

Stoke Park Infant School



Supporting Children with Medical Conditions

Our policy for supporting pupils with medical needs relates to other school policies and should be read in conjunction with these. Any reference to “parents” throughout the policy refers to parents, carers or anyone else with primary care responsibility for a child.

Our Vision

Our vision is to encourage all of our school community, to be the best they can be, by providing an irresistible curriculum that encourages children to be Inspired, Challenge themselves and others, to fully Engage and to Enjoy their learning. This is supported by our values of Inspire, Challenge, Engage, Enjoy and by encouraging all our children to ‘Grow and Learn together to Be the Best they can Be’.

General Principles

Our policy for supporting pupils with medical supports this by:

1. Having regard to statutory guidance ‘Supporting Pupils with Medical Conditions’ when meeting the duty placed on us by Section 100 of the Children and Families Act 2014 to make arrangements for supporting children in school with medical conditions.
2. Endeavouring to ensure that children with medical conditions are properly supported so that they have full access to education, including school trips and physical education.
3. Endeavouring to ensure that all children with medical conditions, in terms of 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 academically.
4. Listening to the views of pupils and parents
5. Ensuring that this policy is put into action, with good communication of the policy to all
6. Ensuring that staff understand their duty of care to children and young people in the event of an emergency and feel confident with the procedures for dealing with emergencies.

7. Liaising with relevant parties including the pupil, parents, school staff, special educational needs coordinator, teaching assistants, the school nurse and the school health service.
8. Agreeing individual healthcare plans with outside agencies and parents where appropriate.
9. Organising training for staff to manage specific medical conditions.
10. Ensuring cover arrangements in case of staff absences or staff turnover to ensure that someone is always available and on site and to provide briefing for supply teachers
11. Ensuring that individual's needs have been considered and planned for within risk assessments for school visits and other school activities outside of the normal timetable
12. Ensuring all staff are aware that even if children have the same medical condition they may not have the same needs
13. Recognising that medical conditions may impact social and emotional development as well as having educational implications. Using this knowledge, alongside the school's anti-bullying policy, to help prevent and deal with any problems. Using opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
14. Ensuring that all medical information will be treated confidentially by the Headteacher and staff.
15. Where children have a disability, the requirement of the Equality Act 2010 will apply.
16. Where children have an identified special need, the SEN Code of Practice will also apply.

Stoke Park Infant School

Policy for Supporting Pupils with Medical Needs

This policy was agreed and formally adopted at the Governing Body meeting on July 2016

This policy will be reviewed on a regular basis.

To Be Reviewed: March 2024

Key Roles & Responsibilities

The Governing Body is responsible for:

- Making arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented.
- Ensuring that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life.
- Ensuring that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.
- Ensuring that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

The Headteacher is responsible for:

- Ensuring that the school's policy is developed and effectively implemented with partners and that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- Ensuring that all staff who need to know are aware of the child's condition.
- Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.
- Overall responsibility for the development of individual healthcare plans.
- Ensuring that school staff are appropriately insured and are aware that they are insured to support pupils in this way.
- Contacting the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.

The medical team (e.g. school nurse, doctor, paediatrician, OT) are responsible for:

- Developing Healthcare plans as required
- Sharing relevant information with appropriate staff members

Teachers and Support Staff are responsible for:

- Providing support to pupils with medical conditions as requested, including the administering of medicines,
- Recognising that although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach.
- Receiving sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

- Knowing what to do and responding accordingly when they become aware that a pupil with a medical condition needs help.

The School Link 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, before the child starts at the school.
- Support staff where possible on implementing a child's individual healthcare plan and provide advice and liaison, for example on training.
- Liaise with lead clinicians locally on appropriate support for the child and associated staff training needs.

Procedures

Identifying children with health conditions:

We will aim to identify children with medical needs on entry to the school by:

- working in partnership with parents/ carers and following the process outlined in the document 'Process for identifying children with a health condition' (Appendix A) produced by the Southern Health School Nursing Team in conjunction with the Children's Services Health and Safety Team.
- Requesting a meeting with parents and any outside agencies that are currently involved with the family.

The purpose of this meeting is to discuss the specific needs of the child to agree procedures which make sure that the pupil with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.

Where a formal diagnosis is awaited or is unclear, we will plan to implement arrangements to support the child, based on the current evidence available for their condition. We will ensure that every effort is made to involve some formal medical evidence and consultation with the parents.

Individual health care plans

We recognise that Individual Healthcare Plans are recommended in particular where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long term and complex. However, not all children will require one. The school, healthcare professional and parent will agree based on evidence when a healthcare plan would be inappropriate or disproportionate.

Where children require an individual healthcare plan it will be the responsibility of a member of the medical team to work with parents and relevant healthcare professionals to write the plan.

