

Ashurst Wood Primary School

Medical Conditions Policy - Supporting Pupils with -

To be used in conjunction with:

Medicines in School Policy, First Aid Policy, Asthma Policy



Updated March 2022
Review Date Spring Term 2 2023

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Policy for Supporting Pupils with Medical Conditions

This policy should be read in conjunction with the Administering Medicines Policy and, if applicable, the SEN Policy.

Aims

- To ensure pupils at school with medical conditions, including both physical and mental health, are properly supported so 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.

Insurance

The school holds appropriate insurance with the L.A.

Allergies

At Ashurst Wood Primary School allergies and food intolerances are considered to be medical conditions and are treated as such. Procedures for supporting children with allergies follow the guidelines outlined in this policy.

Procedures to be followed on notification of a medical condition

The persons named on the front cover are 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 in case of staff absence/turnover are always available
- supply teachers are briefed – details will be found in class registers
- risk assessments for visits and activities out of the normal timetable are carried out
- individual healthcare plans are monitored (at least annually)
- transitional arrangements between schools are carried out
- if a child's needs change, the above measures are adjusted accordingly

Where children are joining Ashurst Wood School at the start of a new academic year, these arrangements should be in place for the start of term. The first aid officer, where possible, meets these pupils in the summer 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.

The School does not have to accept a child identified as having a medical condition at times when it would be detrimental to the health of the child **or** others to do so.

Any pupil with a medical condition requiring medication or support in school should have an Individual Healthcare Plan (IHP) which details the support that child needs. If the parents, healthcare professionals and school agree that a IHP 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 Healthcare Plans (IHPs)

The following information should be considered when writing an IHP:

- the medical condition, its triggers, signs, symptoms and treatments
- the pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues
- specific support for the pupil's educational, social and emotional needs
- the level of support needed in emergencies
- who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements
- who in school needs to be aware of the child's condition and the support required
- arrangements for written permission from parents and the Headteacher 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 the normal school timetable that will ensure the child can participate
- confidentiality
- what to do when a child refuses to take medicine or carry out a necessary procedure
- what to do in an emergency, who to contact and contingency arrangements
- where a child has SEN but does not have an Education, Health and Care Plan, their special educational needs should be mentioned in their IHP

IHPs are located: in classrooms

in the medical room

in the staffroom

in classroom off-site folders

with kitchen staff

Roles and Responsibilities

Supporting a child with a medical condition during school hours is not the sole 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 this policy is developed and implemented
- must ensure sufficient staff receive suitable training and are competent to support children with medical conditions
- must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk (see Appendix 1)

The Headteacher

- should ensure all staff are aware of this policy
- should ensure all staff understand their roles in the policy 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 insured and trained to implement the policy and deliver IHPs, including in emergency and contingency situations
- should contact the school nursing service in the case of any child with a medical condition who has not been formally diagnosed by a medical professional

School staff

- the Lead First Aider (Tracey Mumford) is responsible for compiling IHP's
- may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they may not be required to do so
- should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of 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

School Nurses

- are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school
- may support staff in implementing a child's IHP and provide advice and liaison

Other Health Care Professionals

- should notify the school when a child has been identified as having a medical condition that will require support at school
- may provide advice on developing health care plans
- may be able to provide support for particular conditions (eg asthma, diabetes) via specialist local teams

Pupils

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

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 involved in the development and review of their child's IHP
- should carry out any action they have agreed to as part of the IHP implementation

Staff Training

The School Based manager will ensure sufficient staff are suitably trained and that appropriate support is provided by the LA.

The school will ensure that staff who administer medicines to control specific chronic conditions are trained to administer those specific medicines, for example, Anaphylaxis (epipens), Diabetes (insulin) Epilepsy (midazolam). Training in the administration of these specific medicines is arranged via the

Our vision is for everyone to have a love of life, a love of learning and a love of people

school nurse. A record of training is maintained to show the date of training for each member of staff and when repeat or refresher training is required. This is filed in the Health and Safety file in the main office.

The school will also ensure that other staff who may occasionally need to administer a prescribed medicine, supplied by the parent with a valid consent form and/or an IHP, are trained by the person who has completed the Managing Medicines course, in the procedures adopted by the school. A record of training is maintained to show the date of training for each member of staff and when repeat or refresher training is required. This is filed in the blue folder in the locked cupboard in the medical room.

See - Staff training record - Appendix 2

Off-Site Activities

Off-Site Care Plan folders exist for each class, which are carried by staff on all off-site activities. IHPs will also be given to companies and individuals providing transportation for pupils to and from school. To cover the issue of confidentiality, parents of pupils with IHPs will sign a permission slip on the IHP master copy, to allow companies and individuals to carry the IHP. (See bottom of Appendix 3).

