

St Anne's Infants' School

SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS POLICY



This policy has been drawn up in accordance with the DfE guidance *Supporting pupils at school with medical conditions* December 2015.

This policy will be readily accessible to parents and school staff, and will be reviewed annually by the Senior Leadership Team to keep up-to-date with statutory and non-statutory guidance and legislation.

Purpose of policy:

The purpose of this policy is to ensure arrangements are in place to support pupils at school with medical conditions, in light of updated guidance drafted by the Department of Education for governing bodies of maintained schools and proprietors of academies in England. This policy outlines the correct procedures and protocols St Anne's Infants' School will follow to support pupils with long-term and/or complex medical conditions, as well as short term situations, whilst safeguarding staff by providing clear and accurate guidance for all staff to adhere to.

Aims:

To ensure arrangements are made by the school for children with medical conditions to receive proper care and support whilst meeting our legal responsibilities;

To provide guidance to all teaching and non-teaching staff members, ensuring staff are fully supported in carrying out their role to support pupils with medical conditions, including the procedure in an emergency situation;

To identify the areas of responsibility and roles to all parties involved in the arrangements made to support pupils at school with medical conditions, including pupils, parents, staff, school nurse service, Headteachers, Governing Bodies etc.; and

To ensure procedures are followed to limit the impact on pupils educational attainment, social and emotional wellbeing that can be associated with medical conditions, both on site and during off site trips.

Legislation Framework:

This document replaces previous guidance on Managing Medicines in schools and early years published in December 2015.

Section 100 of the Children and Families Act 2014 places a duty on Governing Bodies to make arrangements for supporting pupils with medical conditions at school. This is because pupils with long-term and complex medical conditions may require:

- On-going support, medicines or care whilst at school to help them manage their condition;
- monitoring and intervention in emergency circumstances.

St Anne's Infants' School Governing Body must further comply with their duties under the Equality Act 2010 towards disabled children and adults.

Roles and Responsibilities:

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. Collaborative working between school staff, healthcare professionals, Local authorities, parents and pupils will be critical to ensure that the needs of pupils with medical conditions are met effectively.

Some of the most important roles and responsibilities at St Anne's Infants' School are listed below, however this is not an exhaustive list:

The **headteacher** is responsible for:

- ensuring all staff are aware of this policy;
- implementing this policy effectively and ensuring that **all** relevant staff members are aware of how to support pupils with medical conditions including their role in its implementation;
- the development of individual healthcare plans by the relevant health professionals and/or SENDCo;
- ensuring there are sufficient trained members of staff available to implement the policy and deliver against all in the plan, including in contingency and emergency situations;
- ensuring the SENDCo informs all staff who need to know about a child's condition;
- safeguarding school staff by appropriately insuring them and making them aware that they are insured to support pupils with medical conditions in liaison with the School Business Manager; and
- ensuring the SENDCo liaises with the school nursing service to inform them of a medical condition that has not yet been brought to their attention, which may require medical support at school.

The **School Nursing Service** is responsible for:

- supporting staff on implementing a child's individual healthcare plan and providing advice on training; and
- liaising with lead clinicians locally on appropriate support for the child and associated staff training needs.
- notifying the school when a child has been identified as having a medical condition which will require support in school. This should, where possible, be done before the child starts at the school.

School staff (teaching and non-teaching) should:

- provide support to pupils with medical conditions. This can be **any** member of school staff, and could include the administering of medicines, although you cannot be required to do so;
- take into account the needs of pupils with medical conditions that they teach;
- receive sufficient and suitable training to achieve the necessary level of competency before they take on the responsibility to support children with medical conditions; and
- know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Pupils should be encouraged to:

- provide adequate information about how their condition affects them;
- be involved in discussions about their medical support needs where appropriate; and
- comply with their health care plan.

Parents should:

- provide medicine and equipment and ensure they or another nominated adult are contactable at all times;
- provide sufficient and up-to-date information to the school about their child's medical needs; and
- be involved and assist in drafting and developing their child's health care plan.

Other **healthcare professionals**, including GPs and providers of health services are responsible for:

- notifying the school nurse when a child has been identified as having a medical condition that requires school support;
- providing advice on developing healthcare plans; and
- co-operating with schools that are supporting children with a medical condition.

Local Authorities (LA) are responsible for:

- promoting cooperation between relevant partners such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and NHS England, with a view to improving well-being of children so far as relating to their physical and mental health and their education, training and recreation;
- provide support, advice and guidance, including suitable training for school staff to ensure that the support specified within the health care plan can be delivered effectively;
- working with schools to ensure that schools support pupils with medical conditions to attend full time; and
- making alternative arrangements where pupils would not receive a suitable education in a mainstream school because of their health needs when it is clear that a child will be away from school for 5 days or more because of their health needs.

