



The Management Committee of
Herons Dale Primary
School

have adopted the following policy:

Supporting Pupils with Medical Conditions Policy

Reviewed by:

Teresa O'Connell

Date:

March 2020

Ratified by Management Committee:

July 2020

Review Date:

March 2021

Responsible Person: Teresa OConnell Deputy head and Isabel Robson Head Teacher

This policy should be read in conjunction with the Administering Medicines policy and Keeping Children Safe in Education.

This policy is written in regard to Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions

Aims

- To ensure pupils at school with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.
- To ensure Pupils, staff and parents understand how our school will support pupils with medical conditions

The Responsible Persons named above are responsible for ensuring that whenever the school is notified that a pupil has a medical condition:

- sufficient staff are suitably trained
- all relevant staff are made aware of a child's condition
- cover arrangements in case of staff absence/turnover is always available
- supply teachers are briefed
- risk assessments for visits and activities out of the normal timetable are carried out
- individual healthcare plans are monitored (at least annually)
- transitional arrangements between schools are carried out
- if a child's needs change, the above measures are adjusted accordingly

The management committee will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupil's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing cover staff with appropriate information about the policy and relevant pupils
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Monitoring individual healthcare plans (IHPs)

Staff will implement this policy by:

- Any trained staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines
- Staff should receive sufficient and suitable training and achieve the necessary level of competency and confidence before taking on the responsibility of supporting children with medical conditions
- have duty of care through their employment contract and are individually responsible for ensuring they are competent to perform their role and equally for informing an appropriate person when they are unable to perform their role
- any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Parents

- must provide the school with sufficient and up-to-date information about their child's medical needs
- are the key partners and should be involved in the development and review of their child's IHP
- should carry out any action they have agreed to as part of the IHP implementation e.g. provision of in date emergency medication for epilepsy and equipment

Pupils

Pupils at Herons Dale School all have a learning disability. They should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP

Special School Nurses

- are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school or when a medical condition changes to require increased support
- will support staff to implement a child's IHP
- will deliver health care training or liaise with other health professionals to ensure adequate training is provided
- provide ongoing advice and support in relation to child's medical condition

- liaise with health colleges where relevant
- provide and review health care specific care plans, providing staff guidance to support children with health conditions in school

Other healthcare professionals

- should notify the school nurse when a child has been identified as having a medical condition that will require support at school
- may provide advice on developing healthcare plans
- specialist local teams may be able to provide support for particular conditions (eg. Asthma, diabetes)

Where children are joining Herons Dale at the start of a new academic year, these arrangements should be in place for the start of term. Where a child joins mid-term or a new diagnosis is given, every effort will be made to ensure arrangements are in place as soon as possible, ideally within two weeks.

Any pupil with a medical condition requiring medication or support in school should have an individual healthcare plan which details the support that child needs.

Individual Healthcare Plans (IHPs)

The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to Office staff

The following information should be considered when writing an individual healthcare plan:

- the medical condition, its triggers, signs, symptoms and treatments
- the pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues
- specific support for the pupil's educational, social and emotional needs
- the level of support needed including in emergencies
- arrangements for written permission from parents and the head teacher for medication to be administered by a member of staff
- the training needs and confirmation of proficiency of staff to provide the support
- who will support the child's medical condition if staff are absent or unavailable
- who needs to be aware of the child's condition and support (confidentiality)

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed at parents evenings and amendment passed to the office to input

Not all pupils will need an IHP and in these cases the pupils SIMs home contact and emergency contact details will be held by teachers in their Medical folders

Emergency Health Plan and Individual Health plan are kept with the child when both on and off site.

The school does not have to accept a child identified as having a medical condition at times when it would be detrimental to the health of that child or others to do so.

The following practice is considered not acceptable:

- assuming children with the same condition require the same treatment
- ignoring the views of the child, their parents; ignoring medical advice or opinion
- sending children with medical conditions home frequently or prevent them from staying for normal school activities (unless specified in IHP)
- penalizing children for their attendance record if their absences are related to their medical condition that is recognized under this policy
- preventing children from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively
- to require parents to attend school to administer medication or provide medical support to their child, including 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 (such as requiring parents to accompany the child)

Staff training and Support

The training will be identified during the development or review of IHPs.

The School Nurse will lead on identifying the type and level of training required and will agree this with the Deputy Head. Training will be kept up to date

Where training of a clinical procedure is required to meet the needs of children at Herons Dale School the following process will be adhered to;

- *Is there a formal contract to provide delegated duties*
- *Is the task on the RCN approved list*
- *Is the task specific within the staff's role*
- *Does the employer have appropriate policies procedures in place to support delegation*
- *Has consent been gained from those with parental and legal responsibility and or the young person*
- *Is the delegation on a CYP basis*
- *Is the delegation specified with the CYP CARE/Health plan*
- *Is the environment appropriate for the task*

The Learning Model

- *Underpinning knowledge*
- *Practise training*
- *Competency Assessment*
- *Documentation check and final sign off*
- *Ongoing support and supervision*
- *Audit*

Where training of a non clinical procedure is required e.g asthma training. This will be provided by the special school nurse or relevant nursing specialist

The statutory guidance advises that school staff must not give prescription medicines or undertake health care procedures without appropriate training sufficient to ensure staff are competent and confident

Complaints

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

1. Equal opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted