

# Carleton Green Primary School



## Supporting pupils at school with medical conditions

Review period: Annually

Date last reviewed: 24<sup>th</sup> January 2022

Person responsible for this policy: SENCO, Business Manager and Headteacher

This policy follows the **Supporting pupils at school with medical conditions Guidance 2014**.

The headteacher will ensure that an appropriate number staff, across the school, are trained to deliver First Aid.

The headteacher will ensure that all staff have an awareness of medical conditions that may occur in school including allergies.

The Business Manager will ensure a list of Pediatric First Aid trained staff is kept up to date along with ensuring refresher courses are attended.

The SENCO will ensure Health Care Plans (HCP) that are needed within school are kept up to date with parental information and to ensure staff have a full awareness of children with a medical condition and that the child is provided fully for and kept safe.

HCP are reviewed annually (September) with parents or as and when parents inform school of the child's medical condition changing. HCP will be in the medical boxes in individual classrooms, in the DHT's office upstairs and also in the main office beside the contact files and in the staff room. Kitchen and afterschool club have copies also. Any new staff will be made aware of any medical conditions in class or school. All HCP are shared with staff on Teams. Children with medical conditions which are severe or life threatening e.g. allergies requiring an epipen are highlighted. Details of all children with a known medical need including allergies are on display with a photograph in the staff room and in the school kitchen.

At Carleton Green we believe it is the responsibility of all staff to be aware of children's health needs

and to be able to follow the HCP.

All staff are to be aware of the allergens that could trigger a medical reaction for any child in our school. All staff are required to prevent access to those allergens for the children in their care to prevent harm.

All staff are to ensure that children with allergies or food intolerances share the child's needs on a laminated card at lunchtimes to ensure that those supervising lunch are fully aware to keep them safe.

Special attention is required when planning extra-curricular activities – school trips and clubs.

All staff are required to read the induction packs upon starting at Carleton Green which include details of pupils' medical needs and to carry out a detailed handover to temporary staff. (Sport Coaches, students, Supply Teachers)

The office will make sure that the information for supply teachers is readily available regarding the needs of individual children within the classes they are covering.

Carleton Green goes to great lengths to prevent cross contamination of any allergen.

Children's medical conditions should be considered in any risk assessments written by staff for any educational visits.

Parents complete admission forms that include notifying school of any medical conditions. Parents also inform school following any medical diagnosis that may include the need for a HCP. Parents are also asked to update medical information at the first Parent's Meeting in the first half term.

If the condition or HCP warrants further training of staff, this is put into place through the school nurse or other relevant agencies. All staff will annually refresh their knowledge of Asthma, Epilepsy and Allergies. The Diabetes Team is also available for training and guidance, if necessary.

Following on from parental communication, parents are invited into school to write a HCP with the SENCO, Class Teacher and Headteacher. If appropriate, other NHS staff, pupils and class staff will also take part.

An individual healthcare plans contains the following:

- the medical condition, its triggers, signs, symptoms and treatments;
- the pupil's resulting needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink, dietary requirements;
- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- the level of support needed, including in emergencies. If a child is self-managing their medication, this is clearly stated with appropriate arrangements for monitoring;
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- who in the 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 by the pupil during school hours;

- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments;
- what to do in an emergency, including whom to contact, and contingency arrangements.

### **Roles and responsibilities**

The Headteacher ensures that:

- their school's policy is developed and effectively implemented with partners.
- all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- all staff are to be aware of children's conditions in our school and to have knowledge of their HCP.
- sufficient trained numbers of staff are available to implement first aid.
- individual Health Care Plans are written and available to all staff.
- school staff are appropriately insured and are aware that they are insured to support pupils with medical conditions.

School staff:

- provide support to pupils with medical conditions.
- All staff are to be aware of the allergens that could trigger a medical reaction for any child in our school.
- All staff are required to prevent access to those allergens for the children in their care to prevent harm.
- administer medicines
- in the office will notify parents when medicines are due to expire for replacement purposes.
- To ensure medicines required in an emergency - inhalers, epi-pens, supplies for ketotic hypoglycaemia are available at all times (classroom, outdoor learning, PE and trips)
- receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.
- know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

School nurse:

- is responsible for notifying the school when a child has been identified as having a medical condition which will require support in school.

Pupils with medical conditions will often be best placed to provide information about how their condition affects them.

They should be:

- fully involved in discussions about their medical support needs and contribute as much as possible.
- develop, and comply with, their individual healthcare plan.

Parents should:

- provide the school with sufficient and up-to-date information about their child's medical needs.
- Provide school with up to date contact details
- be key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting.
- carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

### **Staff training and support**

Each Key Stage has staff trained in Pediatric First Aid for Schools. Staff in Foundation Stage are

trained in Pediatric first aid. 2 members of staff are trained in First Aid at work. Specific training on any medical conditions as stated in Health Care Plans is provided by Virgin Care e.g. epilepsy, diabetes and incontinence.

### **Managing medicines on school premises and Record Keeping**

Please see our Medicine Administration File.

Please see our Health Care Plan File.

### **Emergency procedures**

Where a child has an individual healthcare plan, this clearly defines what constitutes an emergency and explains what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.

If a child needs to be taken to hospital, a member of staff will stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

### **Day trips, residential visits and sporting activities**

School will make all reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. It is best practice to carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions and allergies are included.

Staff members appointed as first aiders should already be trained in the use of CPR and a first aid trained member of staff is named on the trip details on EVOLVE. School data sheets, first aid bags, HCP and any forms of medication must be taken on trips.

### **Unacceptable practice**

Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- not refer to the HCP
- allow a child access to any item including food, that may contain an allergen.
- assume 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);
- send 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, send them to the school office unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, or otherwise make 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; or

- prevent 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**

Complaints regarding medical issues should be addressed at first to the SENCO. A meeting will be arranged where the matter will be discussed and decisions made as to how to proceed.

In the case where an agreement cannot be made, the complaint will be referred to the Headteacher.

If the complaint is still unresolved, it may be referred to the Chair of Governors.

If all these procedures fail to resolve the issue, a formal complaint concerning medical conditions or Health Care Plans may be registered with the Local Authority.