Procedure when the school is notified of a medical condition:

- It will either be the parent, school nursing service, a healthcare professional, GP or paediatrician who will notify the school nurse when a child has been identified as having a medical condition that requires support.
- The nurse or parent will then notify the SENDCo, via the school office, who should take the necessary steps to co-ordinate a meeting to discuss the child's medical support needs. The meeting will involve key school staff, the pupil, parents, relevant healthcare professionals and other medical/health clinicians as appropriate.
- A decision will be made as to whether a health care plan will be created for the child.
- For children new to the school, support arrangements will be in place in time for the start of the relevant school term.
- In cases where the child moves to the school mid-term or receives a new diagnosis, the school will make every effort to ensure the arrangements are in place.

The school will not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, advice from the relevant medical professional will be followed by the school.

Individual Healthcare Plans:

A pupil's health care plan provides clarity about what needs to be done, when and by whom. When deciding whether a health care plan is appropriate and proportionate, schools should follow the steps below:

Stage 1 – Gathering the information

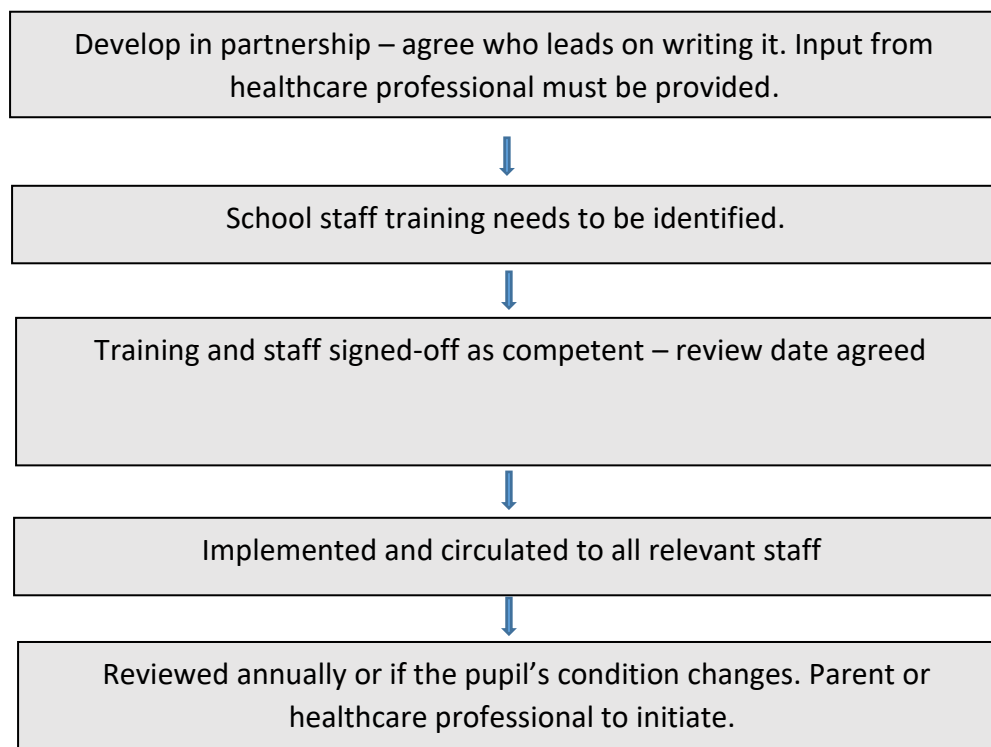
- The SENDCo co-ordinates a meeting between the school, healthcare professional and parent to discuss the medical support needs of the pupil.
- Pupils should be involved when possible.
- The meeting should ascertain whether a health care plan is appropriate, as not all children will require one.
- All parties should agree, based on the evidence, as to whether a health care plan would be suitable. However, the SENDCo is best placed to take the final view if consensus cannot be reached.
- The decision should be based on:
 - whether there is a high risk that emergency intervention will be needed;
 - whether the medical condition is long-term and/or complex;
 - whether the child is returning to school following a period of hospital education or alternative provision (including home tuition);
 - whether medical conditions are likely to fluctuate.

A member of the school staff should be identified as being the person who will provide support to the pupil.

Stage 2: Developing an individual health care plan

The purpose of an individual health care plan is to capture steps which the school will take to help the child manage their condition and overcome any potential barriers to getting the most from their education.

Once the decision has been made to create an individual health care plan the outlined process should be followed:



Emergency Process:

As part of general risk management processes, St Anne's Infants' School has the following arrangements in place for dealing with emergencies situations:

- All pupils in the school should inform a teacher immediately if they think help is needed;
- The pupil's Medical care plan will clearly define what constitutes an emergency and will explain what to do, including ensuring that all relevant staff are aware of the emergency symptoms and procedures for the individual pupil;

- When a pupil needs to be taken to hospital, staff will stay with the child until the parent arrives. If a child is taken to hospital by ambulance before the parents arrive staff will accompany the pupil;

All staff need to understand the local emergency services cover arrangements and ensure that the correct information is provided for navigation systems.

