



WOODSEAVES C.E ACADEMY

SUPPORTING CHILDREN WITH MEDICAL CONDITIONS POLICY

Lead Professional: Mrs P Gallant (Headteacher)

Approved by Governors: Nov 2018
Next Review: Nov 2019

Supporting Pupils with Medical Conditions

Pupils at school with medical conditions should be properly supported so that they can play an active part in school, remaining healthy and able to achieve their academic potential, with full access to education, including school trips and physical education. Section 100 of the **Children and Families Act 2014** places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRU's to make arrangements for supporting pupils at their school with medical conditions.

Definition of the term Medical Condition used in this context

A medical condition that is long term with acute episodes, requires ongoing support, and involves the need for medication and/or care whilst at school. The condition will need monitoring and could require immediate intervention in emergency circumstances.

Some children with medical conditions may be disabled. Where this is the case the Governing body must comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and have a statement, or Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision. For children with SEND, this guidance should be read in conjunction with the SEND code of practice and the school's Local Offer.

Responsibilities

The Governing body must ensure that arrangements are in place to support pupils with medical conditions. In doing so, they should ensure that such children can access and enjoy the same opportunities at school as any other child. The school, Local Authority, health professionals and other support services should work together to ensure that children with medical conditions receive a full education.

The Governing body should ensure that the school's leaders liaise with health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported. The needs of each individual child must be considered and how their medical condition impacts on their school life.

The Governing body must ensure that the arrangements they put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented. This aligns with their wider safeguarding duties. Policies should be reviewed regularly and be readily accessible to parents and school staff.

The Governing body should ensure that:

- the arrangements they set up include details on how the school's policy will be **implemented** effectively, including a **named person** who has overall responsibility for policy implementation.
- the school's policy covers the role of **individual healthcare plans**, and who is responsible for their development, in supporting pupils at school with medical conditions.
- **written records** are kept of all medicines administered to children.
- their arrangements are clear and unambiguous about the need to actively support pupils with medical conditions to **participate in school trips and visits, or in sporting activities**, and not prevent them from doing so.

- **staff are properly trained** to provide the support that pupil's need.
- the school's policy sets out what should happen in an **emergency situation**.
- the appropriate **level of insurance** is in place and appropriately reflects the level of risk, with **risk assessment** being carried out, when appropriate.
- **parents provide** the school with sufficient and **up-to-date information** about their child's medical needs. This will be prompted with an annual data check.

Where pupils would not receive a suitable education in a mainstream school because of their health needs, the Local Authority has a duty to make other arrangements. Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from school for 15 days or more because of health needs.

Statement of Intent

All pupil's attending the school with a medical condition (meeting the above definition) must have an Individual Healthcare Plan.

The school, healthcare professionals and parents/carers should agree, based on evidence, when an Individual Healthcare Plan would be inappropriate or disproportionate. Where there is a discrepancy an appropriate healthcare professional should be asked to arbitrate.

Individual Healthcare Plans must:

- Be clear and concise
- Be written in partnership with parents, child, healthcare professional and key staff.
- Be reviewed annually or when there is a change in the condition of the child.
- Be easily accessible whilst preserving confidentiality. Securely stored by First Aid lead/Designated teacher.
- Outline educational provision if the student is unable to attend school.
- Contain details of the medical condition, its triggers, signs, symptoms and treatments.
- Include relevant SEN information.
- Provide details of 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, modification to buildings, furniture or equipment and environmental issues e.g. crowded corridors, travel time between lessons.
- Outline specific support for the pupil's educational, social and emotional needs- for example, how absences will be managed, changes to the school day and details of a personalised curriculum, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions etc.
- Outline the level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.
- State 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.

The School will:

- Ensure that pupils with medical conditions are identified as they transfer to the school and through the ongoing annual data check process.
- Arrange for written permission from parents/carers and the Headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours.
- Have separate arrangements in place for school trips or other activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments.
- Designate individuals to be entrusted with information about a pupil's condition; where confidentiality issues are raised by the parent/child.
- Have an identified key worker to specifically meet the needs of pupils with a statement of SEN linked to a medical condition.
- Always have a minimum of two members of staff available trained in first aid response with knowledge of the pupils with medical conditions and access to their IHCPs.
- Be clear about 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.
- Make all staff working directly with pupils aware of the pupils in the school with medical conditions, through the COP and display in staffroom.
- Provide sufficient training for staff to meet the needs of pupils at the school with medical conditions.

EPI-Pens

- All Epi-Pens in school must come into school in their original box with the pharmacy label on with the child's name on and the expiry date.
- There should be 2 Epi-Pens in school for each child, in case one fails.
- Epi-pens will be kept in a box with the child's photograph on the front and a copy of their Care Plan inside. On the front of the box will be information that may be needed in an emergency.
 - ✓ **Ring 999**
 - ✓ **Administer Epi-pen**
 - ✓ **School Post Code**
- All staff should be aware of who the children are and their exact allergies
- Epi-pens must go everywhere with the children.
- All training must be updated annually.

