



LIPSON VALE  
PRIMARY SCHOOL

# Supporting Pupils with Medical Conditions



INVESTOR IN PEOPLE



Policy adopted - Autumn Term 2016

Next Review - Autumn Term 2019

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## **Introduction**

The Children and Families Act 2014, places a duty on schools to make arrangements to support pupils at school with medical conditions.

This duty of care came into force on 1<sup>st</sup> September 2014 and means that schools have a duty of care to ensure that all children with medical conditions in terms of both physical and mental health, are supported to enable them to engage fully in school life and make the most of opportunities to enable them to achieve their academic potential.

In the preparation of this policy the school has followed the statutory guidance set out in the document:

### **'Supporting pupils at school with medical conditions'**

Statutory guidance for governing bodies of maintained schools and proprietors of academies in England (updated December 2015)

And also the Plymouth City Council document:

### **'Supporting Pupils at school with medical conditions'**

Statutory guidance and non-statutory advice (updated December 2015)

## **Rationale**

At Lipson Vale Primary School we take a pride in our welcoming and inclusive ethos. We recognise that at any time there may be pupils in our school who have a medical need or a long term medical condition. We aim to provide all pupils with medical conditions the same opportunities as others in school.

No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made. However, in line with our safeguarding duties we will also ensure that the health of other pupils is not put at unnecessary risk. It would not be acceptable, for example to allow a child with an infectious disease to be in school where it would be detrimental to the health of that child or others.

## **Our Aims**

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits.
- To work in partnership with parents and health professionals to ensure that a child's individual medical needs are understood and addressed at school.

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- To inform and support staff to enable them to care for pupils with a medical condition.
- To inform and support staff with what to do in the event of an emergency.
- To guide and support pupils to develop some independence in learning some of the self-help skills necessary to manage an ongoing medical condition.

### **Implementation of this Policy**

- This policy will be read by all teaching and non-teaching staff.
- All relevant staff will be made aware of the medical condition of children in their care or with whom they have contact. A folder containing relevant information about children with the medical conditions along with any Individual Health Care Plans will be kept in the First Aid room and a copy will be kept in the Staff Room.
- To aid the swift provision of support or emergency help, each child with a serious medical condition which may require emergency attention will also have an information sheet and photograph displayed in the First Aid room and the Staff Room. Class teachers will also have a copy of this information for the classroom.
- The SENCo and the Head Teacher will ensure that staff receive training to help them support the medical needs of individual pupils. This will include the administration of medication/emergency medication where appropriate.
- Wherever possible several staff will be trained to support a pupil's medical condition in order for them to guide and assist each other and also to provide cover in times of absence.
- In the case of teaching staff absence, supply staff will be informed by a team member or the SENCo about the medical needs of individual pupils in the class and who to call for assistance if needed.

- Class teachers will carry out a risk assessment in preparation for class trips/visits, activities outside of the normal school timetable and residential trips. This will be to ensure that:
  - the activity is accessible to a child with a medical condition
  - all adults are aware of potential risks and hazards
  - plans and procedures are in place to support the medical needs of the child
  - all adults are clear about what to do in the case of an emergency
  
- Where appropriate, Individual Healthcare Plans will be written with support from medical professionals and parents. These will be monitored and updated as necessary again with the involvement of medical professionals and parents.

### **Children Joining the School**

When notification is received that a pupil with a medical condition will be joining the school we will make every effort to meet with parents and relevant health professionals to ensure that we have the information we need in good time to enable us to support that pupil.

### **Children Leaving the School**

When a pupil with a medical condition is making the transition to a new school including the move to secondary school, we will make every effort to pass on relevant and supportive information to help ensure that the child's medical needs are addressed.

### **Individual Healthcare Plans**

Some pupils with a medical condition may require an individual healthcare plan. This may be in the case of a pupil whose condition fluctuates or where there may be a high risk that emergency help will be needed. An individual healthcare plan may also be supportive for pupils with long-term or complex medical conditions and will help to ensure that the child is supported effectively. They provide information and clarity about:

- The medical condition
- What needs to be done including medication
- Who will do it
- When will it be done
- What to do in the event of an emergency
- Who in school needs to be aware of the child's condition and the support required.

