to administer them in accordance with this policy. Pupils with medical conditions should not be precluded from taking part in day trips, residential visits or sporting activities unless evidence from a clinician such as a GP states that this is not possible. Teachers should be aware of how a pupil's medical condition may impact on their participation and school will consider any reasonable adjustments that may need to be made to enable pupils with medical conditions to participate fully and safely on visits.

Roles and Responsibilities

The **Headteacher, SLT and SENDCo** have lead responsibility for the implementation and review of the policy and will ensure that:

- The policy is in line with national guidance and expectations, is put into action and maintained.
- Consult with appropriate health and social care professionals, pupils and parents.
- the needs of children with medical conditions are effectively supported.
- Ensure information held by the school is accurate and up to date and good.
- Ensure pupil confidentiality is respected.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all staff are aware of the policy, including supply teachers and new staff.
- Monitor and review the policy annually and update it as and when necessary.
- Report back to governors about the implementation of the medical conditions policy.
- Ensure all staff who need to know are informed of a child's condition.
- Ensure sufficient numbers of staff are appropriately trained to implement the policy and deliver IHPs, including in emergency and contingency situations.
- Ensure individual healthcare plans are monitored regularly and reviewed annually or earlier if evidence is presented that the child's needs have changed.
- Ensure transitional arrangements between schools are carried out
- Keep an overview of any pupils whose medical needs impact on their learning, will advise staff working directly with them and ensure appropriate strategies are put in place to support them.

All staff at the school have a responsibility to;

- Be aware of and understand the school's medical conditions policy.
- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan.
- Allow all pupils to have immediate access to their emergency medication when necessary.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom.
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in, and understand the impact a medical condition may have on a pupil and make any reasonable adjustments to accommodate this.

- Staff will ensure all medication is correctly stored and labelled, regularly reviewed, in date and that parents provide new medication as needed.

School nurse / school health team will be involved in the healthcare planning for pupils with medical needs as appropriate. This may include:

- Informing the school of pupils in need of a health care plan.
- Initiating healthcare plans when relevant.
- Contributing to healthcare plans and their review.
- Help in providing regular training for school staff in managing medical conditions at school as well as the more specific training such as administering Epipens, and inhalers.
- Supporting pupils and parents as appropriate.

The **parents** of a child at this school have a responsibility to:

- Tell the school if their child has a medical condition.
- Ensure the school has a complete and up-to-date Healthcare Plan for their child and this is signed and dated by the parent.
- Inform the school about the medication their child requires during school hours.
- Inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities.
- Tell the school about any changes to their child's medication, what they take, when, and how much (along with providing a Doctors letter regarding the medication changes if possible).
- Ensure their child's medication and medical devices are labelled with their child's full name and from a UK Doctor.
- Provide the school with appropriate spare medication labelled with their child's name.
- Ensure that their child's medication is within expiry dates.
- Keep their child at home if they are not well enough to attend school.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.
- Ensure school has a copy of every clinic letter that you attend.
- Ensure school have a copy where possible of clinic appointments to confirm school absences for medical reasons.

Refer to medical forms in alongside 'Supporting Pupils at school with Medical Conditions' (DfE April 2014)

Unacceptable practice

The following are generally considered to be unacceptable practice:-

- Assuming that every child with the same condition requires the same treatments
- Ignoring the views of the child or their parents; or medical evidence or opinion (although this may be challenged)
- Sending children with medical conditions home frequently or preventing them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- 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 making them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues.
- Preventing children from participating, or creating unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

Complaints

If parents or pupils are dissatisfied with the support provided by school, they should discuss their concerns directly with the school. If, for whatever reason, this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

This policy should be read in alongside 'Supporting Pupils at school with Medical Conditions' (DfE April 2014)