

# HADLEIGH INFANT & NURSERY SCHOOL



## Supporting Pupils with Medical Needs

**2018-2020**

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### Version History Log for this document

<b>Version</b>	<b>Date Published</b>	<b>Details of key changes from previous version</b>

## Definition

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

- a) **Short term** – affecting their participation in school activities when they are on a course of medication.
- b) **Long term** – potentially limiting their access to education and requiring extra care and support.

## Introduction

- The Children and Families Act 2014 includes a duty for schools to support children with medical conditions.
- Where children have a disability, the requirements of the Equality Act 2010 will also apply. Where children have an identified special need, the SEN Code of Practice will also apply.
- All children have a right to access the full curriculum, adapted to their medical needs and to receive the on-going support, medicines or care that they require at school to help them manage their condition and keep them well.
- We recognise that medical conditions may impact social and emotional development as well as having educational implications.
- Our school will build relationships with healthcare professionals and other agencies and in order to support effectively pupils with medical conditions.

## Aims

- To support pupils with medical conditions so that they have full access to education, including PE and educational visits.
- To ensure that school staff, involved in the care of children with medical needs, are fully informed and adequately trained by a professional in order to administer support or prescribed medication.
- To comply fully with the Equality Act 2010 for pupils who may have disabilities.
- To write, in association with healthcare professions and/or to respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support.
- To keep, monitor and review appropriate records

## Guidelines

The following items are not generally acceptable practice with regard to children with medical conditions, although the school will use discretion to respond to each individual case in the most appropriate manner.

- Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assuming that every child with the same condition requires the same treatment.
- Ignoring the views of the child or their parents; or ignoring medical evidence or opinion, (although this may be challenged).
- Sending 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.
- Preventing pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Requiring parents, or otherwise making them feel obliged, to attend school to administer medication or provide medical support to their child, including those with 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.

## **Roles and Responsibilities**

The Governing Body is responsible for:

- Determining the school's general policy and ensuring that arrangements are in place to support children with medical conditions.
- Ensuring that school leaders implement agreed actions and policies.

The Headteacher is responsible for:

- Overseeing the management and provision of support for children with medical conditions.
- Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver individual healthcare plans, including covering absence and staff turnover.
- Ensuring that school staff are appropriately insured and are aware that they are insured.
- Ensuring that staff, who work with children with medical needs, feel confident to complete their role.
- Monitoring attendance levels for children with medical needs.

The School Nurse is responsible for:

- Notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible this should be done before the child starts at our school.

- Providing support for staff on implementing a child's individual healthcare plan and providing advice and liaison including with regard to training.

The named members of school staff specifically responsible for the management of children with medical conditions are Mr Proctor (Headteacher), Mrs Strickland (SENCO), Miss Ryan, Mrs Burls.

They are responsible for:

- Informing relevant staff of medical conditions.
- Working together with parents, pupils, healthcare professionals and other agencies (where necessary).
- Developing, monitoring and reviewing Individual Healthcare Plans (in conjunction with class teachers).
- Arranging training for identified staff.
- Ensuring that staff are aware of the need to communicate necessary information about medical conditions to supply staff and where appropriate, taking the lead in communicating this information.
- Ensuring that relevant (and sometimes sensitive) information is shared with staff in accordance with the school's Data Protection Policies.

Teachers and Support Staff are responsible for:

- The day to day management of the medical conditions of children they work with, in line with training received and as set out in IHPS.
- Working with the named person, ensure that risk assessments are carried out for school visits and other activities outside of the normal timetable.
- Providing information about medical conditions to supply staff who will be covering their role where the need for supply staff is known in advance.
- Communicating concerns they might have, relating to children with medical needs, to named members of staff and/or parents.

**NB. Any teacher or support staff member may be asked to provide support to a child with a medical condition, including administering medicines.**

**However, no member of staff can be required to provide this support.**

### **Procedure when notification is received that a pupil has a medical condition**

- The Named Person or Class Teacher will liaise with relevant individuals, including as appropriate parents, the individual pupil, health professionals and other agencies to decide on the support to be provided to the child.
- Where appropriate, an Individual Healthcare Plan will be drawn up.

***Appendix A outlines the process for developing Individual Health Care Plans.***

## **Individual Health Care Plans (IHCP)**

- An IHCP will be written for pupils with a medical condition that is either short, long term or complex, this could include incontinence, broken bones etc.
- It will clarify what needs to be done, when and by whom and include information about the child's condition, special requirements, medicines required, what constitutes an emergency and action to take in the case of an emergency.
- Where a child has SEND but does not have a statement or EHC plan, their special educational needs will be mentioned in their IHCP
- IHCPs will be reviewed as set out in the original IHCP for the child, or earlier if evidence is provided that a child's needs have changed
- IHCPs can take different formats depending on the need or condition
- IHCPs are shared and agreed between school staff, parents and Healthcare professionals.

## **Administering medication**

- Written consent from parents must be received before administering any medicine to a child at school
- Medicine will only be accepted for administration if it is:
  1. In-date
  2. Labelled
  3. Provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage
  4. The exception to this is insulin which must be in date but will generally be available inside an insulin pen or pump, rather than in its original container
- Medicines will be stored safely and securely.
- Medicines needing refrigeration will be kept in the office fridge in a locked container.
- Written records will be kept of all medicines administered to children.
- The school administers non prescribed medication to children provided that their parents have completed the relevant forms and provided the medication in its original container and it is in date.

## Attendance

The school is very aware that specific medical conditions can cause a potential attendance issue. Each case will be monitored by the Head Teacher. The impact the condition has on attendance will be discussed during IHCP reviews. Steps may be put in place to support improved attendance such as adaptations of the school day/hours that a child has to attend school. If attendance drops below 90% due to a medical condition the school will require medical evidence to authorise the absence. The school is committed to working with parents and medical professionals to ensure that the impact of the medical condition has on the overall education of the child is reduced.

## In an emergency

Request an ambulance – dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat information if asked.

- The school's telephone number: **01702 557979**
- Your name
- Your location: **Hadleigh Infant & Nursery School, Bilton Road, Essex, SS72HQ**
- Provide the exact location of the patient within the school
- Provide the name of the child and a brief description of their symptoms
- Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient
- Send someone to meet ambulance at school entrance
- Contact the parents to inform them of the situation
- A member of staff will stay with the pupil until the parent/carer arrives. If a parent/carer does not arrive before the pupil is transported to hospital, a member of staff will accompany the child in the ambulance

***A copy of this information will be displayed in the school office***

## Complaints

Any complaints linked to this policy should be made following the school's Complaints Policy. A copy of the Complaints Policy can be found on the school's website. Alternatively, a paper copy can be requested from the school's main office.

## Appendix A: Process for developing Individual Healthcare Plans

