



BUSBRIDGE CE (Aided) JUNIOR SCHOOL

Supporting Children with Medical Conditions Policy



Governors' Committee Responsible:	FGB
Nominated Lead Member of Staff:	Richard Catchpole (HT)
Status & Review Cycle:	Statutory; annual
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Is this policy shared via the school website: Yes

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Our School Vision Statement

To be a school that reflects the love of Christ: **cherishing** each other as unique individuals and **challenging** all to achieve and succeed.

Our School Aim

It is the aim of this school to support any child who has medical needs or requires on-going medication during school hours, or whenever the child is in our care. The administration of medicines is the responsibility of parents. There is no requirement for Headteachers or staff to undertake these responsibilities. The act of administering medicine is purely voluntary. However, as a school, we understand that there is a need for the same to be administered during school hours on occasions. There is also a need to fully support pupils with more complex medical conditions.

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Introduction

We take our duty of care for children and adults in school very seriously. Therefore, we have well managed and effective policies and procedures in place.

- Surrey County Council has produced a manual “Young People’s Health & the Administration of Medicines, Children, Schools & Families Guidance” which has informed and formed the basis of this policy. LAs, schools and governing bodies are responsible for the health and safety of all children in their care.
- The [Children and Families Act 2014](#) includes a duty for schools to support children with medical conditions.
- Where children have a disability, the requirements of the [Equality Act 2010](#) will also apply. Where children have an identified special need, [the SEND Code of Practice](#) will also apply.
- All children have a right to access the full curriculum, adapted to their medical needs and to receive the on-going support, medicines or care that they require at school to help them manage their condition and keep them well.
- We recognise that medical conditions may impact social and emotional development as well as having educational implications.

- We recognise this policy may need to be read in conjunction with the school's Children With Health Needs Who Cannot Attend School Policy
- Our school will build relationships with healthcare

Roles and Responsibilities

School staff who have a pupil with medical needs in their class will be told of the nature of the condition and as to when the pupil may need extra attention. A list is held in each classroom with the medical needs of any pupils in that class. If necessary, the class teacher can also meet with the parent/guardian or medical adviser of the child so that full understanding is reached. At different times of the school day other staff may be responsible for these children (e.g. midday supervisors) and accordingly, they too will be informed of any medical needs of the child in question. Any member of staff providing support to a child with medical conditions will receive appropriate training.

Role of Parent/Guardian:

Parents/Guardians are a child's main carers. They are responsible for making sure that their child is well enough in the first place to attend school. If a child is generally unwell, they should not be in school until they are fit to take part in the normal school day activities.

If a child is unable to attend school because of illness, the school should always be informed as soon as possible, usually by a telephone call to the School Office before the start of the school day (9am).

For children with more complex medical requirements or conditions, as outlined above, schools may draw up a Health Care Plan in consultation with parents, staff and the child's medical practitioner, where possible.

It is the responsibility of the parent/guardian to provide the child's school with any change of information about their medical condition and any treatment required. It is also the responsibility of parents to deal with the disposal of any medicines no longer required / left at the end of treatment. These will only be handed to a parent/guardian.

The Local Authority is responsible for:

- Promoting co-operation between relevant partners regarding supporting pupils with medical conditions
- Providing support, guidance and training to schools to ensure Individual Healthcare Plans 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 15 days or more due to a health need and who would otherwise not receive a suitable education

The Governing Body is responsible for:

- Determining the school's general policy and ensuring that arrangements are in place to support children with medical conditions

The Leadership Team is responsible for:

- Overseeing the management and provision of support for children with medical conditions
- Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver individual healthcare plans, including to cover absence and staff turnover
- Ensuring that school staff are appropriately insured and are aware that they are insured

The Leadership Team is also responsible for:

- Informing relevant staff of medical conditions
- Arranging training for identified staff

- Ensuring that staff are aware of the need to communicate necessary information about medical conditions to supply staff and where appropriate, taking the lead in communicating this information
- Assisting class teachers with risk assessment for school visits and other activities outside of the normal timetable
- Developing, monitoring and reviewing Individual Healthcare Plans (IHP)
- Working together with parents, pupils, healthcare professionals and other agencies

Teachers and Support Staff are responsible for:

- The day-to-day management of the medical conditions of children they work with, in line with training received and as set out in IHPs
- Taking account of the needs of pupils with medical conditions in lessons
- Working with the named person/s, ensuring that risk assessments are carried out for school visits and other activities outside of the normal timetable
- Providing information about medical conditions to supply staff who will be covering their role where the need for supply staff is known in advance

School nurses / hospital medical professionals are responsible for:

- Notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible this should be done before the child starts at our school.
- Providing support for staff on implementing a child's individual healthcare plan and providing advice and liaison including with regard to training.

