

# Kingsley St John's CE Aided Primary School

## Supporting Pupils with a Medical Condition Policy

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### Introduction

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 SEN 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 (both physical and mental) may impact social and emotional development as well as having educational implications. Our school will build relationships with healthcare professionals and other agencies and in order to support effectively pupils with medical condition. As well as listening to and valuing the parents and pupil's viewpoint.

### Roles and Responsibilities

The Named Person responsible for children with medical conditions is Susan Evanson and Rachel Jones. These people are 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 with risk assessment for school visits and other activities outside of the normal timetable
  
- Developing, monitoring and reviewing Individual Healthcare Plans
- Working together with parents, pupils, healthcare professionals and other agencies

### 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.

Ensuring the child has access to and can enjoy the same opportunities as any other child.

May 2021

The Headteacher 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 covering absence and staff turnover
- Ensuring that school staff are appropriately insured and are aware that they are insured
  
- Ensuring that there is clear communication between all parties during transition times.

**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 Individual Healthcare Plans.
- Working with the named person, ensure 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

Procedure when notification is received that a pupil has a medical condition

- The named person will liaise with relevant individuals, including as appropriate parents, 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
  
- Appendix A outlines the process for developing individual healthcare plans

#### INDIVIDUAL HEALTHCARE PLANS (IHCPS)

An Individual Healthcare Plan will be written for pupils with a medical condition that is long term and complex. They should be developed for:

- Severe asthma, type I diabetes, epilepsy and anaphylaxis
  
- Any student being diagnosed as being at risk of an emergency (an emergency can be described as a situation where, if a prescribed medication or health care procedure is not administered immediately, the student could suffer death or serious illness or injury.)
  
- Any pupil who requires the administration of specific Healthcare procedures. (They are particular procedures performed to maintain the health of students with high support needs while they are at school.)

It 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 clarity. Where a child has Special Educational Needs or Disabilities (SEND) but does not have a statement or Education Health Care plan, their special educational needs will be

mentioned in their IHCP. IHCPs will be reviewed annually or earlier if evidence is provided that a child's needs have changed.

## ADMINISTERING MEDICINES

Medicines can only be administered at school when it is detrimental not to do so. Written 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:

- Prescribed  
In-date  
Labelled  
Provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.

The exception to this is insulin which must be in date but will generally be available inside an insulin pen or pump, rather than in its original container. Medicines should be stored safely. School have also purchased a school emergency asthma inhaler, which is now kept in the school office. Children should know where their medicines are at all times. Written records will be kept of all medicines administered to children.

## Asthma

Inhalers must come into school with their box and prescription label.

There is a clear list of pupils with existing medical conditions (including asthma) which are kept in the registers

Children are encouraged to carry their own inhalers – an emergency inhaler is available within school located in the school office.

## ACTION IN EMERGENCIES

A copy of this information will be displayed in the school office

- • Request an ambulance – dial 999 and be ready with the information below.
  - • Speak slowly and clearly and be ready to repeat information if asked.
1. The school's telephone number:
  2. Your name
  3. Your location:
  4. Provide the exact location of the patient within the school
  5. Provide the name of the child and a brief description of their symptoms
  6. Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient
- • Ask office staff to open relevant gates for entry
  - • Contact the parents 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

#### 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 their inhalers and medication and administering their medication when and where necessary.
- assuming 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)
- sending children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
- if the child becomes ill, sending them to the school office or medical room unaccompanied or with someone unsuitable
- penalising children for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- 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. No parent should have to give up working because the school is failing to support their child's medical needs
- preventing 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

- An individual wishing to make a complaint about actions 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 complaints procedure as set out in Whistle blowing policy

The school insurance arrangements are purchased through the Cheshire West and Chester authority and cover all staff providing support to all pupils (including those with medical conditions.)

#### EQUALITY IMPACT STATEMENT

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity. We will use an appropriate Equality Impact Assessment to monitor the impact of all our policies and the policy may be amended as a result of this assessment.

Review date: June 2024

Appendix A  
Process for developing Individual Healthcare plans

Parent or healthcare professional informs school that child has been newly diagnosed, or is due to attend new school, or is due to return to school following a long term absence, or that needs have changed.

Headteacher coordinates meeting to discuss child's medical support needs and identifies member of staff who will provide support to pupil.

Meeting to discuss and agree on need for IHCP to include key school staff, child, parent, relevant healthcare professionals and other medical/health clinician as appropriate.

Develop IHCP in partnership – agree who leads on writing it. Input from healthcare professional must be provided.

School staff training is identified.

Healthcare professional commissions/delivers training and staff signed off as competent – review date agreed.