

# Supporting Pupils with Medical Conditions

## Policy

### Holland Haven Primary School

“Supporting a child with a medical condition during school hours is not the sole responsibility of one person. A school’s ability to provide effective support will depend to an appreciable extent on working cooperatively with other agencies. Partnership working between school staff, healthcare professionals (and, where appropriate, social care professionals), local authorities, and parents and pupils will be critical.” - *Supporting Pupils at school with medical conditions Dec 2015*

#### **Key roles and responsibilities**

##### **The Local Authority (LA) is responsible for:**

- Promoting cooperation between relevant partners regarding supporting pupils with medical conditions.
- Providing support, advice /guidance and training to schools and their staff to ensure Healthcare Plans (HP) are effectively delivered.
- Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

##### **The Governing Board is responsible for ensuring:**

- arrangements are in place to support pupils with medical conditions.
- the policy clearly identifies roles and responsibilities and is implemented effectively.
- that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/national/ origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.
- the policy covers arrangements for pupils who are competent to manage their own health needs.
- that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits /trips/sporting activities, remain healthy and achieve their full potential.
- that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so.
- that staff have access to information, resources and materials.
- written records are kept of, any and all, medicines administered to pupils.
- the policy sets out procedures in place for emergency situations.
- the level of insurance in place reflects the level of risk.
- complaints are handled with regard to this policy as outlined in the school’s Complaints Policy.

##### **The Headteacher is responsible for:**

- ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy.

- the day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures of Holland Haven Primary School.
- liaising with healthcare professionals regarding the training required for staff.
- identifying staff who need to be aware of a child's medical condition.
- developing Care Plans (IHPs) in collaboration with the pupil, parents/carers, Special Educational Needs Coordinator (SENCO) and medical professionals.
- ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
- if necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy. Ensuring more than one staff member is identified, to cover holidays / absences and emergencies.
- ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- continuous two way liaison with school nurses and school in the case of any child who has or develops an identified medical condition.
- ensuring confidentiality and data protection
- assigning appropriate accommodation for medical treatment/ care
- voluntarily holding 'spare' salbutamol asthma inhalers for emergency use.

**Staff members are responsible for:**

- taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help. A first-aid certificate is not sufficient.
- knowing where controlled drugs are stored and where the key is held.
- taking account of the needs of pupils with medical conditions in lessons.
- undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
- allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.

**School nurses are responsible for:**

- collaborating on developing an IHP in anticipation of a child with a medical condition starting school.
- notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career.
- supporting staff to implement an IHP and then participate in regular reviews of the IHP. Giving advice and liaison on training needs.
- liaising locally with lead clinicians on appropriate support. Assisting the Headteacher in identifying training needs and providers of training.

**Parents and carers are responsible for:**

- keeping the school informed about any new medical condition or changes to their child/children's health.
- participating in the development and regular reviews of their child's IHP.
- completing a parental consent form to administer medicine or treatment before bringing medication into school.

- providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine.
- carrying out actions assigned to them in the IHP with particular emphasis on, they or a nominated adult, being contactable at all times.

#### **Pupils are responsible for:**

- providing information on how their medical condition affects them.
- contributing to their IHP
- complying with the IHP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents.

#### **Training of staff**

- Newly appointed teachers, supply or agency staff and support staff will receive information on the 'Supporting Pupils with Medical Conditions' Policy as part of their induction.
- No staff member may undertake any healthcare procedures without undergoing training specific to the condition and signed off as competent.
- School will keep a record of medical conditions supported, training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

#### **Medical conditions record**

- Parents can inform school at any point in the school year if a condition develops or is diagnosed. Consideration will be given to seeking consent from GPs to have input into the IHP and also to share information for recording attendance.
- A medical conditions list will be kept, updated and reviewed regularly by the school office. This will be available to all appropriate adults.
- Supply staff and support staff will similarly have access on a need to know basis. Parents will be assured data sharing principles are adhered to.
- For pupils on the medical conditions list, key stage transition points meetings will take place in advance of transferring to enable parents, school and health professionals to prepare IHP and train staff if appropriate.

#### **Healthcare Plans (HPs)**

- Where necessary a Healthcare Plan (IHP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
- IHPs will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. If consent is sought from parents a photo and instructions may be displayed. In the case of conditions with potential life-threatening implications the child's information will be available clearly and accessible to everyone.
- IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an Education, Health and Care plan, the IHP will be linked to it or become part of it.

- Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA /AP provider and school is needed to ensure that the HP identifies the support the child needs to reintegrate.

### **Emergencies**

- Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms.
- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

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

- arrangements for pupils with a HP to participate in school trips should be flexible enough to ensure pupils can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.
- To comply with best practice, risk assessments will be undertaken in line with H&S executive guidance on school trips, in order to plan for including pupils with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day HP requirements for the school day.

### **Insurance**

- Teachers who undertake responsibilities within this policy will be assured by the Headteacher that they are covered by the LA/school's insurance.

### **Complaints**

- All complaints should be raised with the school in the first instance.
- The details of how to make a formal complaint can be found in the School Complaints Policy.

### **Definitions**

- 'Parent(s)' is a wide reference not only to a pupil's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of, a pupil.
- 'Medical condition' for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. Being 'unwell' and common childhood diseases are not covered.
- 'Medication' is defined as any prescribed or over the counter treatment.
- 'Prescription medication' is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.
- A 'staff member' is defined as any member of staff employed at Holland Haven Primary School.

## Supporting Pupils at School with Medical Needs

Develop HP in partnership. Agree who leads on writing it. Input from healthcare professionals must be provided.

Healthcare professional commissions and/or delivers training. Staff signed off as competent - review date agreed.

IHP implemented and circulated to all relevant staff.  
to initiate.

HP reviewed annually or when condition changes.

Parent/carer or healthcare professional to initiate.