

Pott Shrigley and Bollington St John's  
Church of England Primary Schools



*Sharing our Gifts and Growing our Talents Together*

## **The Federation of Pott Shrigley and Bollington, St John's Primary Schools**

### **Support Pupils at School with Medical Conditions Policy**

#### **Our Mission Statement**

At the federation of Pott Shrigley and Bollington, St. John's Church of England Primary Schools we aim to provide a welcoming and inclusive environment where everyone feels happy, safe and secure. We promote an atmosphere of truth and honesty in which everyone feels valued and shows respect for each other and their surroundings. As a team, we are committed to high expectations and continuous improvement. We adopt a child centred approach to high quality teaching and learning, inspiring everyone to achieve their full potential.

#### **Overview**

Our schools are an inclusive community and place the highest importance on the care, safety, well-being and health of our pupils and staff especially those with known medical conditions, in terms of both their mental and physical health.

We welcome pupils with medical conditions and recognise that they must be properly supported and provided with the same opportunities as other pupils. This includes full access to the curriculum, participation in school trips and Physical Education.

Some children with medical conditions may be disabled and where this is the case the school will comply with its duties under the Equality Act 2010.

Some pupils may also have special educational needs and may have a statement, or an Education, Health and Care Plan. This brings together their health and social care needs, as well as their special educational provision. Where this is the case the school will comply with its duties under the SEND Code of Practice 2014 is followed.

This policy had been written to give clear guidelines about the appropriate actions to be taken when a pupil is admitted to school with an identified medical condition. It also covers the procedures to be followed when any child or adult is unwell or has an accident.

This policy should be read in conjunction with the following documents which can be found on the school website.

- Use of Medicines Policy
- First Aid Policy
- Health and Safety Policy
- Special Education Needs and Disability policy
- Equality Policy – Equality Act 2010: advice for schools DfE Feb 2013
- Accessibility Plan
- DfE guidance 'Supporting Pupils with Medical Conditions' Sept 2014.
- Cheshire East's Local Offer

## **Objectives:**

- To ensure that good, effective and appropriate care is provided when a child is admitted to school with an identified medical condition or when a child or adult is unwell or has an accident in school or on a school occasion.
- To ensure that the DfE guidance 'Supporting pupils with medical conditions' (Sept 2014) is known, understood and followed
- To ensure that appropriate training is provided for all staff and particularly for those with the care of pupils with medical conditions, in line with DfE guidance (Sept 2014).
- To ensure that all staff understand their duty of care to children and young people in the event of an emergency.
- To ensure that all staff understand the common medical conditions that affect children at our schools; the importance of medication being taken as prescribed and that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- To ensure that pupils have full access to the curriculum including educational visits.

## **Roles and Responsibilities**

The named person responsible for children with medical conditions is the Headteacher.

The Headteacher is responsible for:

- Overseeing the management of the policy and the provision of support for children with medical conditions
- Working together with parents, pupils, healthcare professionals and other agencies
- Informing relevant staff about pupils who have medical conditions
- Developing, monitoring and reviewing Individual Healthcare Plans annually
- Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver individual healthcare plans, including cover for absence and staff turnover
- Arrange training for staff and ensuring they are appropriately insured and are aware that they are insured
- 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
- Assisting with risk assessment for school visits and other activities outside of the normal timetable

The Governing Body is responsible for:

- Determining the school's general medical policy and ensuring that it is up to date and that arrangements are in place to support children with medical conditions.
- Monitoring health and safety measures for staff and pupils and ensuring that risk assessments are inclusive of pupils with medical conditions

Teachers and Support Staff, catering and mid-day 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.
- Being aware of triggers and symptoms of conditions and how to act in an emergency
- Knowing which pupils have a medical condition and may need immediate access to medication such as an EpiPen or inhaler
- Teachers will contact a child's parents if they are unwell
- Ensure pupils have their medication when out of the classroom. Some pupils need their inhalers with them when taking part in sport and other physical activities
- Ensure that pupils with medical conditions are not excluded unnecessarily from activities.
- Providing information about medical conditions to supply staff who will be covering their role where the need for supply staff is known in advance

NB. Any teacher or support staff member may be asked to provide support for a child with a medical condition, including administering medicines. However, no member of staff can be required to provide this support.

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 SENCO is responsible for:

- Knowing which pupils have special educational needs due to their medical condition
- Ensuring that teachers make arrangements if a pupil needs special consideration

Parents and guardians are responsible for:

- Informing the school about their child's medical condition and contributing to the Individual Healthcare Plan. Updating staff if there are any changes to their child's condition.
- Providing and labelling medication, discussing daily medical needs for school trips or residential visits
- Ensuring that any medication kept at school for their child is within its expiry dates. This includes spare medication

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

- The named person 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 healthcare plans

#### **Individual Healthcare Plans (IHCPs) – example shown in Appendix A**

Individual Healthcare Plans are used to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Healthcare Plan if required.

