

Holywell Church of England Primary School



Supporting Pupils with Medical Conditions Policy

Approved by: FGB **Date:** 28/11/23

Last reviewed on: 14/7/22

Next review due by: November 24

RATIONALE

'Appropriate authorities' must have regard to this guidance when carrying out their statutory duty to make arrangements to support pupils at school with medical conditions. The guidance also applies to activities taking place off-site as part of normal education activities.

- Department for Education 2015

INTRODUCTION

We aim to ensure that all children with medical conditions, in terms of both 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 are committed to working in partnership with families and specialists to achieve this aim and to meet the statutory requirements of Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils with medical conditions.

This policy reflects the practice in our school and takes account of the guidance from the Department for Education in the following document 'Supporting Pupils at School with Medical Conditions; Statutory Guidance for Governing Bodies of Maintained Schools and Proprietors of Academies in England,' December 2015.

Where necessary the school will make reference to government guidance on children whose health needs mean they cannot attend school.

<https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school>

ROLES AND RESPONSIBILITIES

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. Our ability to provide effective support will depend upon working collaboratively with other agencies.

The Local Authority is responsible for:

- Promoting cooperation between relevant partners with a view of improving the well-being of children.
- Providing support, advice and guidance, including suitable training for staff, to ensure that Individual Health Care Plans can be delivered effectively.
- Supporting pupils with medical conditions so they can attend school full time or making alternative arrangements for pupils.

The Governing Body is responsible for:

- Ensuring arrangements are in place to support pupils with medical conditions.
- Implementing an effective policy which clearly defines roles and procedures within school.
- Monitoring the effectiveness of this policy and ensuring that it does not discriminate on any grounds.
- Ensuring that staff have received relevant training; are competent in meeting the needs of pupils and have access to information, resources, and materials.
- Monitoring written records in relation to the administration of medication.
- Ensuring that the school has procedures in place to deal with emergency situations.
- Taking out insurance which reflects the level of risk.
- Handling complaints regarding this policy as outlined in the School Complaints Policy.

The Head Teacher is responsible for:

- Working with partners to ensure this policy is developed and effectively implemented.
- Raising awareness of this policy with all members of staff and ensuring that staff employed by the school understand their role in implementing this policy.
- Ensuring that all staff (including office staff, teachers, teaching assistants, midday supervisors, and supply staff on a need to know basis) are aware of the pupils in school who are supported under this policy.
- Arranging appropriate training for all staff in implementing Individual Health Care Plans and ensuring there are adequate plans in place to deal with emergency and contingency situations.
- Liaising with the School Nurse and 'Appointed Medical Person' to make arrangements for pupils to be supported under this policy, and developing Individual Health Care Plans.
- Ensuring confidentiality and data protection regulations are adhered to.
- Facilitating the recruitment of staff to ensure this policy can be met.

Staff employed by the school are responsible for:

- Providing support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Administering medicines is not part of a teacher's professional duties although they should take into account the needs of pupils that they teach.
- Attending training and achieving the necessary level of competency to support children with medical conditions (this is not the same as First Aid Training).
- Understanding and implementing this policy.
- Informing the Head Teacher if they become aware of a pupil that may need support under this policy who has not been previously identified.
- Passing on information to the Head Teacher, parents/carers as appropriate where they have concerns or where a pupil has received care in school which is not part of their daily routine.
- Making necessary adjustments to teaching and learning to ensure the aims of this policy are met.
- Undertaking appropriate risk assessments for activities, trips and visits and ensuring where possible that these are accessible for pupils supported under this policy.
- Knowing where the controlled medicines are stored.
- Correctly, with a witness, administer and record any administration of medication.
- Allowing any medication to be held in a known and accessible location.

The School Nurse is responsible for:

- Supporting school staff and families in writing Individual Health Care Plans.
- Providing support, information, training and advice for school staff and families.
- Liaising with local services to arrange appropriate support.
- Working with the Head Teacher and 'Appointed Medical Person' to identify training needs within the school.

Other Health Care Professionals are responsible (alongside parents/carers) for informing the school of any medical conditions and how best to support the pupil.

Parents/Carers are responsible for:

- Notifying the school at the earliest opportunity that their child has a medical condition.
- Providing the school with sufficient up to date information about their child's medical needs, including any changes.
- Attending meetings with school staff and the School Nurse to support the writing and review of Individual Health Care Plans.
- Carrying out actions detailed in the Individual Health Care Plan.