Medicines/inhalers that are held in school, in case of need, will also be given to companies and individuals providing transportation for pupils to and from school. To cover the issue of confidentiality, parents of pupils with medicines/inhalers will sign a permission slip on the IHP master copy, to allow companies and individuals to carry the medicines/inhalers. (See bottom of Appendix 3).

Special attention will be given to pupils needing medicines that require particular administration. These children must be transported with a confident, trained administrator. Parents of these children will sign a permission slip allowing these administrators to give the medicines (See bottom of Appendix 3)

Emergency Situations

In a medical emergency, first aid is given, an ambulance is called and parents/carers are notified. Should an emergency situation occur involving a pupil who has an IHP, the emergency procedures detailed on the plan are followed, and a copy of the IHP is given to the ambulance crew. Should a medical emergency occur on an off-site activity first aid is given, an ambulance is called and parents/carers are notified. The IHPs carried by staff, companies and individuals providing transportation of pupils to and from school will be passed to the ambulance crew. (See section above). Instructions for calling an ambulance are displayed prominently by the telephone in the school office.

Managing Medicines

Please refer to Policy for Administering Medicines

If alternative arrangements are necessary for children with medical conditions details of these will be found on their IHPs

Unacceptable practice

The following practices are considered unacceptable:

- preventing children from easily accessing their medication and administering it when and where necessary
- assuming children with the same condition require the same treatment/support
- ignoring the views of the child, and/or their parents
- ignoring medical advice or opinion
- sending children with medical conditions home frequently or preventing them from staying for normal school activities (unless specified in the IHP)
- preventing children from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively
- requiring parents to attend school to administer medication or provide medical support to their child, including 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 creating unnecessary barriers to children participating in any aspect of school life, including school trips (such as requiring parents to accompany the child)

Complaints

Should any parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If this does not resolve the issue, they may make a formal complaint via the school's Complaints Procedure.

Review Period

This policy will be reviewed once a year

Appendix 1 – Action for Governors (taken from W. Sussex Governor Briefing Papers Autumn 2014)

With the Headteacher or member of staff responsible 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
- their arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. The arrangements should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. They should ensure that staff are properly trained to provide the support that pupils need
- 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
- 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 sets out the procedures to be followed whenever a school is notified that a pupil has a medical condition
- 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
- IHPs are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They should be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social well-being and minimises disruption
- the school's policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support pupils at school with medical conditions
- sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions;
- the school's policy sets out clearly how staff will be supported in carrying out their role to support pupils with medical conditions, and how this will be reviewed. This should specify how training needs are assessed, and how and by whom training will be commissioned and provided
- the school's policy should be clear that any member of school staff providing support to a pupil with medical needs should have received suitable training
- the school's policy covers arrangements for children who are competent to manage their own health needs and medicines
- the school's policy is clear about the procedures to be followed for managing medicines
- written records are kept of all medicines administered to children
- the school's policy sets out what should happen in an emergency situation
- 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
- the school's policy is explicit about what practice is not acceptable
- the appropriate level of insurance is in place and appropriately reflects the level of risk
- the school's policy sets out how complaints may be made and will be handled concerning the support provided to pupils with medical conditions

Appendix 2: staff training record

Name of school/setting Name

Type of training received Date of
training completed Training
provided by Profession and title

Refresher/update training date

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature

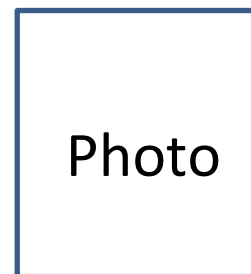
Date

I confirm that I have received the training detailed above.

Staff signature

Date

Suggested review date



Individual Healthcare Plan

Name of school/setting	Ashurst Wood Primary School
Child's name	
Group/class/form	
Date of Birth	
Child's address	
Medical diagnosis or condition	
Date	
Review Date	

Family Contact Information

Name	
Relationship to child	
Home number	
Mobile number	
Name	
Relationship to child	
Home number	
Mobile number	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing support in school	
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Please sign below to agree that the above information is correct and you give permission for copies to be displayed in discrete places around the school for emergency situations and awareness. You are also signing to give consent for your child's IHP and any required medication to be taken offsite during offsite activities and also to be carried by other companies and individuals to and from school.

Signed _____ Print _____ Date _____

If your child needs medicines that require particular administration, please sign below to give permission for trained administrators to give these medicines whenever necessary during off-site activities.

Signed _____ Print _____ Date _____