However, not all children with a medical condition will need an individual healthcare plan. The decision about whether or not an individual healthcare plan is appropriate will be discussed between parents, health professionals, key school staff and the headteacher.

**Annex A: Model process for developing individual healthcare plans** will be used to identify and agree the support a child needs and to develop an individual healthcare plan.

(Annex A is taken from the Plymouth City Council document Supporting Pupils at school with medical conditions)

When writing an individual healthcare plan the school will be mindful of the following points:

- An individual healthcare plan will be agreed in partnership with parents, healthcare professionals and the school.
- When it is agreed that an individual healthcare plan is appropriate these parties will agree on who leads on writing it.
- Where possible the views and feelings of the child should be captured.
- The school will take responsibility for ensuring that the individual healthcare plan is completed and implemented. This will be done by the SENCo and the headteacher.
- The individual healthcare plan should be accessible to the adults who need to refer to it.
- It should preserve the confidentiality and dignity of the pupil.
- Key information should be provided.
- Information about the actions necessary should be clear.
- Different children with the same health condition may require different support.
- Where a pupil has SEN but does not have a statement or EHC plan their special educational needs should be mentioned.
- Where a pupil has a statement or EHC plan the individual healthcare plan should be linked where appropriate.
- Individual healthcare plans will be reviewed annually or if the medical condition changes. The review may be initiated by parents, healthcare professional or a member of school staff.

## **Roles and Responsibilities**

At Lipson Vale Primary School we understand that to support a child with a medical condition requires us to work in partnership with other agencies. The following information outlines how we may work together:

### **Role of the Governing Body**

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- To ensure that pupils with medical conditions are supported to engage fully in all aspects of school life.
- To ensure that members of staff who provide support to pupils with medical conditions have received suitable training.
- To ensure that the policy is developed and implemented.

### Role of the Headteacher

- To ensure that the policy is developed and implemented in collaboration with partners.
- To ensure that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- To ensure that there are sufficient trained numbers of staff available to implement the policy and deliver the care outlined in any individual healthcare plans.
- To ensure that school staff are appropriately insured to support pupils with medical conditions.

### Role of School Staff

- To know what to do and respond accordingly when they are aware that a pupil with a medical condition needs help.
- To undertake sufficient and suitable training and achieve the necessary level of competency before taking on responsibility to support children with medical conditions.

### Role of Parents:

- To provide up-to-date information about their child's medical needs.
- To take an active role in helping to develop and review an individual healthcare plan if it is appropriate to have one.
- To carry out any action that they have agreed to as part of its implementation.
- To ensure that they or another nominated adult is within contact at all times.

### Role of the Pupil

- Where possible to share their thoughts about how the medical condition affects them
- Where possible to be involved with discussions about what they need how they are supported.

### Role of School Nurses

- To notify school when a child has been identified as having a medical condition which will require support in school.

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- Where appropriate, offer support/training to school staff to enable them to implement a child's individual healthcare plan.
- To liaise with lead clinicians on appropriate support for a child and associated staff training needs.

### Role of Other Healthcare Professionals

- To notify the school nurse when a child has been identified as having a medical condition that will require support at school. Specialist local health teams may be able to provide support in schools for children with particular conditions (e.g. asthma, diabetes, epilepsy)

### Role of the Local Authorities

- To provide support, advice and guidance, including suitable training for school staff to ensure that the support specified in individual healthcare plans can be delivered effectively.
- To support children with medical conditions to attend full time. Where children would not receive a suitable education at Lipson Vale Primary School because of their health care needs the Local Authority has a duty to make other arrangements.

### Role of Providers of Health Services

- To provide support, information, advice and guidance to schools to enable them to support children with medical conditions.

### Role of Ofsted

- To consider how well a school meets the needs of the full range of pupils including those with medical conditions.
- To make key judgements that are informed by the progress and achievement of these pupils alongside those of pupils with special educational needs and disabilities and also by pupils' spiritual, moral, social and cultural development.

