

# Springhead Primary School

## Supporting Pupils with Medical Conditions Policy

This policy is to be read alongside the school's SEND policy.

### **Introduction and aims of the policy**

All Governors and staff of Springhead Primary School are committed to properly support pupils at school with medical conditions so that they have full access to education, including school trips and physical education.

The Governing body will ensure that arrangements are in place to support pupils at school with medical conditions.

The Governing body will ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of pupils with medical conditions are effectively supported.

### **The aim is to ensure that:**

- Children with medical conditions are supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.
- Parents are confident that the school makes the necessary arrangements to care for their child.
- The impact of any emotional responses to medical conditions is reduced.
- Awareness is raised of the link between medical conditions and SEN and disability.
- The Governing body will ensure that arrangements are in place to support pupils with medical conditions. In doing so they will ensure that such children can access and enjoy the same opportunities at school as any other child.
- The Governing body will ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.
- In addition, and in line with their safeguarding duties, Governing bodies should not place other pupils at risk or accept a child in school where it would be detrimental to the child and others to do so.

### **Principles and procedures-Individual healthcare plans**

Individual healthcare plans may be initiated by a member of school staff with the cooperation of the school nurse or another healthcare professional involved in providing

care to the child. Plans are drawn up with input from a number of professionals e.g. a specialist nurse, who will be able to determine the level of detail needed in consultation with the school, the child and their parents.

Plans will be reviewed at least annually or earlier if the child's needs change. Children who have a care plan have their name and photo displayed in the staffroom so that all staff are aware of the needs of individual pupils. The list of pupils with an individual care plan is displayed in the front of each year group's class file so as to alert all staff of any children with a care plan.

**The Individual plans and Information records should include:**

- The medical condition, its triggers, signs, symptoms and treatments.
- The pupil's resulting needs, including medication (its side-effects and its storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues.
- Specific support for the pupil's educational, social and emotional needs - e.g. how absences will be managed.
- The level of support needed, (some pupils will be able to take responsibility for their own health needs), including in emergencies. If a pupil is self-managing their own medication, this should be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, what training they have received, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional.
- What to do in an emergency, including whom to contact, and contingency arrangements
- 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 assessment.
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the child's condition
- All care plans must be shared with and signed by the child's parent or guardian. Written permission is signed for from parents and the head teacher for medication to be administered by a member of staff, or self-administered by individual pupils during school hours.

**Roles and responsibilities**

Supporting a pupil with a medical condition during school hours is not the sole responsibility of one person. Partnership working between school staff, healthcare professionals, and parents and pupils are critical. The school will ensure that they will co-operate with others to ensure that the needs of pupils with medical conditions are met effectively.

- The Governing body - will ensure arrangements are made to support pupils with medical conditions in school.
- The Head teacher - will ensure that the policy is developed and effectively implemented with partners. He will ensure that there are sufficient trained staff available to implement the policy and deliver against all individual healthcare plans, including contingency and emergency situations.
- School staff - any member of the school staff may volunteer or be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. The Head teacher will ensure that staff have received suitable training and are competent before they take on responsibility to support children with medical conditions
- The School nurse or other qualified healthcare professional should have the lead role in ensuring that pupils with medical conditions are properly supported in schools, including supporting staff on implementing a pupil's plan
- GPs and paediatricians or other appropriate healthcare professional should notify the school nurse when a child has been identified as having a medical condition that will require support at school.
- Local authorities - are commissioners of school nurses for maintained schools and academies. Under Section 10 of the Children Act 2004, they have a duty to promote co-operation between relevant partners such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and the NHS Commissioning Board. The Local authority should provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within individual healthcare plans can be delivered effectively. The Local authority has a duty to work with school to support pupils with medical conditions to attend full time.
- Providers of health services - should co-operate with the school to ensure they are supporting pupils with a medical condition, including appropriate communication, liaison with school nurses, and participation in locally developed outreach and training.

- Pupils - where appropriate 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.
- Parents - should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases notify the school that their child has a medical condition. They are a key partner and should be involved in the development and review of their child's individual health care plan.
- Staff- All staff work to ensure a clear emphasis on meeting the needs of disabled children and pupils with SEN, and considering the quality of teaching and the progress made by these pupils.

### **Staff training and support**

- Prescribed medication should only be administered in school when it is essential and when it can not be administered at home. The exception to this is children on care plans. Staff should receive appropriate training to administer this medication.
- Staff training is provided by qualified healthcare professionals to ensure all staff have up to date Epi-pen, asthma and first aid training. The school nurse or other suitably qualified healthcare professional should confirm that staff are proficient before providing support to a specific child.

### **Children managing their own medical needs**

- Where children are competent to manage their own health needs and medicines this should be clearly stated in their individual healthcare plan.

### **Managing medicines on school premises**

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so
- No child under 16 should be given prescription or non-prescription medicines without their parent's written consent
- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor.
- Medication, e.g. for pain relief, should never be administered without prior consent from parents and prescribed by a medical professional.
- Staff must first check maximum dosages and when the previous dose was taken. Parents should always be informed.

- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- School will only accept prescribed medicines that are in-date, labelled, provided in the original containers as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to school inside an insulin pen or a pump, rather than in its original container
- All medicines should be stored safely in the medical room or where otherwise advised.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenalin pens should be always readily available to staff and not locked away. This is particularly important to consider when on school trips.
- School keeps controlled drugs that have been prescribed for a pupil securely stored in a lockable cupboard in the medical room and only named staff should have access. Controlled drugs are easily accessible in an emergency. A signed record is kept.
- A member of staff may administer a controlled drug to the child for whom it has been prescribed providing they have received specialist training/instruction.
- School keeps a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted.
- When no longer required, medicines should be returned to the parent to arrange for safe disposal.
- Sharps boxes are always used for the disposal of needles and other sharps.

### **Record keeping**

All staff will ensure that written records are kept of all medicines administered to children.

### **Emergency procedures**

The Governing body ensures that emergency procedures are included in individual healthcare plans. For all off site visits staff complete comprehensive risk assessments that assign roles and responsibilities to individual staff should an emergency arise.

### **Day trips, residential visits and sporting activities**

- Springhead Primary School is an inclusive schools and as such all staff ensure that they actively support pupils with medical conditions to participate in school trips and visits ref Equality Act 2010 Home to school transport for pupils requiring special arrangements.
- Governing bodies should ensure that policies set out the arrangements to be made in relation to pupils with medical conditions travelling to and from school. This should include what should be done in emergency situations.
- Where pupils have life threatening conditions, specific transport healthcare plans should be carried on vehicles.

**Springhead Primary School will not:**

- 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.
- Send pupils with medical conditions home frequently or prevent them from staying for normal school activities including lunch.
- Send pupils who become ill to the school office or medical room unaccompanied.
- Penalise pupils for their attendance record if their absences are related to their medical condition 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 condition effectively.
- Require parents, or otherwise make them feel obliged to attend school to administer prescribed 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
- Prevent or create unnecessary barriers to pupils participating in any aspect of school life, including school trips.

**Liability and indemnity**

- The Governing body ensures that the school has appropriate level of insurance in place.

**Complaints**• The school has a complaints policy and any complaints regarding the support provided to pupils with medical conditions should follow the procedures laid out in this policy.