- An IHCP will be written for pupils with a medical condition that is long term and complex.
- 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
- The parents, healthcare professional and the pupil, where appropriate, draw up the Individual Healthcare Plan together. The headteacher or SENCO may also be present, if the pupil has complex healthcare or special educational needs.
- Where a child has SEN but does not have a statement or EHC plan, their special educational needs will be mentioned in their IHP
- IHCPs will be reviewed annually, or earlier
- IHCPs will be kept in the child's personal file in the school office. The SENCO may also have a copy if the child also has special educational needs.

#### **Procedures:**

- Where a pupil is admitted to school with a medical condition, the school will liaise with parents, carers, relevant medical, clinical and other appropriate authorities to ensure that the child's individual needs are met and that they are given full access to the education provided for all pupils. If needed an Individual Health Care Plan should be written. Information should be shared as appropriate to enable schools to support pupils medical needs.
- The Headteacher will make teachers and others who care for a pupil with a medical condition, aware of the medical condition and its needs and levels of care and support that are to be provided.
- Appropriate training will be provided for all staff and particularly for those with the care of pupils with medical conditions in line with DfE guidance (Sept 2014).
- If any pupil including those with known medical conditions, is unwell in class or has an accident in school, the Headteacher and/or first aider (or if the situation occurs out of school – the teacher in charge) will assess the pupil and decide on the appropriate action which may include giving care and first aid or calling for an emergency ambulance if a pupil is seriously unwell or injured or their known medical condition is causing concern.
- In the event of a serious medical emergency requiring hospital treatment, an ambulance should be called immediately and the patient should be cared for by staff until medical help arrives.
- In the event of a child in Reception having an accident in school, staff should always seek the help and support of a Paediatric Trained First Aider who will then treat the child appropriately.
- A pupil's parents will be contacted as soon as possible, whenever there is a medical emergency. Where appropriate, the school will ask the parent/guardian to attend to support the pupil. Parents must always be

notified if a child has a head injury, however minor it may appear at the time.

- The form (for recording accidents and other medical emergencies) must be completed by the member of staff who is present at the scene of an accident or medical emergency.
- If the injured person is a member of staff a form must be completed by the injured person or other adult.
- If an accident or medical emergency occurs off the school premises the member of staff present should complete the Accident Form as soon as possible after returning to school.
- The teacher in charge of any outing off the school premises has the responsibility for being acquainted with any specific medical needs or conditions of the pupils in his/her charge and have appropriate training in how to care for the child's subsequent medical needs.
- Risk assessments must be carried out for all pupils especially those with known medical conditions on each trip. Prior to educational trips and visits, parents will be asked to complete a Consent Form and provision will be made to meet all risks and cover medical needs.
- In the event that an accident occurs out of school and the family cannot be contacted, at least one member of staff should accompany the person to hospital. In no circumstances should any students be left unattended as a result of a member of staff accompanying the injured person to hospital; in this instance, an ambulance should be called.
- Staff planning educational visits or journeys, should consider the level of First Aid cover that will be required and the specific support needed by pupils with known medical conditions.

### **Administration of medication and storage of medication**

- Details pertaining to the administration and safe storage of medication can be found on the 'Use of Medicines' Policy on the school website.
- In all cases, the guidance contained in the health and safety manual must be strictly adhered to.
- All staff understand that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.
- Our Governing Body is responsible to ensure full insurance and indemnity to staff who administer medicines in an emergency situation.

### **Unacceptable Practice**

- 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
- ignore the views of the child or their parents; or ignore 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
- if the child becomes ill, sending them to the school office or medical room unaccompanied or with someone unsuitable
- penalising children for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- 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 with toileting issues.
- preventing children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips and residentials, e.g. by requiring parents to accompany the child

### **Complaints**

- An individual wishing to make a complaint about actions regarding the school's actions in supporting a child with medical conditions should discuss this with the school in the first instance
- If the issue is not resolved, then the schools complaints procedure should be followed.

### **Conclusion:**

This policy will ensure that where a child has a medical condition or where a child or adult is unwell or has an accident in school or on a school occasion, they are appropriately supported and cared for. It will ensure that the school does all that it reasonably can to give all pupils including those with a known medical condition full access to the education provided.

**Date adopted by the Governing Body – March 2015**

Written by Mrs. R. Hemmings SENCO March 2015

## Annex A: Model process for monitoring individual healthcare plans