### Staff Training and Support

- The family of a child will be key in providing relevant information to school staff.
- When a child is diagnosed with a medical condition requiring ongoing support at school, the SENCo will liaise with healthcare professionals to arrange for the relevant members of staff to receive training.
- Where possible, all adults from the child's year group will receive training and will be aware of the actions and procedures in place to support that child.

- Other key members of staff for example, meal time assistants, will be made aware of children with medical conditions and those caring for a pupil individually will receive training on how to support their medical needs including emergency procedures.
- When a child moves to a new class at the start of a new school year, training will be arranged for the adults working within the team.
- When a healthcare professional has provided training they will confirm that the staff are proficient in carrying out the care needed or administering medication including emergency medication.
- If it becomes clear that a child with a medical condition requires an individual healthcare plan, the SENCo will liaise with the relevant health care professional to discuss whether any training is needed for the members of staff to enable them to implement the healthcare plan.
- Only those members of staff who have been trained in first aid will administer medication in school. A list of people trained in first aid is on display on the window of the First Aid room. If a pupil needs emergency medication as part of his/her individual healthcare plan it will be administered by any member of staff trained to do. The names of trained staff members will be included on the individual healthcare plan.
  
- Staff will not administer medication or undertake healthcare procedures without appropriate training. In some cases, written instructions from the parent or on the medication container dispensed by the pharmacist may be considered to be sufficient but this will be for the school to decide.

***School staff may be asked to provide support to children with medical conditions, including administration of medicines (although they cannot be required to do so).***

### **The Child's Role in Managing their Own Medical Needs**

- After consultation and discussion with parents, children who are competent to do so will be encouraged to take responsibility for managing their own medicines and procedures. This will be recorded in the individual healthcare plan.
- Children who are competent to do so will be able to access their medicine themselves however, this will be supervised at all times.

- Where it is not appropriate for a child to self-manage medication/procedures, a relevant member of staff will administer medicines and manage procedures for them.
- If a child refuses to take a medicine or carry out a necessary procedure, staff should not force them to do so. The procedure in the individual healthcare plan should be followed and parents informed so that an alternative option can be considered.

### **Managing Medicines on School Premises**

Please refer to the Administering Medicines policy

### **Emergency Procedures**

- If a child has an individual health care plan this will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.
- Other children in school should know to inform an adult immediately if they think help is needed for another pupil.
- If a child needs to be taken to hospital, school staff should stay with the child until the parent arrives, or accompany the child in the ambulance.
- The school will make sure that the correct school address and post code is given when the emergency call is made and that the relevant information is provided to the emergency services operator - this will be included on the child's personal information sheet which is kept in the classroom, the First Aid Room and the Staff Room.

### **Day Trips, Residential Visits and Sporting Activities**

- School staff should be aware of how a child's medical condition will impact on their participation of out of school activities.
- School staff should consider the reasonable adjustments that can be made in order to make the out of school activity inclusive for the pupil with a medical condition.
- School staff should carry out a risk assessment to take into account any steps needed to support the inclusion and safety of a pupil with a medical condition.
- School staff should be mindful of additional information provided by health care professionals and parents when planning an out of school activity or when planning for reasonable adjustments to make the activity inclusive.

### **Unacceptable Practice**

Staff at Lipson Vale Primary School understand that it is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and from administering medication when and where necessary;
- Assume that every child with the same condition requires the same treatment;
- Ignore the view of the child or their parents; or ignore medical evidence or opinion;
- Send children home frequently for reasons associated with their medical condition 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, to send them to the school office or First Aid room unaccompanied;
- 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 breaks including toilet breaks whenever they need to in order to manage their medical condition effectively;
- Require parents to attend school to administer medication or to provide medical support to their child, including with toileting issues;
- 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.

### **Liability and Indemnity**

Lipson Vale Primary School has an Insurance Policy that provides liability cover relating to the administration of medication.

### **Complaints**

Should 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.

**Links to Other Policies**

Inclusion Policy

SEND Policy

Administration of Medicines in School Policy

Intimate Care Policy

Pupil Illness in School

SEN Information Report