- Providing medicines and equipment, and keeping it up to date, including collecting any leftover medicines.
- Ensuring that nominated adults/emergency contacts are contactable at all times.
- Completing a parental consent form to administer medicine or treatment before leaving medication into school.

Pupils are responsible for:

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be involved in discussions about their medical support needs and contribute to them as much as possible/appropriate. They are also responsible for notifying an adult at the earliest opportunity when they feel unwell in school.

TRAINING OF STAFF

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when an issue arises. This will be provided to all new staff during their induction.

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so. This training will be identified during the development or review of Individual Health Care Plans. Staff and the 'Appointed Medical Person' who provide support to pupils with medical conditions will be included in meetings where this is discussed. Training will then be reviewed and kept up to date.

No staff member will administer prescription medicines or undertake any healthcare procedures without undergoing training to do so.

School will keep a record of medical conditions supported, training undertaken and a list of teachers who are qualified to undertake responsibilities under this policy. Insurance policies should provide liability cover relating to the administration of medication, but individual cover may need to be arranged for some specific healthcare procedures. A leading healthcare professional should advise on this.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils.
- Fulfil the requirements of the Individual Health Care Plan.
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications, and preventative measures.

MEDICAL REGISTER/LIST

The school admission form will request any information on pre-existing medical conditions.

Parents also have an easy pathway to inform school at any point during the year if a condition develops or is diagnosed. This pathway would normally be to contact the Head Teacher via the School Office. The 'Appointed Medical Person' must then also be informed.

All medical conditions can be found on the central online system which all members of staff have access to. In addition, a new copy for each class is printed at the start of each term and located in the 'Medical' file in the School Office for easy access.

Any supply/temporary staff will have access to information on a 'need to know' basis, and

know how to contact the 'Appointed Medical Person' if needed. Parents should be assured that data sharing principles are adhered to.

For pupils on the medical conditions list, key stage transition points meetings take place in advance of transferring to enable parents, school and health professionals to prepare/understand the Individual Health Care Plan and train staff if appropriate.

INDIVIDUAL HEALTH CARE PLANS

The Head Teacher has overall responsibility for the development of the Individual Health Care Plans for pupils with medical conditions. The Head Teacher is then supported by the 'Appointed Medical Person'.

Where necessary an Individual Health Care Plan will be developed in collaboration with the pupil, parents/carers, the Head Teacher, Special Educational Needs Coordinator, the 'Appointed Medical Person', and any medical professionals. The pupil can be involved if deemed appropriate.

Not all pupils with a medical condition will require an Individual Health Care Plan **and health care plans can also be provided by other agencies such as the NHS.** It will be agreed with the relevant parties when an Individual Health Care Plan would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the Head teacher will make the final decision.

Individual Health Care Plans are easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality.

Staffrooms are inappropriate locations under Information Commissioner's Office (ICO) advice for displaying Individual Health Care Plans as visitors and parent helpers may then have access to them. A discreet location (in the 'Medical' File) is more appropriate, however, in the case of conditions with potential life-threatening implications the information could be clearly accessible to everyone if previously agreed. The Head Teacher and parents can use their judgement to make such decision on storage.

Individual Health Care Plans are 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 a Special Educational Needs statement, the Individual Health Care Plan will be linked to it or become part of it.

Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA/AP provider and School is needed to ensure that the Individual Health Care Plan identified the support the child needs to reintegrate.

Please see Appendix 1 for the Holywell Individual Health Care Plan **(used if needed, when a plan has not been provided by another agency).**

The level of detail provided on the plan will depend on the complexity of the child's condition and how much support is needed. The Head Teacher, the 'Appointed Medical Person', and other involved parties will consider the following when deciding what information to record on Individual Health Care Plans:

- 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 areas in the school.
- Specific support for the pupil's education, 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, wellbeing sessions.
- The level of support the pupil requires, including in emergencies.
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a Health Care Professional, and cover arrangements for when they are unavailable.
- Who else in School needs to be aware of the pupil's condition and the support required.

- Arrangements for written permission from parents and the Head Teacher 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 pupil can participate, e.g. risk assessments.
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition.
- What to do in an emergency, including who to contact, and contingency arrangements.

HOME TO SCHOOL TRANSPORT ARRANGEMENTS (should these be in place)

This is the responsibility of the Local Authority. The school will share the Individual Health Care Plan with the transport team/escort.

The escort/transport team may be required to undertake specific training, in which case they will be invited to participate in training organised by the school.

