

Supporting Pupils with Medical Conditions Policy

Safeguarding Statement

At Cavendish Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils, so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Cavendish Primary School.

We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying. The school accepts that pupils with medical needs should be assisted if at all possible and they have a right to the full education available to other pupils. The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

Equality Statement

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement, to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

The person responsible for policy implementation is the Headteacher – Mrs Noreen Dunn.

Definition

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

- (a) Short-term affecting their participation in school activities whilst they are on a course of medication.
- (b) Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

Purpose

The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act 2014, places a duty on schools to make arrangements for children with medical conditions. Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from

school on medical grounds alone. However, teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. The school takes advice and guidance from various sources e.g. Bradford Council and the School Nurse.

This policy:

- Sets out clearly how staff will be supported in carrying out their role to support pupils with medical conditions, and how this will be reviewed.
- Specifies how training needs are assessed, and how and by whom training will be commissioned and provided.
- Covers the role of individual health care plans, and who is responsible for their development, in supporting pupils at school with medical conditions.
- Covers arrangements for children who are competent to manage their own health needs and medicines.
- Is reviewed regularly and is readily accessible to parents and school staff.

Aims

The school aims to:

- Assist parents in providing medical care for their children.
- Educate staff and children in respect of special medical needs.
- Arrange training for sufficient numbers of staff to support individual pupils at all times.
- Ensure that cover arrangements are appropriate in case of staff absence or staff turnover.
- Liaise as necessary with medical services in support of the individual pupil.
- Ensure access to full education if possible.
- Monitor and keep appropriate records.

Responsibilities

The governing body must ensure that:

- Arrangements are in place to support pupils with medical conditions.
- Such children can access and enjoy the same opportunities at school as any other child, and are supported to enable the fullest participation possible in all aspects of school life.
- The school develops a policy and arrangements for supporting pupils with medical conditions that meets statutory requirements and recommended guidelines.
- The focus is on the needs of each individual child and how their medical condition impacts on their school life.
- Staff are properly trained to provide the support that pupils need.
- Their arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school.
- The school assesses and manages risks to the child's education, health and social well-being and minimises disruption.
- Policies, plans, procedures and systems are properly and effectively implemented.

Headteacher

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 the child's condition.
- Sufficient trained numbers of staff are available to implement the policy and deliver against all individual health care plans, including contingency and emergency situations.

- School staff are appropriately insured and are aware that they are insured to support pupils in this way.

The Headteacher can in turn authorise a member of staff to be responsible for the administration of medication for a particular pupil (or pupils) and this member of staff would then become an 'Authorised Person'.

The Headteacher has overall responsibility for the development of individual health care plans, and should contact 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.

Staff

Have rights in relation to supporting pupils with medical needs as follows:

- Choose whether or not they are prepared to be involved.
- Receive appropriate training.
- Work to clear guidelines.
- Bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

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. Staff will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately. School staff must not give prescription medicine or undertake health care procedures without appropriate training (updated to reflect any individual healthcare plans).

Pupils

- Are often best placed to provide information about how their condition affects them.
- Should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual health care plan.
- If practicable should be trained to self-administer medication.

Parents

Wherever possible:

- Notify the school that their child has a medical condition.
- Provide the school with sufficient and up-to-date information about their child's medical needs.
- Will be encouraged to co-operate in training children to self-administer medication (members of staff will only be asked to be involved if there is no alternative).
- Where parents have asked the school to administer the medication for their child they will supply any such medication to be dispensed in a separate container, containing only the quantity required for school use.
- Should be involved in the development and review of their child's individual health care plan as they are key partners.
- Carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Individual Health Care Plans

- Are the responsibility of the Headteacher.
- Are reviewed at least annually or earlier if evidence is presented that the child's needs have changed.
- Are appropriate and developed with the child's best interests in mind.
- Will increase pupil and parent's confidence and promote self-care.

- Can be created to meet the needs of the pupils even if diagnosis is unclear.
- Are created after the school risk assessment to the child's education, health and social well-being has been completed.
- Must set out what should happen in an emergency situation.
- Should mention special educational needs if a child has SEN but does not have a statement or EHC plan.

When deciding what information should be recorded on individual health care plans, the governing body should consider the following:

- 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.
- 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 responsibility for their own health needs) including emergencies. If a child is managing their medication, this should be clearly stated with appropriate documentation completed eg Request for Pupil to carry and Administer Own Medication Form.

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 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 and the Headteacher 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 assessments.
- Where confidentiality issues are raised by the parent/child, the designated individuals 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 health care plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

Procedure

- When a parent/carer notifies the school that a pupil has a medical condition, a meeting will be held to ascertain information about the condition.
- Further meetings will be held if it is decided a Care Plan may be required.
- Authorised persons will contact relevant health care professionals, in order to hold a multi-agency meeting, to assess the need for a care plan and to discuss arrangements.
- Risk assessments will be conducted to assess training needs and if necessary an action plan will be completed.
- An Individual Health Care Plan will be drawn up. (see Appendix 1)
- Training will be organised through the relevant agencies.
- Dependent on pupil needs, transition arrangements may be necessary in order to bring the pupil into full time education.

Training

The school will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil. Specific and relevant members of staff have received training on EpiPen, Diabetes and Stoma Care.

Complaints

Should parents or pupils be dissatisfied with the support provided, they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure. Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted.

Linked Policies

Asthma Policy

First Aid

Intimate Care

Reviewed: May 2016

Next review date: May 2019



Cavendish Primary School
Individual Health Care Plan

Name:	Address:
D.O.B:	
Medical Contact:	Parent's Name:
Medical Contact No:	Contact no:
Hospital No:	

Date	Problem	Signature
Date	Goal	Signature

Date	Care by Child/Family	Signature
Date	Planned Care in School	Signature