



St Andrew's CE Primary School

Policy for Supporting Pupils with Medical Conditions

Introduction

This policy is written in regard to Section 100 of the Children and Families Act 2014 which places a duty on Governing Bodies to make arrangements for supporting pupils at their school with medical conditions.

Aims

- ❖ To ensure that pupils at school with medical conditions, in terms of both physical and mental health, are properly supported so that they can play a full and active role in school life, remain healthy and achieve their academic potential
- ❖ To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves

Procedure

The Headteacher is responsible for ensuring that whenever the school is notified that a pupil has a medical condition;

- ❖ Sufficient staff are suitably trained
- ❖ All relevant staff are made aware of the child's condition
- ❖ Cover arrangements are in place, in case of staff absence/turnover
- ❖ Supply teachers are briefed
- ❖ Risk assessments for activities and visits within and outside of the normal school timetable are carried out and regularly reviewed
- ❖ Individual Healthcare Plans are monitored and reviewed at least annually

- ❖ Effective transition arrangements between schools are in place and communicated to pupil and parents
- ❖ If a child's needs change, the above measures will be adjusted accordingly in consultation with pupil and parents

Where children join St Andrew's Primary School at the start of a new academic year, these arrangements will be in place for the start of term. Where a child joins mid-term or a new diagnosis is given, arrangements should be in place as soon as possible, ideally within two weeks.

Any pupil with a medical condition requiring medication or support in school should have an Individual Health Care Plan (IHCP), which details the support which that child needs. If the parents, healthcare professional and school agree that an IHCP is inappropriate or disproportionate, a record of the child's medical condition and any implications for the child will be kept in the school's medical record and the child's individual record.

Individual Health Care Plans

The following information should be considered when writing an IHCP:

- ❖ The medical condition; its triggers, signs, symptoms and treatments
- ❖ The pupil's resulting needs: including medication and other treatments; facilities; equipment; testing; dietary requirements and environmental issues
- ❖ Specific support for the pupil's educational, social and emotional needs
- ❖ The level of support needed, including in emergencies
- ❖ Who will provide support; what training they will need; the expectation of their role; confirmation of their proficiency and cover arrangements in case of absence
- ❖ Who in school needs to be aware of the child's condition and the support required
- ❖ Written permission from parents for medication to be administered by a member of staff or self-administered (children who are competent should be encouraged to take responsibility for managing their own medicines and procedures with an appropriate level of supervision)

- ❖ Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure that the child can participate
- ❖ Confidentiality
- ❖ What to do if a child refuses to take their medicine or carry out a necessary procedure
- ❖ What to do in an emergency, who to contact and contingency arrangements
- ❖ If a child has SEN but does not have an EHCP their special educational needs should be detailed in their IHCP

Roles and Responsibilities

Supporting a child with a medical condition, during school hours, is not the responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the child.

The Governing Body

- ❖ Must make arrangements to support pupils with medical conditions and ensure that this policy is developed and implemented
- ❖ Must ensure sufficient staff receive suitable training and are competent to support children with medical conditions
- ❖ Must ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk

The Headteacher

- ❖ Should ensure all staff are aware of this policy and understand their role in its implementation
- ❖ Should ensure all staff who need to know are informed of a child's medical condition
- ❖ Should ensure sufficient numbers of staff are appropriately trained to support children with medical conditions including in emergency and contingency situations and that they are appropriately insured
- ❖ Is responsible for the development, implementation, monitoring and review of IHCPs
- ❖ Should contact the School Nursing Service in the case of any child with a medical condition who has not been brought to the attention of the School Nurse

- ❖ Should ensure that absences relating to the child's medical condition or the treatment of it are appropriately recorded

School Staff

- ❖ May be asked to provide support for children with medical conditions, including the administering of medicines, although they cannot be required to do so
- ❖ Should receive sufficient and suitable training and achieve the necessary level of competency before taking on responsibility for supporting children with medical conditions
- ❖ Should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help
- ❖ Should ensure that children have access to their medication and are able to eat, drink and take toilet breaks whenever they need to in order to manage their medical condition effectively

School Nurses

- ❖ Are responsible for notifying the school when a child has been identified as having a medical condition that requires support in school
- ❖ May support staff in implementing a child's IHCP and provide advice and liaison

Other healthcare professionals

- ❖ Should notify the school nurse when a child has been identified as having a medical condition that requires support at school
- ❖ May provide advice on developing IHCPs
- ❖ With specific expertise may be able to provide support for particular conditions e.g. Asthma, diabetes etc

Pupils

- ❖ Should, wherever possible, be fully involved in discussions about their medical support needs, and should be encouraged to contribute to, and comply with, their IHCP

Parents

- ❖ Must provide the school with sufficient and up-to-date information about their child's medical needs
- ❖ Are the key partners and should be fully involved in the development and review of their child's IHCP
- ❖ Should carry out any action which they have agreed to as part of the IHCP

Policy approved by Governing Body: *Gardner*.....

(signed, Chair of Governors)

Date: *30/1/2020*.....

For review: September 2022