When parents are sending controlled medication into school, these must be handed to an adult on the bus/taxi who then has the responsibility of handing it to a member of school staff – under no circumstances should children be carrying their medication themselves.

MEDICINES IN SCHOOL

Prescription and non-prescription medicines will only be administered at school when:

- it would be detrimental to the pupil's health of school attendance not to do so AND
- the school has parent's written consent and instructions

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside of school hours.

The parent/carer of a child must hand the medication directly to a member of staff through the School Office, where they must fill in an accompanying 'Parental Agreement for Medication' form. This form must be completed and signed prior to any staff administering medicine. They must not be bought in by the child.

No child will be given any prescription or non-prescription medicines without written parental consent, unless in exceptional circumstances.

No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.

The school will only accept medication that is:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

A maximum of four weeks' supply of the medication may be provided to the school at one time.

Medicines will be stored in the First Aid Cupboard located in the Staff Room (or in the fridge if required) with a name label clearly displayed.

A pupil will never be prevented from accessing their medication when necessary, and will know where it is stored.

All medication will be returned to the parent/carer at the end of each term.

Inhalers, adrenaline pens, and blood glucose testers must be in date, labelled with the child's name and kept close to the child at all times (in location agreed by relevant parties). Pupils

must take responsibility for ensuring they have access to their medication and staff must provide adequate storage to support this.

Written records must be kept of any medication administered to the children; a form is kept in the School Office 'Medical' file.

Staff will never force a child to take their medication. If a child refuses their medication they will be made aware of the potential consequences and their parents will be contacted.

Emergency adrenaline pens and a salbutamol inhaler (with spacer) is held by the school. These are only to be administered when parental consent has been received, and/or instructed by a Health Care Professional in an emergency situation.

Please see the 'Administration of Medicine' Policy for more related details.

EMERGENCIES

The staff will act in 'loco parentis' when following the school's emergency procedures.

Pupils are well educated in what to do should an emergency situation arise (to immediately inform an adult and seek help).

Individual Health Care Plans will make it clear how emergency situations should be dealt with for specific individuals. If not, normal emergency procedures are followed.

In the event of an emergency, parents are informed at the earliest opportunity but if contact cannot be made the school will take all necessary action to put the well-being of the pupil first and ensure there is no delay in treatment; this may mean calling an ambulance.

If a pupil needs to attend hospital before arrival of the parent, they will be accompanied by two members of staff (preferably the 'Appointed Medical Person' and another member of staff known to the child), and arrangements will be made to meet parents/carers at the hospital.

DAY TRIPS, RESIDENTIAL AND SPORTING ACTIVITIES

Teachers should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments.

Schools should make evidence for the inclusion of pupils unless evidence from a clinician/Health Care Professional (such as a GP) states that this is not possible.

Reasonable adjustments will be made to enable children with medical needs to participate fully and safely in visits. A risk assessment will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical needs are included. This requires consultation with parents and pupils, and advice from the relevant Health Care Professional to ensure that pupils can participate safely.

Please also see Health and Safety Executive guidance on school trips.

UNACCEPTABLE PRACTICE

School staff should use their discretion and judge each case individually with reference to the pupil's Individual Health Care Plan, but it is generally not acceptable to:

