

LARKFIELD



PRIMARY SCHOOL

Headteacher:  
Mr J. D. Ward BA (QTS) NPQH

# SUPPORTING PUPILS WITH MEDICAL CONDITIONS IN SCHOOL

September 2014

## Policy for Supporting Pupils with Medical Conditions

Date	Review Date	Responsible Person
1.9.14	July 2015	J. Ward

This policy is written with regard to Section 100 of the Children and Families Act 2014, which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions. It also takes account of DfE statutory and non-statutory guidance [*Supporting Pupils at School with Medical Conditions April 2014*] It should be read in conjunction with the Administering Medicines policy and, if applicable, the SEND policy.

Larkfield has successfully supported a number of children in school with a range of medical conditions including diabetes, epilepsy, cystic fibrosis, hydrocephalus and others. Through dialogue with parents, children and health professionals we arrive at a plan that caters for children's individual needs and work hard to put that plan into action. We ensure our staff have training to understand the issues they are facing and, where possible we involve parents in training so that they can tailor the provision to their child. The new requirement to support pupils with medical needs does not really represent any change in our approach, but merely enshrines our existing practice into a formal policy.

### Aims

- To ensure pupils at school with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.

### Procedure

The person named above is responsible for ensuring that whenever the school is notified that a pupil has a medical condition:

- sufficient staff are suitably trained [we normally involve parents and healthcare professionals in the training to ensure it is individualised to the child]
- all relevant staff are made aware of a child's condition and the location of any medication
- medication is stored in the location and condition agreed with parents
- cover arrangements are put in place in case of staff absence/turnover
- supply teachers are briefed [verbally or via written 'pen portraits' / class information sheets]
- risk assessments for visits and activities out of the normal timetable are carried out [normally by the class teacher or teaching assistant, supported by the Health & Safety Coordinator]
- individual healthcare plans are monitored (at least annually)
- specialist equipment [hoists / access equipment etc] is maintained according to agreed guidelines
- transitional arrangements between schools are agreed and implemented
- if a child's needs change, the above measures are adjusted accordingly

Where children are joining Larkfield at the start of a new academic year, these arrangements should be in place for the start of term. Where a child joins in-year or a new diagnosis is given, arrangements should be in place as soon as possible, ideally within two weeks.

## Individual Healthcare Plans [IHPs]

Any pupil with a medical condition requiring medication or support in school should have an individual healthcare plan which details the support that child needs. If the parents, healthcare professional and school agree that a healthcare plan is inappropriate or disproportionate, a record of the child's medical condition and any implications for the child will be kept in the school's medical record and the child's individual record.

IHPs will normally be written by the person in school who is most involved with the child [class teacher / support staff / SENCO], in collaboration with parents, School Nurse [and any other healthcare professionals], and if appropriate the child. IHPs will be kept by the class teacher, with additional copies in the medical plans folders in the staffroom and school office. The following information should be *considered* when writing an individual healthcare plan, though not all will be relevant to every plan:

- the medical condition, its triggers, signs, symptoms and treatments
- the pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues
- specific support for the pupil's educational, social and emotional needs
- the level of support needed including in emergencies [including non-medical emergencies, such as fire evacuation or drills and whether a personal evacuation plan (PEEP) is required]
- who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements
- who in school needs to be aware of the child'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 (children who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision)
- 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
- confidentiality
- what to do if a child refuses to take medicine or carry out a necessary procedure
- what to do in an emergency, who to contact and contingency arrangements
- where a child has SEN but does not have an Education, Health and Care plan, their special educational needs should be mentioned in their individual healthcare plan

## Roles & responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the child.

### The Governing Body

- must make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented [day to day operation will be delegated to the Headteacher and monitored by the Pastoral Committee of the governing body]
- must ensure sufficient staff receive suitable training and are competent to support children with medical conditions
- must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk [in this school this will be via the Local Authority Scheme]

### The Head Teacher

- should ensure all staff are aware of this policy and understand their role in its implementation

- should ensure all staff who need to know are informed of a child's condition
- should ensure sufficient numbers of staff are trained to implement the policy and deliver IHPs, including in emergency and contingency situations, and they are appropriately insured
- is responsible for the development of IHPs [delegated to appropriate staff]
- should contact the school nursing service in the case of any child with a medical condition who has not been brought to the attention of the school nurse

### **School Staff**

- any staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to administer medicines.
- should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions
- any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help
- should be aware that medical conditions, particularly those that may necessitate long term absences, may render children more susceptible to bullying and be vigilant to the signs that this may be happening so that prompt action can be taken
- should be aware that medical conditions may result in anxiety in other children, who may need to be educated about conditions affecting their friends and peers

### **School Nurses**

- are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school
- may support staff on implementing a child's IHP and provide advice and liaison

### **Other healthcare professionals**

- should notify the school nurse when a child has been identified as having a medical condition that will require support at school
- may provide advice on developing healthcare plans
- specialist local teams may be able to provide support for particular conditions (eg. Asthma, diabetes)

### **Pupils**

- should, wherever possible as appropriate to their age and level of development, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP

### **Parents**

- must provide the school with sufficient and up-to-date information about their child's medical needs
- are the key partners and should be involved in the development and review of their child's IHP
- should carry out any action they have agreed to as part of the IHP implementation
- should ensure that medical appointments take place outside school time when possible

### **Social Care / Educational welfare services**

- may be involved in the provision of support mechanisms around the child or family to ensure educational / social / medical needs are consistently met

## Notes

The school does *not* have to accept a child identified as having a medical condition at times when it would be detrimental to the health of that child or others to do so.

The following practice is considered unacceptable:

- preventing children from easily accessing their medication and administering it when and where necessary
- assuming children with the same condition require the same treatment
- ignoring the views of the child, their parents; ignoring medical advice or opinion
- sending children with medical conditions home frequently or prevent them from staying for normal school activities (unless specified in IHP)
- penalising children for their attendance record if their absences are related to the medical condition that is recognised under this policy
- preventing children from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively
- to require parents to attend school to administer medication or provide medical support to their child, including 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 creating unnecessary barriers to children participating in any aspect of school life, including school trips (such as requiring parents to accompany the child)

## Complaints

Should parents or pupils be dissatisfied with the support provided they should initially discuss their concerns directly with the school. If this does not resolve the issue, they may make a formal complaint via the school's complaints procedure, a copy of which may be obtained via the school website or on request from the school office.

Date:	1 <sup>st</sup> September 2015
Headteacher:	
Governing Body:	
Review:	July 2015

Appendix 1 - DfE model process for developing individual healthcare plans

