



Burrough Green CE Primary School

POLICY ON SUPPORTING PUPILS WITH MEDICAL CONDITIONS IN SCHOOL

This policy complies with the Department for Education's statutory guidance released in April 2014 – "Supporting pupils at school with medical conditions."

Who is this policy for?

This policy covers our work specifically with pupils experiencing long-term and complex medical conditions that may require particular, specialist support to help them manage their condition, or pupils with potentially life-threatening conditions that require monitoring and interventions in emergency situations to keep them well. It also covers pupils experiencing short-term chronic conditions that require adjustments to ordinary provision so that their needs can be met. It does not, therefore, refer to children experiencing normal, temporary medical conditions, which may include the administration of medicines. The Administration of Medicines policy, which is given to all parents as part of our Home School Agreement, describes how these children are supported to remain in school.

Responsibilities

The guidance places a clear duty on us so that:

- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education, available to any other child.
- All pupils participate fully, remain healthy and reach their social, emotional and academic potential.
- Governing bodies must ensure that arrangements are in place to support pupils with medical conditions.
- Governing bodies should ensure that the school leaders consult with health and social care professionals, pupils and parents to ensure children with medical conditions are effectively supported.

In addition the Governing Body will:

- Ensure the policy clearly identifies roles and responsibilities and is implemented effectively.
- Ensure that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds.
- Ensure the policy covers arrangements for pupils who are competent to manage their own health needs.
- Ensure that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions.
- Ensure written records are kept of, any and all, medicines administered to pupils.
- Ensure the policy sets out procedures in place for emergency situations.
- Ensure adequate insurance is in place and appropriately reflects the level of risk to enable staff to carry out their duties with confidence.
- Handle complaints regarding this policy as outlined in the school's Complaints Procedure.

The named person who has overall responsibility for the effective implementation of this policy is:

Health professionals are responsible for:

- Assisting in developing an IHP in anticipation of a child with a medical condition starting school.
- Supporting staff to implement an IHP and then participate in regular reviews of the IHP. Giving advice and liaison on training needs.

- Liaise locally with lead clinicians on appropriate support; assisting the Headteacher in identifying training needs and providers of training.
- Direct delivery of training to key school staff where this is appropriate.

The Local Authority is responsible for:

- Providing support, advice /guidance and training to schools and their staff to ensure Individual Healthcare Plans (IHP) are effectively delivered.
- Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.
- Assisting the school financially should significant adjustments to accommodation, or staffing, be required beyond the normal scope of the school's budget to meet pupils' needs.

The Headteacher is responsible for:

- Making staff aware of this policy.
- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures.
- Liaising with healthcare professionals regarding the training required for staff.
- Identifying staff who need to be aware of a child's medical condition and procedures for briefing temporary staff in the absence of employees who would normally support such pupils.
- Developing Individual Healthcare Plans (IHPs) in conjunction with health professionals, school staff and people with parental responsibility.
- Monitoring the implementation of Individual Healthcare Plans (IHPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
- Ensuring appropriate risk assessments have been conducted for off-site educational activities in his role as Educational Visits Coordinator.
- Continuous two way liaison with school nurses and school in the case of any child who has or develops an identified medical condition.
- Ensuring confidentiality and data protection.
- Assigning appropriate accommodation for medical treatment/ care
- Voluntarily holding 'spare' salbutamol asthma inhalers for emergency use.

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help. (*A first-aid certificate is not sufficient*).
- Knowing where controlled drugs are stored and where the key is held.
- Taking account of pupil's medical needs in lessons and making reasonable adjustments to meet their needs.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
- Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.

Parents and carers are responsible for:

For the purposes of this policy 'parents' are those people with parental responsibility.

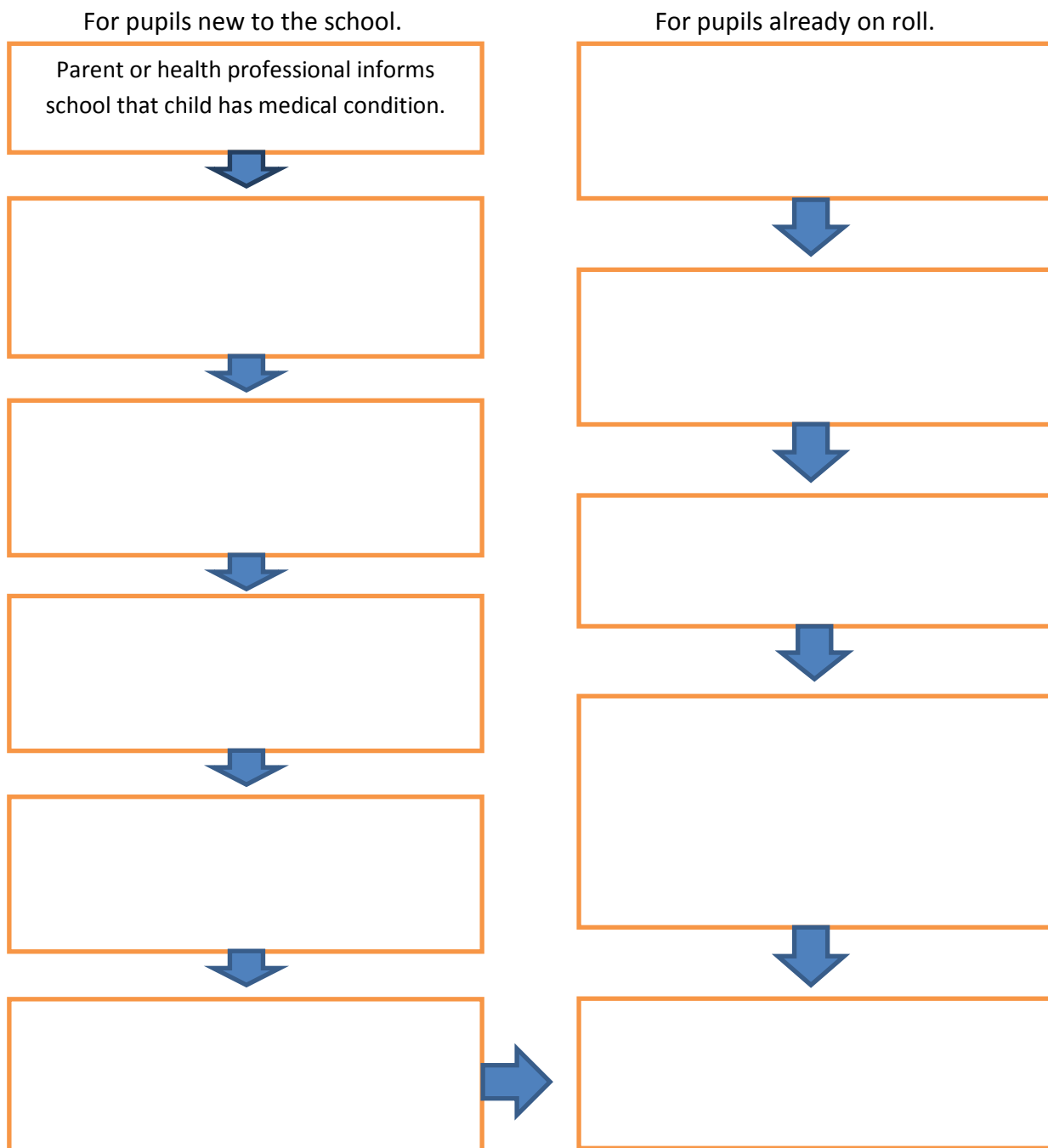
- Keeping the school informed about any new medical condition or changes to their child/children's health.
- Sharing medical reports which have a direct bearing on the support needed to meet pupils' needs in school.

- Participating in the development and regular reviews of their child’s IHP.
- Completing a parental consent form to administer medicine or treatment before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine.
- Carrying out actions assigned to them in the IHP with particular emphasis on (they or a nominated adult) being contactable at all times.

Pupils are responsible for:

- Providing information on how their medical condition affects them.
- Contributing to their IHP, where appropriate.
- Complying with the IHP and self-managing their medication or health needs, including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents.