Administering Medicines for short term illness

On occasions pupils may be prescribed antibiotic/pain relief medicines that need to be taken over a **short period** of time when reasonably the child is fit to return to school but has not finished their course or requires help with minor pain relief.

Possible scenarios include, following dental work, an operation, broken bone, or infection. This does not include dosing children up for colds, coughs etc.

In such circumstances where the dosage cannot be fit around the school day such as when medicine is to be administered four times a day or a pupil requires pain relief to manage the afternoon, the Headteacher may decide that it is appropriate to administer the medicine at school.

Parents wishing to discuss possible administration of medicine at school should speak to the Headteacher as a decision will be made on an individual basis after careful consideration of all the information available.

Asthma

All children with asthma will have an Asthma Care Plan. Please see Appendix One; **Managing Asthma at Woodseaves CE Academy**

Good Practice

Children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. Pupils with a medical condition will not be denied admission or be prevented from taking up a place in school because arrangements for their medical condition have not been made.

Prescription medicines and health care procedures will only be given by staff following appropriate training from medical professionals.

Staff will not force pupils to take medicines or have necessary procedures against their will. They will aim to follow the procedure agreed in the Individual Healthcare Plan and contact parents when alternative options may need to be considered.

Staff should use their discretion and judge each case on its merits with reference to the pupil's Individual Healthcare Plan. Staff should make inhalers and medication easily accessible to pupils and administer their medication when and where necessary.

Staff should give individual, personalised care to pupils even those with the same condition.

Staff should take the views of the pupil and their parents into account; act on medical evidence and opinion but challenge it when appropriate.

Staff should encourage pupils with medical conditions to remain in school for normal school activities, including lunch, unless specified in their Individual Healthcare Plans.

Staff should supervise pupils with medical conditions if they become ill.

Pupils must not be penalised for their attendance record if their absences are related to their medical conditions e.g. hospital appointments.

Staff should encourage pupils to drink, eat and take toilet or other breaks whenever they need to in order to manage their medical condition effectively.

Staff should support parents in meeting the medical needs of their child in school by accepting responsibility for the student's medical needs at school and encourage students with medical conditions to participate, in all aspects of school life, including school trips.

Complaints

Parents/carers' concerns about the support provided for their child with a medical condition should be directed, in the first instance, to the designated lead for supporting pupils with medical conditions, Paula Gallant, Headteacher. If for whatever reason, this

does not resolve the issue, they may make a formal complaint via the school's complaint procedure. (See website for details)

Supporting documents:

Equality Act 2010

SEND Code of Practice

SEND Local Offer

Supporting children at school with Medical Conditions – DfE April 2014

Approved by the Governing Body on November 22nd 2018

To be reviewed by end of November 2019

Appendix 1

Management of Asthma at Woodseaves C.E Academy

Woodseaves C.E Academy is an inclusive community that aims to support and welcome pupils with asthma

- Pupils with asthma are encouraged to take control of their condition
- Pupils feel confident in the support they receive from the school to help them to do this
- Pupils with asthma are included in all activities
- All staff feel confident in knowing what to do in an emergency

Administration of Medicines (Inhalers)

- The school keeps an asthma register of all pupils identified as having asthma
- All pupils with asthma have easy access to their emergency medicines. All children have a photobox that contains their inhaler (except for Class 3 who keep theirs in their tray), which must include the packaging that the inhaler comes in which shows the pharmacy label and expiry date. **It is recommended that all children under 12 have a spacer.** Parents are encouraged to provide a spacer.
- A member of the office staff oversees inhalers in school logging who has one and when the expiry date is. Parents are notified when a new one is required.
- All children with asthma have a care plan which is filled in at the beginning of each school year by parents/carers. This records important details about individual children's medical needs, their triggers, symptoms, medicines etc.

- These care plans are shared with class teachers and other key adults working with the individual child.
- All classes have a fact sheet, on display, detailing what to do in the event of a pupil having an asthma attack.
- A record is kept of each occasion an individual pupil is given or supervised taking medicine. Details of the supervising staff member, pupil, dose, date and time are recorded.

Use of Emergency Inhalers in School

Parents are asked to provide a spare inhaler incase of emergencies.

In case of emergency

Keep the child calm.

Sit them up, leaning forward slightly.

Loosen tight clothing.

Use inhaler & spacer. 5/6 shakes followed by 2 puffs.

Each time ensure child's mouth is sealed around the mouthpiece

And they take 5/6 normal breathes.

Repeat if necessary.

This process should give relief in 2-5 minutes. If it does not repeat process. Up to 10 puffs.

If there is no improvement or the child can't speak or their lips have gone blue call an ambulance.

Give the inhaler to the ambulance person when it arrives.

Supporting Pupils with Medical Conditions

Refer to: Supporting pupils at school with medical conditions
DfE April 2014 and Woodseaves C.E Academy