Procedure When Notification is Received that a Pupil has a Medical Condition

- When we receive notification that a pupil has a medical condition, we will liaise with relevant individuals, including as appropriate parents/carers, the individual pupil, health professionals and other agencies to decide on the support to be provided to the child
- Where appropriate, an Individual Healthcare Plan will be drawn up

Individual Healthcare Plans (IHPs)

- An IHP will be written for pupils with a medical condition that is long term and complex.
- It is the responsibility of the parent/guardian to inform the school when the child is admitted to school or when a child develops a condition.
- The IHP will clarify what needs to be done, when and by whom and include information about the child's condition, special requirements, medicines required, what constitutes an emergency and action to take in the case of an emergency.
- Where a child has an EHCP/Statement, the IHP will become linked to it.
- IHPs will be reviewed annually, or earlier if evidence is provided that a child's needs have changed

Administering Medicines

Procedures are followed, as outlined in our First Aid Policy and Administering of Medicines Policy.

- Where possible, unless advised it would be detrimental to health, medicines should be taken in frequencies that allow the pupil to take them outside of school hours.
- Consent from parents must be received before administering any medicine to a child at school
- Medicines will only be accepted for administration if they are:
 - Accompanied with a signed Temporary Administration of Medicine form (available from the office)
 - In-date
 - Clearly labelled with the child's name, and include instructions for administration, dosage, storage, times/frequency, start and end date

- Medicines are stored in labelled year group medical boxes in the school office, unless designated adults are responsible for them as part of an IHP. Except for EpiPens, which are stored in the child's classroom (in a visible drawer labelled with a white first aid cross). A second EpiPen is also held in the school office.
- Written records will be kept of any medication administered to children.
- Staff will not force a pupil, if they refuse medication or to comply with their IHP, but parents/carer will be informed.
- Any leftover or outdated medicines will be returned to parents/carers.

Action In Emergencies

- Medical emergencies will be dealt with under the school's emergency procedures. Where a pupil has an IHP, relevant staff will be made aware of signs and symptoms and specific actions to be followed.
- Parents/ carers will be contacted as soon as possible to inform them of the situation.
- A member of staff should stay with the pupil until the parent/carer arrives. If a parent/carer does not arrive before the pupil is transported to hospital, a member of staff should accompany the child in the ambulance.

Activities Beyond The Usual Curriculum

- Reasonable adjustments will be made to enable pupils with medical needs to participate fully and safely in day trips, residential visits, sporting activities and other activities beyond the usual curriculum
- When carrying out risk assessments, parents/carers, pupils and healthcare professionals will be consulted where appropriate. Staff supervising off site activities and trips should ensure they are aware of the relevant health care or medical needs of the pupils in their care, and include such details in their pre- visit Risk Assessment.

Unacceptable Practice

The following items are not generally acceptable practice with regard to children with medical conditions, although the school will use discretion to respond to each individual case in the most appropriate manner.

- preventing children from easily accessing and administering their inhalers / medication when and where necessary
- assuming that every child with the same condition requires the same treatment
- ignoring the views of the child or their parents; or ignoring medical evidence or opinion
- sending pupils home frequently or preventing them from staying for normal school activities, unless this is specified in their individual healthcare plans
- sending them to the school office or medical room unaccompanied or with someone unsuitable, if they become ill (depending on severity)
- penalising children for their attendance record if their absences are related to their medical condition
- preventing pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- requiring parents, or otherwise making them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues, when there are trained staff in place
- preventing children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips.

Complaints

- An individual wishing to make a complaint regarding the school's actions in supporting a child with medical conditions, should discuss this with the school in the first instance
- If the issue is not resolved, then a formal complaint may be made, following the school complaints procedure which can be found on the school website.

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Process For Developing Individual Healthcare Plans

Parent or healthcare professional informs school that child has a medical condition or is due to return from long-term absence, or that needs have changed



The School Secretary draws up the IHP and liaises with parents/carers over email/telephone Headteacher, or senior member of school staff identifies member/s of school staff who will provide support to the pupil



Either the School Secretary draws up the IHP and liaises with parents/carers over email/telephone, or a meeting is held to discuss and agree need for IHP to include key staff, child, parents/carers, relevant healthcare professional and other medical/health clinicians as appropriate (or consider evidence provided by them)



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



School staff training needs identified



Healthcare professional commissions/ delivers training and staff signed off as competent



IHP implemented and circulated to all relevant staff



IHP reviewed annually or when condition changes. Parent/carer or healthcare professional to initiate. If deemed necessary a Health TAF will be put in place (meeting frequency to be agreed on a case by case basis)

Linked Policies to Read

Health and safety Policy

Administration of Medicines Policy

Children with Health Needs Who Can't come to School Policy

First Aid Policy

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