

Yorkmead School

Managing Medical Needs in School

Rationale

It is the right of all pupils to have the opportunity to play a full and active part role in school life, in order that they achieve their academic potential. This then, includes pupils who have a specific medical need, whether it is physical or mental.

Roles and Responsibilities

It is the responsibility of the Governing Body to ensure that appropriate policies and procedures are in place to support pupils with medical conditions and that these are reviewed regularly.

It is the responsibility of the Head Teacher to ensure the day to day implementation of set procedures, and to ensure that staff have the appropriate training to support pupils with medical needs in line with LA policy.

The Medical Needs supervisor, Mrs Shajahan, is responsible for compiling and updating the school's register of pupils with medical needs, and for ensuring that medicines kept in school are in date and securely stored.

Training

It is important that all school staff are trained to deal with a range of medical conditions, especially those which have become increasingly common, such as asthma. At Yorkmead, staff receive the following training:

- Allergy Awareness: Annually
- Asthma Awareness: Annually
- Diabetes Awareness: Annually
- Epilepsy Awareness: Annually

The School recognises that pupils can be affected in different ways by a medical condition, depending on the age of the pupil or the severity of the condition. Therefore, further, more detailed training is provided on a bespoke basis for individuals or groups of staff with responsibility for specific pupils. Any such training should focus not only the management of the medical condition, but also on how the condition, may affect the pupil's ability to learn and what adaptations could be made to support the pupil in the classroom.

Any member of school staff can be asked to provide support to a pupil with a medical condition, including the administering of medicines, although they are not required to do so. Any member of staff agreeing to support pupils, will be given the appropriate training in order that they can carry out this responsibility competently.

Communication

Supporting a pupil with a medical condition is not the sole responsibility of one person. Yorkmead School's ability to effectively support pupils depends on working collaboratively with other staff, with

parents and with outside agencies and with the pupil themselves. It is of paramount importance that there are clear lines of communication established between all those involved.

In School: Those staff with direct responsibility for a pupil will have sufficient knowledge to support them during the majority of the school day. However:

- All staff are informed of pupils with specific medical conditions (e.g. epilepsy), in order that they can react quickly and appropriately if necessary.
- Supply staff will be informed on arrival by reception staff, if they have a pupil with a medical condition in the class they are teaching. Information on how to deal with an incident will be displayed in the classroom on an alert card or flow chart.
- School staff should report any concerns or changes in a pupil's condition to the Medical Needs Supervisor and the Head Teacher. Parent's will also be informed.
- In an emergency, the member of staff with the child will dial 999. The office staff will be informed and parents contacted.

Parents: It is the responsibility of parents to keep school staff informed about any changes in their child's medical condition, including:

- Any changes to medication
- Any changes to the way the condition is managed
- How changes may affect their child's ability to learn
- How changes may affect their child's attendance

As a result of any changes, the pupil's Individual Healthcare Plan (if they have one), will be altered accordingly.

Outside Agencies: The School Nursing Service should be the first port of call regarding outside support for pupils with medical needs. Regular communication between parents, school and outside agencies is essential if a pupil's condition is to be managed effectively. Significant changes to a pupil's condition should be communicated to the school by parents, but also by the School Nursing Service, as they will be in a position to train school staff in how to support a pupil appropriately.

Pupils: Pupils with medical conditions are often best placed to provide information about how their condition affects them. They will be informed about who they should report to in school, if they notice or feel a change in their condition.

Procedures

Notification

The School Nursing Service and/or parents are responsible for informing the school if a pupil has a medical condition. Where possible, this should be done **before** a pupil starts at school.

1. Where a pupil has asthma, parents should complete a form detailing the treatment. They should provide **2** in date inhalers and ensure the school is provided with up to date contact details.
2. In the case of a food allergy, an **Alert Card** should be provided by the School Nursing Service, which clearly details what the pupil is allergic to, the symptoms of an adverse reaction and the treatment that should be administered. It should also have up to date contact details for parents/guardians.
3. If a pupil has a condition other than asthma or an allergy, the school, along with parents and the School Nursing Service, need to consider an Individual Health Care plan.

Individual Healthcare Plans

Individual Healthcare Plans (IHP) are designed to help schools effectively support pupils with medical conditions. They should be compiled at a meeting involving school staff who will have responsibility for the pupil, the parents, a healthcare professional and if appropriate, the pupil themselves.

The Head Teacher is responsible for ensuring that IHP's are in place and are reviewed regularly.

An IHP should include:

- A pupil's basic details; name, D.O.B, address
- A description of the pupil's medical condition, including a brief history
- Any known triggers for the condition
- Signs and symptoms of the conditions
- Medication, including clear instruction for administration and storage
- Any other treatment, such as access to food or water
- Guidance on environmental conditions, e.g. movement around school
- Details of how the condition can affect a pupil's education and their social interaction, including issues around attendance.
- Guidance on adaptations which may need to be made to support a pupil, including how periods of absence may be managed.
- Names of staff who have the main responsibility for supporting the pupil
- Names of staff prepared to take responsibility in the case of staff absence
- Details of what to do in case of an emergency
- Procedures required for school trips or other activities outside of normal classroom activities
- A review date

The plan should be signed by parents, the Head Teacher and any other agency involved.

Monitoring and Review of IHP's

It is the responsibility of the Head Teacher to ensure that IHP's are reviewed within the timescale given in the plan. However, it is the responsibility of all professionals who support the pupil, and the pupil's parents to inform the Head Teacher of any changes to the pupil's condition before the planned review, so that a revised plan can be formulated.

Risk Assessments

Risk assessments for any off site activities are completed beforehand by those staff responsible for the visit. The needs of any pupil with a medical condition are considered and where appropriate and possible, provision will be made to ensure that all pupils are included in an activity.

All pupils who have asthma are required to take their inhaler when off site. An emergency asthma kit will also be available for use **only** for those pupils whose parents have signed a consent form. Failure to provide an inhaler or asthma consent form **will** result in the pupils not being allowed to participate.

Medicines in School

Pupils are not allowed to bring medicines into school. If a child requires medicine during the school day it must be brought into school (clearly labelled) by an adult and handed in at Reception. The adult must complete a form stating:

Yorkmead School is committed to the safeguarding and promoting of well-being for all children.

- Name of Child
- Reason for medicine
- Type of medicine
- Frequency and dosage to be administered including if the medication has already been administered that day.

The adult must sign to state that they give consent for school staff to administer the medicine. Staff will also sign to show when they administered the medicine.

Unacceptable Practice

Yorkmead School staff understand that pupils who have a similar medical need **DO NOT** necessarily require the same treatment. Therefore, each pupil will have their own healthcare plan, and staff are expected to follow the guidance detailed on these.

Members of staff should not:

1. Prevent pupils from accessing their inhalers when needed.
2. Ignore the views of pupils, their parents or medical opinion when dealing with a medical condition
3. Send pupils home frequently, or prevent them from participating in normal activities unless there it is specified in their Healthcare Plan
4. Leave pupils who become ill on their own whilst waiting for an adult to collect them.
5. Penalise pupils for their attendance record if their absences relate to a specific medical condition
6. Prevent pupils from eating, drinking or taking toilet or other breaks in order to manage their medical condition effectively
7. Prevent pupils from participating in any aspect of school life, including school trips.

Parents should not be obliged to attend school to administer medicine or support their child's medical needs. However, school staff are likewise not required to undertake these tasks if they do not wish to.

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