



## BLETCHINGLEY VILLAGE PRIMARY SCHOOL

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### **Supporting Pupils with Medical Conditions Policy**

This policy is written in accordance with the requirements of:-

Supporting pupils at school with medical conditions: statutory guidance for governing bodies of maintained schools and proprietors of academies in England, DfE Sept 2014  
0-25 SEND Code of Practice, DfE 2014

Mental Health and behaviour in schools: departmental advice for school staff, DfE June 2014

Equalities Act 2010

Schools Admissions Code, DfE 1 Feb 2012

Children and Families Act 2014 - section 100

This policy should be read in conjunction with the associated relevant school policies: SEND; Health and Safety; Equalities; Safeguarding and Child Protection; Accessibility Plan.

Bletchingley Village Primary School endeavours to ensure that all pupils achieve success in their academic work, social relationships and day-to-day experiences at school and are not limited by their medical condition. It is an inclusive community that aims to support and welcome pupils with medical conditions. All children experience illness in the course of their school lives, most commonly are transient self-limiting infections, but some will have more chronic or longer term medical needs that will require additional support at school to ensure that they have full access to the curriculum and to minimise the impact of their medical conditions.

Staff working with pupils who have specific medical needs will understand the nature of children's medical problems and will endeavour to work with the family and other professionals to best support the individuals concerned.

This policy outlines responsibilities and procedures for supporting pupils who have medical needs.

#### **Definitions of Medical Needs**

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

**Short-term** common childhood illness which are affecting their participation at school because they are on a course of medication.

**Long-term** potentially limiting access to education and requiring on-going support, medicines or care while at school to help them to manage their condition and keep them well, including monitoring and intervention in emergency circumstances. It is important that parents feel confident that the school will provide effective support for their child's medical condition and that pupil's feel safe.

Some children with medical conditions may be considered disabled. Where this is the case governing bodies **must** comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement or Education, Health and Care Plan (EHCP). Where this is the case this policy should be read in conjunction with the 0-25 SEND Code of Practice and the school's SEND Policy and SEN Information Report and the individual healthcare plan will become part of the EHCP.

## **The statutory duty of the governing body**

### **Governing Body**

- The Governing body will make arrangements to support children with medical conditions in school and ensure that a policy is developed and implemented. They will ensure that the policy and the procedures it lays down are fully compliant with their statutory duties, and that the policy is fully implemented.
- The governing body will ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. The governing body will ensure that the school is appropriately staffed in order to meet medical needs.
- The Governing Body will ensure that no child with a medical condition is denied admission, or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with safeguarding duties, we will ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases, and reserve the right to refuse admittance to a child at times where it would be detrimental to the health of that child or others to do so.

### **Policy implementation**

The statutory duty for making arrangements for supporting pupils at school with medical conditions rests with the governing body. The governing body have appointed implementation of this policy to the staff below; however, the governing body remains legally responsible and accountable for fulfilling our statutory duty.

The overall responsibility for the implementation of this policy is given to Mrs S Gibson (Head teacher). She will also be responsible for ensuring that sufficient staff are suitably trained and will ensure cover arrangements in cases of staff absences or staff turnover to ensure that someone is always available and on-site with an appropriate level of training.

All members of staff are expected to show a commitment and awareness of children's medical conditions and the expectations of this policy. All new members of staff will be inducted into the arrangements and guidelines in this policy upon taking up their post.

### **Procedure to be followed when notification is received that a pupil has a medical condition.**

This covers notification prior to admission, procedures to cover transitional arrangements between schools or alternative providers, and the process to be followed upon reintegration after a period of absence or when pupils' needs change. For children being admitted to Bletchingley Village School for the first time with good notification given, the arrangements will be in place for the start of the relevant school term. In other cases, such as a new diagnosis or a child moving to Bletchingley Village School mid-term, we will make every effort to ensure that arrangements are put in place within two weeks.

Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), schools will work with the local authority and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively

In making the arrangements, we will take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. We also acknowledge that some may be more obvious than others. We will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life. We aim to ensure that parents/carers and pupils can have confidence in our ability to provide effective support for medical conditions in school, so the arrangements will show an understanding of how medical conditions impact on the child's ability to learn, as well as increase their confidence and promote self-care.