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



Training of staff

- Newly appointed teachers, and support staff will receive training on the 'Supporting Pupils with Medical Conditions' Policy as part of their induction.
- The clinical lead for each training area/session will be named on each IHP.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and signed off as competent.
- School will keep a record of medical conditions supported, training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

Medical conditions register

- Schools admissions forms should request information on pre-existing medical conditions. Parents must inform school at any point in the school year if a condition develops or is diagnosed.
- A medical conditions register will be kept, updated and reviewed regularly. Each class teacher should have an overview of the list for the pupils in their care, within easy access.
- Supply staff and support staff should similarly have access on a need to know basis. Parents should be assured data sharing principles are adhered to.
- For pupils on the medical conditions register transition point meetings should take place in advance of transfer to a new school to enable parents, school and health professionals to prepare an IHP and train staff if appropriate.

Individual Healthcare Plans (IHPs) (See Annex A)

- Where necessary (Headteachers will make the final decision) an Individual Healthcare Plan (IHP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
- IHPs will be easily accessible to all relevant staff, including supply staff, whilst preserving confidentiality. If consent is sought from parents a photo and instructions may be displayed. ***In the case of conditions with potential life-threatening implications the information should be available clearly and accessible to everyone.***
- IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an Education, Health and Care plan or special needs statement, the IHP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision (AP) or home tuition, collaboration between the AP provider and school is needed to ensure that the IHP identifies the support the child needs to reintegrate.

What happens when a child is absent from school frequently or for long periods?

- Short periods of predictable absence, such as routine check-ups should be clearly identified on the IHP, with provision for continuing education supplied by the school described.
- In an emergency situation it is unlikely that the provision of school work would be appropriate. In cases such as this school will liaise with parents to ensure as prompt a return to school as the condition allows, and for the supply of educational materials if this becomes appropriate.
- For longer periods of absence (lasting 15 days or more), such as extended treatment in a hospital, the Local Authority has a duty to arrange alternative educational provision.
- Absence will be coded 'M' and treated as authorised. The penalty provisions of the Attendance Policy will therefore be suspended.

Administration of Medicines

- Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental consent to administration of medicine form.

- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines are administered by a trained First Aider at Work, or a member of staff trained in emergency first aid. Parents may also be permitted to come onto the school premises to administer the medicine.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with full dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of **four** weeks' supply of the medication may be provided to the school at one time.
- Only the stated dose is given at the times specified.
- Any medications left over at the end of the course will be returned to the child's parents.
- Medicines are kept in staff controlled areas not accessible to children.
- With the exception of inhalers, children are not routinely allowed to administer their own medicine other than in circumstances recommended by their GP.
- Records of all medicines administered are kept, including to whom and by whom they are administered and when they are administered.
- All staff are trained in the use of specialist emergency medication (e.g. Epipens). Should the need arise the emergency services will always be contacted following the use of such medication.
- Emergency salbutamol inhaler kits may be kept voluntarily by school
- Burrough Green Primary School cannot be held responsible for side effects that occur when medication is taken correctly.
- Staff will not force a pupil, if the pupil refuses to comply with their health procedure, and the resulting actions will be clearly written into the IHP which will include informing parents.

Emergency Procedures

- Medical emergencies will be dealt with under the terms of the IHP which will be communicated to all relevant staff so they are aware of signs and symptoms and know what to do.
- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher when they think help is needed.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

Avoiding unacceptable practice

Each case will be judged individually but in general the following is not considered acceptable practice by staff at Burrough Green CE Primary.

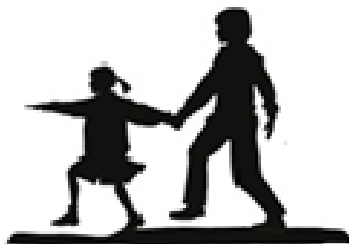
- Preventing children from easily accessing their inhalers and medication and administering their medication/having their medicine administered when and where necessary.
- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the medical room or school office alone or with an unsuitable escort if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

Insurance

- Staff who undertake responsibilities within this policy will be assured by the Headteacher that are covered by the school's insurance.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Head.

Ratified by Govs Health and Well-Being Committee on: 23.3.16

Next review: Spring 2019



Burrough Green CE Primary

Individual health care plan.

Supporting pupils with medical conditions

Date:

Individual Healthcare Plan

Name of school/setting	Burrough Green CE Primary
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	Sept 2015

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

The class teacher/ subject teacher who has an overview of TA expertise and roles in each session is responsible for that session. Class teacher has overall responsibility. Head teacher is accountable.

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, contra- indications, 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

Contacting Emergency Services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone