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Next Review:	January 2025
Staff Responsibility	All staff
Governor responsibility	FGB
Signed by Chair	

Supporting Pupils with Medical Conditions

All the governors and staff of Barton Primary School are committed to sharing a common objective to help keep the children and staff of the school community safe. We ensure that consistent effective safeguarding procedures are in place in order to support families, children and staff of the school.

Introduction

The aim of this policy is 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 access and enjoy the same opportunities at school as any other child.

We recognise that pupils with long-term and complex medical conditions may require ongoing support, medicines or care while at school to help them to manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. Children's health needs may also change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. Our aim is to ensure that parents/carers feel confident that the school will provide effective support for their child's medical condition and that pupil's feel safe.

At Barton Primary School, the person who has overall responsibility for the implementation of this policy is the Headteacher.

Procedure to be followed when notification is received that a pupil has a medical condition

- for children starting at a new school, arrangements should be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or children moving to a new school mid-term, every effort should be made to ensure that arrangements are put in place as soon as possible.
- the school recognises that some children who require support with their medical conditions may also have special educational needs and may have an Education Healthcare Plan (EHCP). We will work together with other schools, health professionals, other support services, and the Local Authority. Sometimes it may be necessary for the school to work flexibly and, for example, involve a combination of attendance at school and alternative provision.
- Individual healthcare plans (IHCPs) can help to ensure that schools effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex.
- not all children will require a healthcare plan. The school, healthcare professional and parent will agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the executive headteacher is best placed to take a final view.

Process for developing Individual healthcare plans

- The Headteacher has overall responsibility for the development of IHCPs for pupils with medical conditions. This has been delegated to Gail Eagar, Senco and Charmain Armiger, Family Liaison Officer.
- IHCPs will be drawn up in partnership between the school, parents, and a relevant healthcare professional, e.g. a specialist or school nurse. If appropriate, the child will also be involved in the process. The aim is to capture the

steps which a school should take to help the child manage their condition and overcome any potential barriers to getting the most from their education.

- IHCPs should be easily accessible to all who need to refer to them, while preserving confidentiality.
- responsibility for ensuring the plan is finalised rests with the school. The individual healthcare plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed.
- IHCPs should be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing, and minimises disruption.

The information to be recorded on individual health care plans

See appendix 2.

When deciding on the information to be recorded on individual healthcare plans, the following will be considered:

- 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.
- specific support for the pupil's educational, social and emotional needs – for example, exams, use of rest periods or additional support in catching up with lessons, counselling or therapy sessions.
- the level of support needed, including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring where appropriate [dependant on the medical condition].
- who will provide the support and training for the child's medical condition.
- who in the school needs to be aware of the child's condition and the support required.
- arrangements for written permission from parents 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.
- with due regard to confidentiality, designated individuals will be entrusted with information about the child's condition, and what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform the development of their individual healthcare plan.

Roles and responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school's ability to provide effective support depends on working co-operatively with other agencies and partnership working between school staff, healthcare professionals, local authorities, and parents and pupils is critical.

The Governing Body is responsible for:

- ensuring that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life.
- ensuring that their arrangements to support pupils with medical conditions in school meet their statutory responsibilities and give parents and pupils confidence in the school's ability to provide effective support in school.
- ensuring that policies, plans, procedures and systems are properly and effectively implemented.
- ensuring that sufficient staff are properly trained and competent in providing the support that pupils need.
- ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.

The Headteacher is responsible for:

- ensuring that their school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation
- ensuring that sufficient trained numbers of staff are available to implement the policy and deliver individual healthcare plans, including to cover absence
- ensuring that school staff are appropriately insured and are aware that they are insured to support pupils in this way.

Gail Eagar, Senco/Inclusion Lead is responsible for:

- informing relevant staff of medical conditions
- 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
- developing, monitoring and reviewing Individual Healthcare Plans.
- working together with parents, pupils, healthcare professionals and other agencies.

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 individual healthcare plans.
- completing risk assessment for school visits and other activities outside of the normal timetable, in consultation with **Gail Eagar, Senco/Inclusion Lead**.

Other healthcare professionals, including GPs and paediatricians are responsible for:

- notifying the school nursing team when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans
- specialist local health teams may be able to provide support in schools for children with particular conditions (eg asthma, diabetes, epilepsy).

Parents/carers are responsible for:

- providing the school with sufficient and up-to-date information about their child's medical needs.
- being involved in the development and review of their child's individual healthcare plan
- carrying out any action they have agreed to as part of its implementation, e.g. providing medicines and equipment and ensuring they or another nominated adult are contactable at all times.

The child is responsible for:

- children who are competent will be encouraged to take responsibility for managing their own medicines and procedures. After discussion with parents, this will be reflected within individual healthcare plans.
- wherever possible, children will be allowed to carry their own medicines and relevant devices or will have access to their medicines for self-medication quickly and easily. Children who can take their medicines themselves or manage procedures will be given an appropriate level of supervision. If it is not appropriate for a child to self-manage, then relevant staff will help to administer medicines and manage procedures for them.
- if a child refuses to take medicine or carry out a necessary procedure, staff will not force them to do so, but will follow the procedure agreed in the individual healthcare plan. Parents will be informed so that alternative options can be considered.

Staff training and support

- any member of school staff providing support to a pupil with medical needs will receive suitable training as identified during the development or review of individual healthcare plans. The school nursing service can also provide training if resourcing / need allows
- additional training is provided for staff working with individual pupils on the specific medical conditions they are being asked to deal with, their implications and preventative measures. e.g. for supporting pupils with diabetes.

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
- medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken
- the school will only accept prescribed medicines that are in-date, labelled, provided in the original container 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 schools inside an insulin pen or a pump, rather than in its original container
- all medicines should be stored safely. Children should know where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children

- when no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps

Record keeping

Written records are kept of all medicines administered to children. Records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents will be informed if their child has been unwell at school.

Emergency procedures

As part of general risk management processes, the school has arrangements in place for dealing with emergencies for all school activities wherever they take place, including on school trips within and outside the UK. Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. If a child needs to be taken to hospital, staff will stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

Day trips, residential visits and sporting activities

The school is proactive in ensuring that pupils with medical conditions participate in school trips, visits and sporting activities. All teachers should be aware of how a child's medical condition will impact on their participation and make arrangements for the inclusion of pupils in such activities with any adjustments as required. Where necessary, the school will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. This may require consultation with parents and pupils and advice from relevant healthcare professionals to ensure that pupils can participate safely.

Admissions

Children with medical conditions are entitled to a full education and have the same rights of admission to school as other children. No child with a medical condition will be denied admission or prevented from taking up a place in school on the grounds that arrangements for his or her medical condition have not been made. However, in line with the school's safeguarding duties, the school does not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.

Unacceptable practice

Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume 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);
- send 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;
- send pupils to the school office or medical room without clear communication to regarding need;
- penalise children 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 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; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

Liability and indemnity

The school's insurance policies cover staff providing support to pupils with medical conditions relating to the administration of medication.

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 using the school's complaints procedure.