The school does not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on available evidence. This would normally involve some form of medical evidence and consultation with parents/carers. Where evidence conflicts, some degree of challenge may be necessary, to ensure that the right support is put in place. These discussions will be led by Mrs S Gibson, and following these discussions an individual healthcare plan will be written by office staff and class teachers in conjunction with the parent/carers, and be put in place.

### **Individual healthcare plans**

Individual healthcare plans will help to ensure that we effectively supports pupils with medical conditions. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex. However, not all children will require one. The school, healthcare professional and parent/carer should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached the Headteacher, Mrs S Gibson, is best placed to take a final view.

Individual healthcare plans will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will capture the key information and actions that are required to support the child effectively. The level of detail within the plan will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support. Where a child has SEN but does not have a statement of EHC plan, their special educational needs should be mentioned in their individual healthcare plan.

Individual healthcare plans (and their review) will be drawn up in partnership between the school, parents/carers and a relevant healthcare professional e.g. school, specialist or children's community nurse, who can best advise on the particular needs of the child. The affected pupils will also be involved whenever appropriate. The aim is be to capture the steps which Bletchingley Village School should take to help manage their condition and overcome any potential barriers to getting the most from their education.

Bletchingley Village School will ensure that individual healthcare plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They will be developed and reviewed with the child's best interests in mind and ensure that Bletchingley Village School assesses and manages risks to the child's education, health and social wellbeing, and minimises disruption.

The individual healthcare plan will include the following information:

- The medical condition, its triggers, signs, symptoms and treatments;
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons; noise etc.
- Specific support for the pupil's educational, social and emotional needs - for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- The level of support needed (some children will be able to take higher levels of responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring;
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;

- Who in the school needs to be aware of the child's condition and the support required;
- Arrangements for written permission from parents/carer and the Headteacher, Mrs S Gibson, for medication to be administered by a member of staff, or self-administered by the pupil 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 assessment.
- Where confidentiality issues are raised by the parent/child, the designated individual to be entrusted with information about the child's condition.
- What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

## **Roles and responsibilities**

Supporting a child with medical needs is not the sole responsibility of any one person. The school will work in partnership with healthcare professionals, social care professionals, Local Authorities, Parents/Carers and Pupils to ensure that such children are well-cared for and well-supported academically.

## **Governing Body**

- The governing body will make arrangements to support children with medical conditions in school and ensure that a policy is developed and implemented. The governing body will ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. The governing body will ensure that the school is appropriately staffed in order to meet medical needs.
- The Headteacher will ensure that:
  - the school's policy is developed and effectively implemented with partners
  - all staff are aware of the policy and understand their role in its implementation
  - all staff who need to know are aware of a child's condition and needs
  - there are sufficient trained numbers of staff available to implement the policy and deliver against all IHPs including as far as is reasonably possible in contingency and emergency situations.

## **School Staff**

- will receive sufficient and suitable training and achieve the necessary level of competency before they take on the responsibility of supporting children with medical conditions
- may be asked to provide support to children with medical conditions. They may also be asked to administer specific care or medication, and would always be appropriately trained to do so.
- are entitled to refuse to administer medicine
- Will take the needs of all children into account when planning lessons and extra-curricular activities, and make reasonable adjustments so that all children can access them fully.

## **School Nurse**

- The School Nurse will:
  - notify the school when a child has been identified as having a medical condition which will require support in school
  - liaise with lead clinicians locally on appropriate support for the child and associated staff training needs
  - will provide advice and liaise with staff on the drawing up and implementation of a child's IHP
- other Healthcare Professionals including GPs and Paediatricians will:
  - notify the school nurse when a child has been identified as having a medical condition that will require support at school.

- Provide support in schools for children with particular conditions (e.g. asthma, diabetes)

#### **Children will:**

- Be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP as appropriate
- Be taught to be vigilant regarding their peers, and to report any concerns immediately to a member of staff
- Be expected to show respect, tolerance and caring towards any child with medical needs, in line with the school's values.

#### **Parents /Carers**

- Will provide the school with sufficient and up to date information about their child's medical needs
- Will be involved in the development and review of their child's IHP
- Will provide medicines and equipment and ensure they, or another nominated adult, are contactable at all times
- Will be responsible for ensuring that any medication and equipment is up-to-date and in good order, and replace these as necessary.