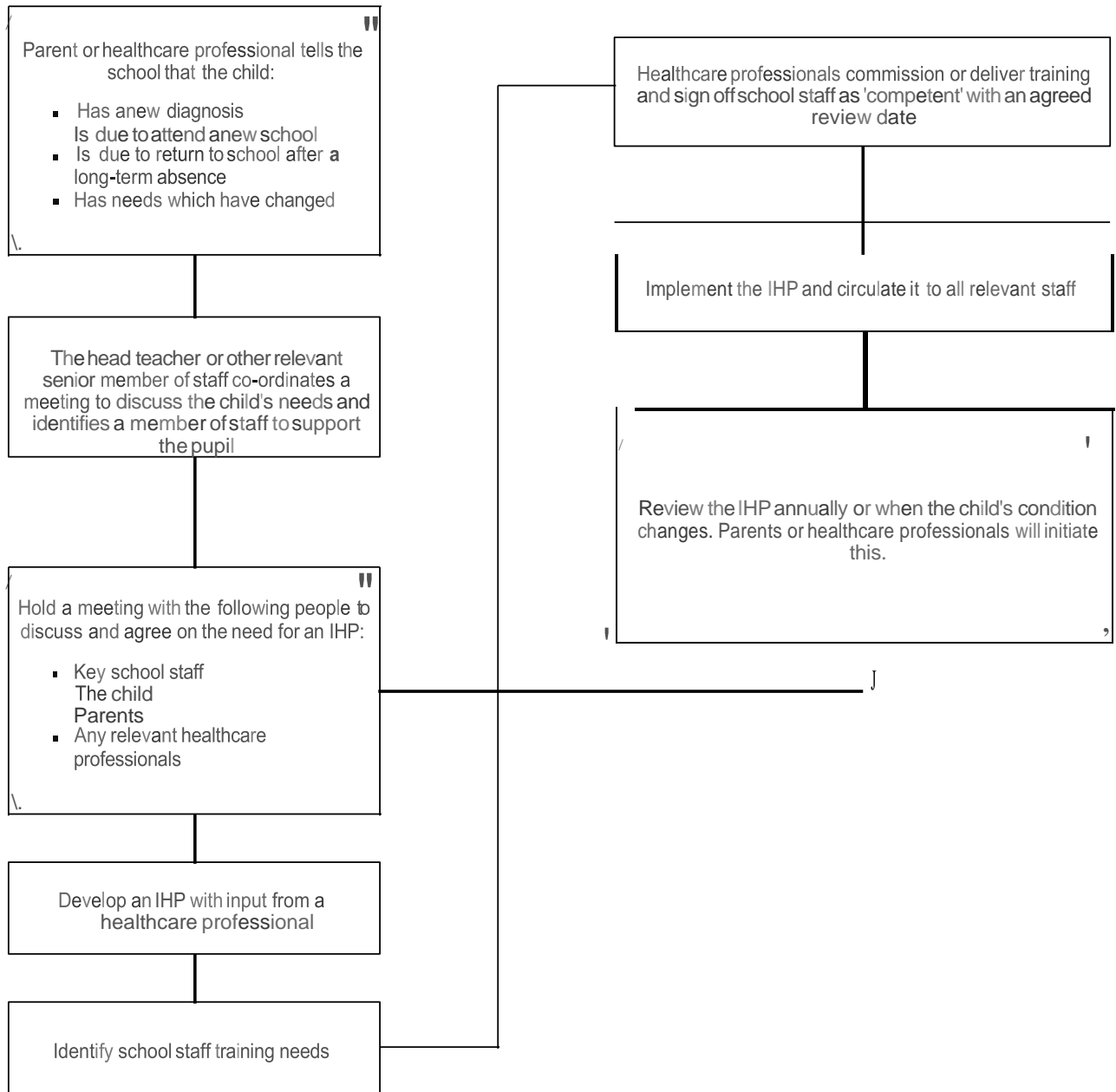
- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary.
- Assume that every pupil with the same condition requires the same treatment.
- Ignore the views of the pupil or their parents (although this may be challenged).
- Ignore medical evidence or opinion (although this may be challenged).

- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their Individual Health Care Plan.
- If the pupil becomes unwell, send them to the School Office unaccompanied or with someone unsuitable.
- Penalise pupils for their attendance record if their absences are related to their medical needs, e.g. hospital appointments.
- Prevent pupils from drinking, eating, or taking toilet or other breaks whenever they need to in order to manage their medical needs effectively.
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs.
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child.

LIABILITY AND INDEMNITY

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

Being notified a child has a medical condition



Appendix 1



Healthcare Plan

Name of School	<u>Holywell C of E Primary School</u>
Child's name	_____
Class	_____
Date of Birth	_____
Child's Address	_____
Medical Diagnosis or Condition	_____
Date form completed	_____
Review date	<u>The start of next academic year</u> (unless a change in condition notified by Parent/Guardian mid year)

CONTACT INFORMATION

Family contact 1		Family contact 2	
Name		Name	
Phone No. (work)		Phone No. (work)	
(home)		(home)	
(mobile)		(mobile)	

GP contact		Hospital/Clinic	
Name of Doctor		Name of hospital/Clinic	
Name of Surgery		Name of Professional/Consultant	
Phone number		Phone number	

Healthcare Plan (pg2)

Describe medical needs/condition :
Give details of child's symptoms:
Medication required:
Daily care requirements at school:
Describe what constitutes an emergency for the child, and the action to take if this occurs:
Follow up care:
Any cultural and religious views regarding medical care – Y/N. If yes please give details:
Form copied to:

Parent Name and Signature:

Head Teacher Name and Signature:

Any Medical Professional Present Name and Signature: