

## Supporting Pupils with Medical Conditions Policy

- **THIS DOCUMENT IS** a statement of the policy which clearly identifies the roles and responsibilities of all those involved in the arrangements made to support children at school with medical conditions.
- **THIS POLICY WAS LAST REVIEWED** in Summer 2018
- **THIS POLICY WILL BE REVIEWED** in Summer 2019

### **Introduction**

This policy has been developed in line with the Department for Education's statutory guidance released in April 2014 and updated 11th December 2015 – "Supporting pupils at school with medical conditions" under a statutory duty form section 100 of the Children and Families Act 2014. The statutory duty came into force on 1st September 2014.

This act places a duty on the governing body to make arrangements to support children with medical conditions. This is to ensure that pupils with medical conditions receive appropriate care and support at school in order to have access to full time education, including school trips and physical education.

This policy also recognises that some pupils with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this the case, the school will comply with the duties under this act.

Some pupils may also have special educational needs (SEN) and may have an Education, Health Care Plan (EHCP) which brings together health and and social care needs, as well as their educational provision. For pupils with SEN, this policy should be read in conjunction with the Special Educational Needs Policy which complies with part 3 of the Children's and Families Act 2014.

### **Aims**

The aim of this policy is 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 their academic potential.

We recognise that medical conditions may impact social and emotional development as well as having educational implications. This is because pupils with long-term and complex medical needs may require ongoing support, medicines or care while at school to help them manage their condition and keep them well.

We therefore aim to work in consultation with health and social care professionals, pupils and parents in order to ensure that needs are properly understood, effective support is provided and pupils feel safe.

### **Key roles and responsibilities**

*Statutory Requirement: The governing body should ensure that the school's policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support children at school with medical conditions.*

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 a named person has overall responsibility for policy implementation.
- 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.
- Ensure that the focus is on the needs of the individual pupil and how their medical condition impacts on their school life.

The Head Teacher has overall responsibility for:

- Ensuring that the school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- 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.
- Ensuring that arrangements are made for someone to be available to support pupils with medical conditions in the case of staff absence.
- Ensuring that school staff are appropriately insured and are aware that they are insured to support pupils in this way.
- Ensuring school staff receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions including up to date training in administering Epipens.

The Inclusion Manager is responsible for:

- Ensuring that all staff who need to know are aware of the pupil's condition.
- Ensuring that Individual Medical Care Plans are developed in consultation with parents, pupils and health care professionals.
- Is the named person for responsibility for policy implementation.

Teachers and Support Staff responsibilities:

- Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
- Any member of school staff may be asked to provide support to pupils with medical conditions, including the administration of medicines, although they cannot be required to do so.
- 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.

**Parents/Carer responsibilities:**

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment

### **How pupils with medical conditions are identified**

*Statutory Requirement: The Governing body will ensure that the policy sets out the procedures to be followed whenever a school is notified that a pupil has a medical condition.*

The school admissions form requests information on pre-existing medical conditions. Parents can inform school at any point in the school year if a condition develops or is diagnosed.

Where a formal diagnosis is awaited or is unclear, we will plan to implement arrangements to support the pupil, 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.

A medical conditions register is kept, updated and reviewed regularly by the Inclusion Manager.

### **Individual Health Care Plans**

*Statutory Requirement: The Governing body will ensure that the school's policy covers the role of individual healthcare plans, and who is responsible for their development in supporting children at school with medical conditions.*

We recognise that Individual Health Care Plans (IHCP) 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.

The Inclusion Manager has overall responsibility for ensuring IHCPs are in place to help support pupils with long term needs.

At Bushy Hill we follow the model process for developing individual medical care plans as outlined in Appendix 1.

When an IHCP is appropriate, parents will be invited to a meeting with the Inclusion Manager, Class Teacher and any other members of staff as necessary in order to develop the plan. If appropriate, the school will meet with any other healthcare professionals involved who can best advise on the particular needs of the child to draw up and/or review the plan. Plans are developed with the pupils best interests in mind we assess and manages the risks to the pupils education, health and social well-being and minimise disruption.

Where a pupil has a special educational need identified in an Educational Health Care Plan (EHCP), the IHCP will be linked to or become part of it.

The copy of the IHCP template can be found in Appendix 2 and includes the following information:

- Medical condition
- Name of medication, dose, method of administration, when to be taken, side effects, contraindications, administered by/self-administered with/without supervision
- Prescribed medication
- Description of symptoms

- Daily care requirements
- Specific support for the pupil's educational, social and emotional needs - for example, how absences will be managed:
- Arrangements for school visits/trips
- What constitutes an emergency, and the action to take if this occurs
- Who is responsible in an emergency
- Staff training needed/undertaken

Plans will be reviewed annually or earlier if evidence presented that the child's needs have changed.

### **The pupil's role**

*Statutory Requirement: The Governing body will ensure that the school's policy covers arrangements for children who are competent to manage their own health needs and medicines.*

Where possible and in discussion with parents, pupils that are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be recorded in their IHCP. The plan will reference what will happen should a child who self-administers refuse to take their medication (this will normally be informing the parent/carer at the earliest opportunity). However, at Bushy Hill, it is usual for children to be supported by a member of staff when taking their medication.

### **Staff training**

*Statutory Requirement: The Governing Body should ensure that this policy clearly sets out how staff will be supported in carrying out their role to support children with medical conditions, and how this will be reviewed. It should specify how training needs will be assessed and by whom training will be commissioned and provided.*

*The school policy should be clear that any member of school staff providing support to a child with medical needs should have received suitable training.*

*Staff must not administer prescription medicines or undertake any health care procedures without the appropriate training (updated to reflect any individual healthcare plans)*

All new staff will be inducted on the policy when they join the school. 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 will be completed to document the type of awareness training undertaken, the date of training and the competent professional providing the training.

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 confidence 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.

## **Managing medicines on School Premises**

*Statutory Requirement: The Governing Body will ensure that the school's policy is clear about the procedures to be followed for managing medicines.*

Please read the school policy for the Administration of Medicines.

## **Emergency Procedures**

*Statutory Requirement: The Governing body will ensure that the school's policy sets out what should happen in an emergency situation.*

Where a child has an IHCP, 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 pupils 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 pupil is required to be taken to hospital, a member of staff will stay with them 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**

*Statutory Requirement: The Governing body should ensure that their arrangements are clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.*

We will ensure that teachers are aware of how a pupil'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.

## **Other**

There is a school owned defibrillator located in the school office which named staff are trained to use.

## **Unacceptable practice**

*Statutory Requirement: The governing body will ensure that the school's policy is explicit about what practice is not acceptable.*

Staff are expected to use their discretion and judge each pupil's IHCP 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**

*Statutory Requirement: The governing body will ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.*

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 undertake 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**

*Statutory Requirement: The governing body will ensure that the school's policy sets out how complaints may be made and will be handled concerning the support provided to pupils with medical conditions.*

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

### **Links to other policies**

- Administration of Medicines
- Educational Visits
- Equality Policy
- Health and Safety
- Intimate Care
- Safeguarding/Child Protection

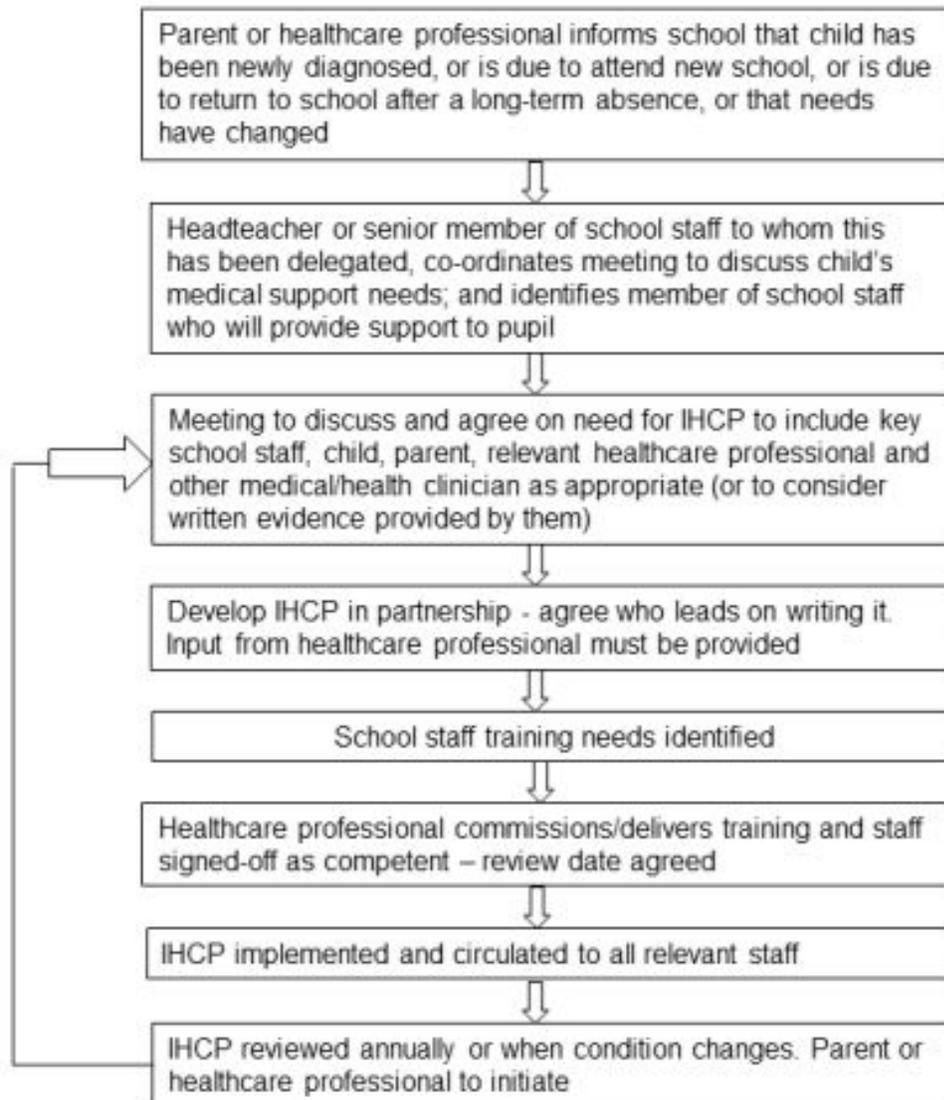
- SEND

**Review of this policy**

This policy is reviewed at least every year and also in the light of any related issue that may occur such local or national guidance.

**APPENDIX 1**

## Annex A: Model process for developing individual healthcare plans



**Appendix 2**

## Individual health care plan template

Name of school	
Child's name	
Class	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

### Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

### Clinic/Hospital Contact

Name	
Phone no.	

### G.P.

Name	
Phone no.	

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contraindications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to