Staff training and support:

St Anne's Infants' School will provide the following support to all staff involved in supporting pupils with medical needs:

- Any member of school staff providing support to a pupil with medical needs will receive suitable training. Staff training needs will be identified during the development or review of the pupils care plan. Staff who already have some knowledge of the specific support needed by a child with a medical condition may not require extensive training.
- Staff who provide support to pupils with medical conditions will, when possible, be included in the meetings where this is discussed.
- will lead on identifying and agreeing with the school the type and level of training required. It will be the school's responsibility to arrange training and ensure that this remains up-to-date.
- The training will be sufficient to ensure all staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements set out in the individual health care plan
- Staff will be made aware of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff must not give prescription medicines or undertake health care procedures without appropriate training (including amendments to the individual health care plan). A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.

- The Healthcare Professional, including the school nurse, will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

- As well as individual training, the school will make arrangements for whole school awareness training and induction arrangements for new members of staff. This will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

Pupil's role in managing their own medical needs:

Pupils may be competent to manage their own health needs and medicines. St Anne's Infants' School will discuss individual competencies with parents and ensure the individual health care plan reflects the pupil's competencies for managing their own medicines and procedures.

Pupils who can take their medicines themselves will have an appropriate level of supervision. When it is not appropriate for the pupil to self-manage, staff will help to administer medicines and manage procedures for them.

If a pupil does refuse to take their own medicine, or refuses to carry out necessary procedures relating to their medical needs, staff will not force them to do so, but will follow the procedure agreed within the pupils' individual health care plan. SENDCo will be responsible for informing the pupil's parents, so that alternative options can be considered for future situations.

Record keeping and managing/storing of medicines:

Record Keeping:

Written records of all medicines administered to individual children will be kept with the medicines in an individual bag in the class medicine box. This details what, how and how much was administered, when and by whom. See appendix [B] for the school's record form of medicine administered to an individual child.

These accurate records offer protection to staff and children, whilst providing evidence that agreed procedures have been followed.

Parents will be informed when their child has been unwell at school by school office staff.

Managing medicines on school premises:

In order to manage pupil's medical conditions effectively, St Anne's Infants' School will not prevent pupils from eating, drinking or taking breaks when required.

The following procedures will be followed to manage medicines on-site:

- a pupil under 16 should never be given prescribed or non-prescribed medicines without their parent's written consent. See appendix [C] for the schools parental agreement for administering medicine;
- only prescribed medicines that are in-date, labelled with the child's name and include instructions for administration, dosage and storage will be accepted by the school. In most circumstances, the medicines should be provided in the original container and dispensed by a pharmacist, with the exception of insulin, which will be inside an insulin pen or pump;
- all medicines will be stored safely. Staff and children must know where their medicines are kept, and be able to access them immediately.
- St Anne's Infants' School will keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container in the main office and only trained staff will have access;
- controlled drugs will be easily accessible in an emergency at all times; and
- no pupil will be given medicine containing aspirin unless prescribed by a doctor.

Storage/Disposal of Medicines:

Pupils' medicine will not be locked away out of the staff's access; this is especially important on school trips. It is the responsibility of the School to return medicines that are no longer required, to the parent for safe disposal.

Off-site procedure:

St Anne's Infants' School will assess what reasonable adjustments can be made to enable pupils with medical needs to participate fully and safely during off-site trips.

All staff members should be aware of how the pupils individual medical condition will impact their participation, but should allow enough flexibility for pupils to participate according to their own abilities, unless evidence from a GP states otherwise.

A risk assessment will be carried out by class teacher prior to the off-site trip taking place to ensure pupils with medical conditions can participate safely. This will require consultation with parents and pupils and advice from the relevant healthcare professionals.

Unacceptable practice:

Staff should use their discretion and judge each case on its merits with reference to the child's individual health care plan. However, it is not general acceptable practice to:

- assume that every child with the same condition requires the same treatment;
- prevent children from accessing their inhalers or medication easily, and administering their medication when and where necessary;
- if the pupil becomes ill, send them to the school office unaccompanied or with someone unsuitable;
- send pupils with medical conditions home frequently or prevent them from participating in normal school activities, unless specified in their individual health care plan.
- penalise pupils for their attendance record if absences relate to their medical condition i.e. hospital appointments;
- ignore the views of the pupil or their parents; or ignore medical evidence or opinion, (although this may be challenged);
- prevent children from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively;
- create barriers to pupils participating in any aspect of school life, including off-site school trips; or
- require parents to attend school to administer medication or provide medical support to their child.

No parent should have to give up working because St Anne's Infants' School is failing to support their child's medical needs.

Insurance/Complaints procedure:

Insurance/ Indemnity:

The school provides the appropriate level of insurance to cover staff providing support to pupils with medical conditions. The schools insurance arrangements are detailed within the Risk Protection Arrangements which are accessible from the School Business Manager. The school's insurance policy covers liability relating to the administration of medication.

Complaints:

Should parents or pupils be dissatisfied with the support St Anne's Infants' School has provided, the initial concern should be raised with the Head Teacher. If the concern cannot be resolved with the school directly, a formal complaint can be made via the schools complaints procedure, which is accessible from the school website or office.

Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after the above attempts at resolution have been exhausted.

Review date: December 2024

Review cycle: Annual