

# MEDICAL NEEDS PLAN



*Revised:  
February April  
2023  
Review Date: April  
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## **Introduction**

Most children at some time have a medical condition, which could affect their participation in school activities. This may be a short term situation or a long term medical condition which, if not properly managed, could limit their access to education. The Governors and staff of Great Marsden St Johns C of E Academy wish to ensure that children with medical needs receive care and support in our school. We firmly believe children should not be denied access to a broad and balanced curriculum simply because they are on medication or need medical support, nor should they be denied access to school or other activities

## **Roles and Responsibility**

### **Great Marsden St Johns Primary, A C of E Academy**

The ultimate responsibility for the management of this policy lies with the Head Teacher and Governing Body. The Head Teacher will manage the policy on a day-to-day basis and ensure all procedures and protocols are maintained.

Anyone caring for children, including teachers and other school staff have a common law duty of care to act like any reasonably prudent parent. This duty extends to staff leading activities taking place off site, such as visits, outings or field trips and may extend to taking action in an emergency.

Teachers who have children with medical needs in their care should understand the nature of the condition, and when and where the child may need extra attention. All staff (teaching and non-teaching) should be aware of the likelihood of an emergency arising and be aware of the protocols and procedures for specific children in school through attending training provided and reading individual health plans devised for individual children.

Where the medical need is short term, eg. a broken limb, a risk assessment will be written by the Inclusion Manager and school will make the necessary arrangements where possible to enable the child to attend school in a fully inclusive manner. For further information please see accessibility plan.

### **The role of Parent/Carers**

Parents/carers have prime responsibility for their child's health and should provide school with up to date information about their child's medical conditions, treatment and/or any special care needed. If their child has a more complex medical condition, they should work with the school/other health professionals to develop an individual healthcare plan which will include an agreement on the role of the school in managing any medical needs and potential emergencies. It is the parent/carers responsibility to make sure that their child is well enough to attend school. Children who have a short term medical need – eg a broken limb, will be expected to attend school as soon as is possible under the guidance of a health professional.

## **Identification**

Upon entry to school, parent/carers will be asked to complete admission forms requesting medical information. Throughout the year we request through our newsletter that parents keep Great Marsden St Johns C of E Academy up to date with any changes in medical information. We also annually send out data sheets for parents/carers to check and amend to ensure all our records are up to date.

## **Individual Health Care Plans (IHCP)**

In a few cases individual procedures may be needed, which will involve a Health Care Plan written for an individual pupil. The main purpose of an IHCP is to identify the level of support that is needed at school for an individual child. The IHCP clarifies for staff, parents/carers and the child the help the school can provide and receive. These plans will be reviewed annually as a minimum, or more frequently at the request of parents/carers or the school, or as required. Children who need IHCP will be identified in consultation with the school nurse and the school nurse or other medical specialist will write the IHCP.

An IHCP will include:

- details of the child's condition
- what constitutes an emergency
- what action to take in an emergency
- what not to do in the event of an emergency
- who to contact in an emergency
- the role the staff can play
- special requirements e.g. dietary needs, pre-activity precautions
- any side effects of medicines

A copy will be given to parents/carers, class teachers and a copy will be retained in the medical needs file in the office and the child's individual file. The general medical information sheet given to all staff will indicate that the child has an IHCP.

### **Communicating Needs**

Each class has a medical needs box with medication required by the children in that class. This contains all the medical needs forms with an outline of any medical condition and actions to be taken. Individual Health Care Plans for children are kept in the classroom rooms where they are accessible to all staff involved in caring for the child. The Inclusion Manager also keeps a record of all forms.

### **First Aid**

All adults in school can administer first aid, but we have a number of school staff who are trained paediatric 'first-aiders' and in the event of illness or accident will provide appropriate first aid. In the event of a more serious accident, we will contact the parent/carer as soon as possible. If hospital treatment is required and a parent/carer is not available, 2 members of staff will take the child to hospital and stay with the child until the parent/carer arrives. If the child is required to travel in an ambulance a member of staff will accompany the child in the ambulance if their parent/carer is unavailable.

### **Accident reporting**

Details of minor accidents/incidents are recorded in the Accident Book together with any treatment provided. A slip is sent home detailing the injury and the treatment received. Accidents of a serious nature are reported using the on-line reporting system to the HSE under RIDDOR and are also reported to the MAT. A RIDDOR is also completed if any child is taken to hospital as a result of an accident in school.

### **Physical Activity**

We recognise that most children with medical needs can participate in physical activities and extra curricular sport. Any restrictions in a child's ability to participate in PE or specific physical activities should be recorded in their IHCP. All staff should be aware of issues of privacy and dignity for children with particular needs.

### **School Visits**

When preparing risk assessments staff will consider any reasonable adjustments they might make to enable a child with medical needs to participate fully and safely on visits. Sometimes additional safety measures may need to be taken for outside visits and it may be that an additional staff member, a parent/carer or other volunteer might be needed to accompany a particular child. Arrangements for taking any medicines out of school will be planned as part of the risk assessment and visit planning process. They will be kept under the supervision of a responsible adult. A copy of IHCP should be taken on trips and visits in the event of information being needed in an emergency.

### **Residential Visits**

Parent/carers of children participating in residential visits will need to complete a consent form giving details of all medical/dietary needs. Administration of medicine forms need to be completed prior to the day of departure and all

medication which needs to be administered during the course of the visit should be handed directly to the group leader before leaving the school at the start of the visit. If children have a more complex medical needs, a meeting with carers and medical professionals will take place prior to the visit taking place.

### **Administration of Medicines**

**Please see Policy for the administration of medicines in school.**

### **Staff training**

The school is responsible for ensuring that staff have appropriate training to support children with medical needs. Specific training and staff awareness sessions are held for children with highly individual needs prior to the child joining the school. Arrangements are made with appropriate agencies e.g. School Health to update staff training on a regular basis. Teaching and support staff are directed to **complete** ~~attend~~ epipen training annually.

### **Confidentiality**

Staff must always treat medical information confidentially. Agreement should be reached between parent/carers and the school about whom else should have access to records and other information about a child and this will be detailed in their Individual Healthcare Plan. If information is withheld from staff, they will not generally be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

### **Other agencies**

The school nurse, paediatrician or other specialist bodies may be able to provide additional background information for school staff. Any requests or referral to these services will only be made with parental consent.

### **Monitoring and evaluation**

Staff and governors will review this policy every two years unless circumstances demand an earlier review.

**Policy date: April 2023**

**Review date: April 2025**