A healthcare plan (and its review) may be initiated in consultation with the parent/carer, by a member of school staff or by a healthcare professional involved in providing care to the child. The medical team will work in partnership with the parents/carer, and a relevant healthcare professional e.g. school, specialist or children's community nurse, who can best review the plan. Where a child has a special educational need identified in a statement or Educational Health Care (EHC) plan, the individual healthcare plan will be linked to or become part of that statement or EHC plan.

We will use the individual healthcare plan template produced by the DfE to record the plan. If a child is returning following a period of hospital education or alternative provision (including home tuition), that we will work with Hampshire County Council and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

IHPs are regularly reviewed as part of the school's routines, at least every year or whenever the pupil's needs change.

The IHP will detail:

- an individual pupil's triggers, resulting needs and level of support required
- specific support for the pupil's educational, social and emotional needs
- how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs
- who in school needs to be aware of the child's condition and support required
- who will provide support in school and their training needs
- What to do and whom to contact in an emergency

Staff training

All new staff will be inducted on the policy when they join the school through the school's induction procedure. Records of this training will be stored in the training manual.

All nominated staff will be provided awareness training on the school's policy for supporting children with medical conditions which will include what their role is in implementing the policy. This training will be carried out every year and following a review of the policy.

The awareness training will be provided to staff by staff meeting.

We will retain evidence that staff have been provided the relevant awareness training on the policy by dairy notes and signature sheets.

Where required we will work with the relevant healthcare professionals to identify and agree the type and level of training required and identify where the training can be obtained

from. This will include ensuring that the training is sufficient to ensure staff are competent and confident in their ability to support children with medical conditions. The training will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs and therefore allow them to fulfil the requirements set out in the individual healthcare plan. We recognise that in some cases, written instructions from the parent or on the medication container dispensed by the pharmacist may be considered sufficient, but ultimately this is for the school to decide, having taken into consideration the training requirements as specified in pupils' individual health care plans. This process is supported by risk assessment.

Any training undertaken will form part of the overall training plan for the school and refresher awareness training will be scheduled at appropriate intervals agreed with the relevant healthcare professional delivering the training.

A 'Staff training record– administration of medicines' form will be completed to document the type of awareness training undertaken, the date of training and the competent professional providing the training.

On-going care

Parents will be asked to sign an agreement for school to administer any prescribed medication (**see Administration of Medicines Policy**)

Once a child starts school we will ensure that there is good communication between home and school to ensure continuity of care. Parents have a duty to provide up to date information about their child's condition and the supplies needed to manage this. Accurate records of medicine administered to an individual child will be kept including the dose, time, date and supervising staff.

We will seek permission from parents before sharing any medical information with any other party.

All school staff understands that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This school will not penalise pupils for their attendance if their absences relate to their medical condition.

This school has an Administration of Medicines Policy which provides clear guidance on the management of medication at school including the administration of medication, storage of medication and records that we keep to monitor the administration of medication.

Emergency Procedures

Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and provide a process to follow. All relevant staff will be made aware of the emergency symptoms and procedures. We will ensure other children in the school know

what to do in the event of an emergency ie. informing a teacher immediately if they are concerned about the health of another child.

Where a child is required to be taken to hospital, a member of staff will stay with the child until their parents arrives, this includes accompanying them to hospital by ambulance if necessary (taking any relevant medical information, care plans etc that the school holds).

Day trips/off site activities

We will ensure that teachers are aware of how a child's medical condition will impact on their participation in any off site activity or day trip, but we will ensure that there is enough flexibility for all children to participate according to their own abilities within reasonable adjustments.

We will consider what reasonable adjustments we might make to enable children with medical needs to participate fully and safely on visits. We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. We will consult with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.

Unacceptable practice

Staff are expected to use their discretion and judge each child's individual healthcare plan on its merits, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume 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);
- send 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, send them to the school office or medical room unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition, eg. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, or otherwise make 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; or prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips eg. by requiring parents to accompany the child.

Liability and Indemnity

Staff at the school are indemnified under the County Council self insurance arrangements. The County Council's is self insured and have extended this self insurance to indemnify school staff who have agreed to administer medication or under take a medical procedure to children. To meet the requirements of the indemnification, we will ensure that staff at the school have parents' permission for administering medicines and members of staff will have had training on the administration of the medication or medical procedure.

Complaints

Should parents or children be dissatisfied with the support provided they can discuss their concerns directly with the Headteacher. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

Monitoring, Evaluation and Review

The school will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school. This policy has been discussed and agreed with all school staff representatives and with the school trade unions, professional associations and whole school community including stakeholders. It is available to all staff in the school and any prospective applicant. The governing body welcomes any comments or contributions to this policy document.

Reviewed: March 2022