

SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY For Bidbury Infant School

Name of Unit School	Bidbury Infant School
Date Policy Reviewed	January 2021 (to be reviewed annually)
Name of Headteacher	Tarnia Townshend
Signature of Headteacher	<i>T. Townshend</i>

Policy Statement

In line with the duty, which came into force on 1st September 2014 to support pupils at school with medical conditions, we are committed to ensuring that all children with medical conditions in terms of both physical and mental health, are properly supported at Bidbury Infant School so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

No child with a medical condition will be denied admission or prevented from taking up a place in our school because arrangements for their medical condition have not been met.

We will ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases. Therefore, we will not accept a child in school at times where it would be detrimental to the health of that child or others to do so.

This policy will be reviewed regularly and is readily accessible to parents and school staff.

Policy Implementation

The named person who has overall responsibility for policy implementation is Miss T Townshend, Headteacher.

They will:-

- Ensure that sufficient staff are suitably trained
- Ensure that all relevant staff will be made aware of the child's condition
- Cover arrangements in case of staff absence or staff turnover to ensure someone is always available
- Brief supply teachers
- Carry out risk assessments for school visits, holidays, and other school activities outside the normal timetable
- Monitor individual healthcare plans

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

When our school is notified that a pupil has a medical condition, we will:

- Make arrangements for any staff training or support
- Make every effort to ensure that arrangements are put in place within two weeks
- Not wait for a formal diagnosis before providing support to pupils

Individual Healthcare Plans

Our school will send home a health questionnaire. Any parent reporting that their child has an ongoing medical condition such as asthma, epilepsy, diabetes or more complex medical condition will be asked to complete an Individual Healthcare Plan (IHP). It is a legal requirement that this is updated annually. At our school, we will ensure that plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. We will assess and manage risks to the child's education, health and social wellbeing, and minimise disruption.

Our Individual Healthcare Plan requires information about:

- 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, how absences will be managed, requirements for extra time to complete tests, use of rest periods or additional support in school
- The level of support needed
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the child's condition and the support required
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- 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
- What to do in an emergency, including who to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

Long-term absence through illness, injury or medical condition

If absence is long term or repeated, school may request proof that the child is genuinely unwell and unable to attend school, as this is a key part of our safeguarding duty. We would ask the parent to keep copies of any appointment letters or medical reports.

If a child has:-

- A long term or chronic condition and is expected to be absent from school for a long period
- Has intermittent attendance due to an illness (such as sickle cell anaemia)
- Is going to be absent from school for a period of therapy or surgery

We may want to draw up a support plan with the parent and consider whether to refer their child to our specialist services.

Education for children who are unable to attend school because of medical needs can be provided for in the following ways:-

- Children who are in-patients of most hospitals will be taught through the hospital teaching service
- Children who are not in-patients may receive home tutoring organised via Education Inclusion Support Service and a local education centre

Children who are admitted to NHS hospitals (including psychiatric units) in other areas will receive education through local hospitals, schools or an education centre.

More information on this can be gained by contacting:

David Harvey, Inclusion Support Manager, Inclusion Support Service, 1st Floor Elizabeth II Court North, The Castle, Winchester, Hampshire, SO23 8UG

Telephone: 01962 876263

E-mail: david.harvey@hants.gov.uk

Roles and responsibilities

At our school those people involved in arrangements to support pupils at school with medical conditions include:-

- Miss Townshend, Headteacher
- Mrs Gill & Mrs Thumwood, who have had the HCC training specifically in connection with administering medication, allergies and asthma
- Class teachers who have responsibility for any child in their class with a medical condition
- Teaching assistants and office staff who will manage the delivery of medication

Staff training and support

Staff are supported in carrying out their role to support pupils with medical conditions through appropriate training. Training needs are assessed regularly and training will be provided as necessary.

Any member of school staff providing support to a pupil with medical needs will have received suitable training.

No member of staff will give prescription medicines or undertake healthcare procedures without appropriate training or instruction (updated to reflect requirements within individual healthcare plans).

The child's role in managing their own medical needs

Where children are deemed competent to manage their own health needs and medicines by their parents and medical professional, they will be supported to do this. We see this as an important step towards preparing pupils for the next stage of their education.

Managing medicines on school premises

At our school:-

- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so
- No child will be given prescription or non-prescription medicines without their parent's written consent
- We will never give medicine containing aspirin unless prescribed by a doctor
- Medication, e.g. for pain relief will never be administered without first checking maximum dosages and when the previous dose was taken.
- Parents will be informed
- Where clinically possible, we will expect that medicines will be prescribed in dose frequencies which enable them to be taken outside school hours
- We will only accept prescribed medicines in they are:
 - In date
 - Labelled
 - Provided in the original container as dispensed by a pharmacist
 - Include instructions for administration, dosage and storage
- All medicines will be stored safely

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- Children will know where their medicines are at all times and will be able to access them immediately. Where relevant, they will know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children and not locked away, including when pupils are outside the school premises, e.g. on school trips.
- When no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps
- We will keep 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 will be noted in school.

Non prescribed medicines

At our school we will not administer non-prescription medicines unless in an emergency (see below).

Following on from Supporting Pupils with Medical Conditions December 2015, we reviewed our policies and procedures, and whilst we will not accept any non-prescribed medicines into school, we may keep a small stock of homely remedies (such as you may have at home), which will include:-

- Liquid Paracetamol (Calpol)

This will only be administered when it would be detrimental to the child not to give it and only with parental permission.

Record keeping

We will ensure that written records are kept of all medicines administered to children. We recognise that 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 in school.

Emergency procedures

In a medical emergency, a child's parent/carer will be contacted by the office staff as soon as possible. If necessary, an ambulance will be called or advice sought from NHS Direct as appropriate.

Day trips, residential visits and sporting activities

We always actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

As a school, we believe it to be unacceptable 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 for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their Individual Healthcare Plan
- Send a child to the school office unaccompanied or with someone unsuitable if they become ill
- 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

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- 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.

Complaints

If you have a complaint about how your child's medical condition is being supported in school, please contact the Headteacher and the Chair of Governors in the first instance.

Emergency asthma inhaler and EpiPen

Since 2015, schools may hold asthma inhalers for emergency use. This is voluntary, and the Department of Health has published a protocol that provides further information.

As a school, we have agreed to purchase and keep emergency inhalers. These will only be used for those children who are already prescribed asthma inhalers. They will only be used in an emergency and at all times the school will seek to use the child's prescribed inhaler if possible.

Signed

Date

Reviewed: January 2021 (no changes made)

Next review date: January 2022