#### **Local Authority**

- The Local Authority will provide support, advice and guidance to enable children with medical conditions to attend school full time and participate in all activities, as far as possible. Where children would not be able to access the best possible education at Bletchingley Village because of their health care needs, the LA has a duty to make alternative arrangements, and the school would co-operate fully in securing these for the child.

#### **Providers of Health Services**

- Providers of Health Services will co-operate with school in providing valuable support, information, advice and guidance.

#### **Staff training and support**

All staff that are required to provide support to pupils for medical conditions will be trained to do so. The training need will be identified during the development or review of the individual healthcare plan. Training will be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements set out in the individual healthcare plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans). A first aid certificate does not constitute appropriate training in supporting children with medical conditions.

The family of a child will often be key in providing relevant information to school staff about how their child's needs can be met, and parents will be asked for their views. They should provide specific advice, but should not be the sole trainer.

#### **The child's role in managing their own medical needs**

If, after discussion with the parent/carer, it is agreed that the child is competent to manage his/her own medication and procedures, s/he will be encouraged to do so. This will be reflected in the individual healthcare plan.

When appropriate children may be allowed to carry their own medicines and relevant devices or will be able to access their medication for self-medication quickly and easily; these medicines will be stored in a designated place and medicine is available in the 'grab bags'. Bletchingley Village School does also recognise that children who administer their own medicines themselves and/or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, then relevant staff will help to administer medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, staff will not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents will be informed so that alternative options can be considered.

### **Managing medicines on school premises and record keeping (see also Health and Safety Policy)**

At Bletchingley Village School the following procedures are to be followed:

- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so;
- No child will be given prescription or non-prescription medicines without their parents consent
- At parental request, we will administer non-prescription medicine. Medication, e.g. for pain relief, will never be administered without first checking maximum dosage and when previous dose was taken. Parents will be informed if medicine has been administered during the school day.
- Bletchingley Village School will only accept prescribed medicines, with written permission from parent/carer that are in-date, labelled, provided in the original container as dispensed by a pharmacist and which include instructions for administration, dosage and storage. The exception to this is insulin which must be in-date, but will generally be available to schools inside an insulin pen or a pump, rather than its original container;
- Most medicines will be stored safely in the school office. Exceptions to this are: insulin which has been prescribed for use with a pump worn by the child; asthma pumps, which are always accessible; and epipens, which are kept in grab-bags for immediate access. Children should know where their medicines are at all times and be able to access them immediately if necessary/appropriate. Where relevant, they should know who holds the key to the storage facility.
- During school trips an agreed member of staff will carry all medical devices and medicines required. The exception to this is insulin which has been prescribed for use with a pump worn by the child.
- Staff administering medicines will do so in accordance with the prescriber's instructions. We will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school will be noted. Written records are kept of all medicines administered to children. These records offer protection to staff and children and provide evidence that agreed procedures have been followed;
- When no longer required, medicines will be returned to the parent/carer to arrange safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps.

### **Emergency procedures**

Mrs S Gibson, Headteacher will ensure that arrangements are in place for dealing with emergencies for all school activities wherever they take place, including school trips within and outside the UK, as part of the general risk management process.

Where a child has an individual healthcare plan, this must clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

If a child needs to be taken to hospital, staff must stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance. We will ensure we understand the local emergency services cover arrangements and that the correct information is provided for navigation systems.

### **Day trips, residential visits, and sporting activities**

We will actively support pupils with medical condition to participate in day trips, residential visits and sporting activities by being flexible and making reasonable adjustments unless there is evidence from a clinician such as a GP that this is not possible.

We will always conduct a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions can be included safely. This will involve consultation with parents\carers and relevant healthcare professions and will be informed by Health and Safety Executive (HSE) guidance on school trips.

**Other issues for consideration**

Where a pupil uses home-to-school transport arranged by the LA and they also have a medical condition which is life-threatening, we will share the pupil's individual healthcare plan with the local authority.

We have a defibrillator which is for community emergency use and is kept attached to the entrance door wall (as you enter just before the main school doors on the right hand side). All staff are encouraged to familiarise themselves with this piece of equipment through annual induction Inset training.