

Heber Primary School

Supporting Pupils with Medical Conditions Policy

Contents

1. Supporting pupils within the school community
2. Procedure to be followed when notification is received that a pupil has a medical condition
3. Individual Health Plans
4. Collaborative working arrangements
5. The Governing Body responsibilities
6. The Head Teacher responsibilities
7. School Staff may
8. Pupils
9. Parental responsibilities
10. School nurse or other qualified health care professional's responsibilities
11. Local Authority Responsibilities
12. Managing medicines on school premises
13. Liability and indemnity
14. Educational visits, residential visits and sporting activities
15. Unacceptable practise
16. Complaints
17. Annex 1: Process for developing IHCPs
18. Annex 2: Delivery of interventions to meet pupil's medical needs: Insurance and liability

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: [Supporting pupils at school with medical conditions](#).

1.Supporting pupils within the school community

Children and young people with temporary or recurring medical or mental health needs are valued as full and participating members of the school community. In September 2014 a new duty was introduced for governing bodies to make arrangements to support pupils at school with medical conditions, in terms of both physical and mental health, to enable them to play a full and active role in school life, remain healthy and achieve their academic potential.

The school's lead for children with medical needs will have overall responsibility for ensuring this, and other policies and procedures, are regularly reviewed and fully implemented.

The Leads for pupils with medical needs are:

Genevieve Joseph-Williams: Inclusion Manager

Lyndsey Jefford: Assistant Head Teacher

2.Procedure to be followed when notification is received that a pupil has a medical condition.

When a parent informs the school that their child has a medical need the necessary information will be recorded on the Parental Agreement for staff to administer medication (see annex c). Where a child's needs are more complex an Individual Health Plan will be drawn up by the school in

collaboration with parents and any necessary healthcare professionals. Any training needs for the staff will be identified at this stage and delivered by an appropriate healthcare professional.

The Individual Health Plan will be circulated to all relevant staff and stored in a central location – the school office- for all staff to access. Any changes to the child's medical condition will be initiated by the parent or healthcare professional can trigger a review of the plan. Alternatively, the plan will be reviewed annually. When a child leaves Heber, necessary information will be passed on to their new school within 2 weeks.

A chart to illustrate this procedure can be found in Appendix 1.

3. Individual Health Plans

Individual Health Plans (IHCPs) can help to ensure that schools support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom.

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the Headteacher will make the final decision.

The individuals responsible for drawing up IHCPs will be:

Genevieve Joseph-Williams Inclusion Manager

Lyndsey Jefford Assistant Head Teacher

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a pupil has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board and our Inclusion team, will consider the following when deciding what information to record on IHPs:

- 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 where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- 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 pupil is self-managing their medication, this will be 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 pupil'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 pupil's condition and the support required
- Arrangements for written permission from parents and the head teacher 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 pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements

In the event of an emergency, the ambulance (or other emergency service) should be directed to:

Heber Primary School. Heber Road East Dulwich. SE22 9LA

4. Collaborative Working Arrangements

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. Partnership working between school staff, healthcare professionals and, where appropriate, social care professionals, local authorities and parents and pupils is critical.

5. The Governing Body

The Governing Body has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

6. The Headteacher's Responsibilities

The Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

Heber Primary School's Insurance provider: QBE

Policy number: Y082360QBE0118A

7. School Staff Responsibilities

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help. Teachers and teaching assistants may be involved in the delivery of certain medical interventions, where it has been deemed suitable for delivery by a member of the school team.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training by the nursing team, and will achieve the necessary level of competency before doing so.

8.Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

9.Parent Responsibilities

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment

10.School nurse and other Health Professionals' Responsibilities

Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible.

Healthcare professionals, such as GPs and paediatricians, will liaise with the schools' nurses and notify them of any pupils identified as having a medical condition.

The school nursing service is able to provide training to school staff to administer the following medications:

- Epipen (for allergies)
- Buccal Midazolam (for epilepsy)
- Inhalers (for asthma)
- Insulin for (diabetes)

The allocated school nurse is

AIDA TEFAMARIAMTEWELDE, (GUY'S AND ST THOMAS' NHS FOUNDATION TRUST)

11.Local Authority Responsibilities

- Promote cooperation between relevant partners with a view to improving the well-being of children so far as relating to their physical and mental health, and their education, training and recreation.
- Wherever possible, provide support, advice and guidance, including suitable training for school staff through the school nursing system, to ensure that the support specified within IHCPs can be delivered effectively.
- Work with schools to support pupils with medical conditions to attend full time. Where pupils would not receive a suitable education in a mainstream school because of their health needs then the local authority has a duty to make other arrangements.

12.Managing medicines on school premises

Prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so **and**
- Where we have parents' written consent

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

13, Liability and Indemnity

The Governing Body will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The details of the school's insurance policy are:

Insurer: QBE

Policy Number: Y082360QBE0118A

Employers' Liability Insurance: £50m

Public Liability: £50m

14. Educational Visits, residential visits and sporting activities.

Reasonable adjustments will be made to encourage pupils with medical conditions to participate in educational visits or sporting activities. Teachers will be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities. The schools will make arrangements for the inclusion of pupils in such activities unless evidence from a clinician such as a GP or consultant states it is not possible.

15. Unacceptable Practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

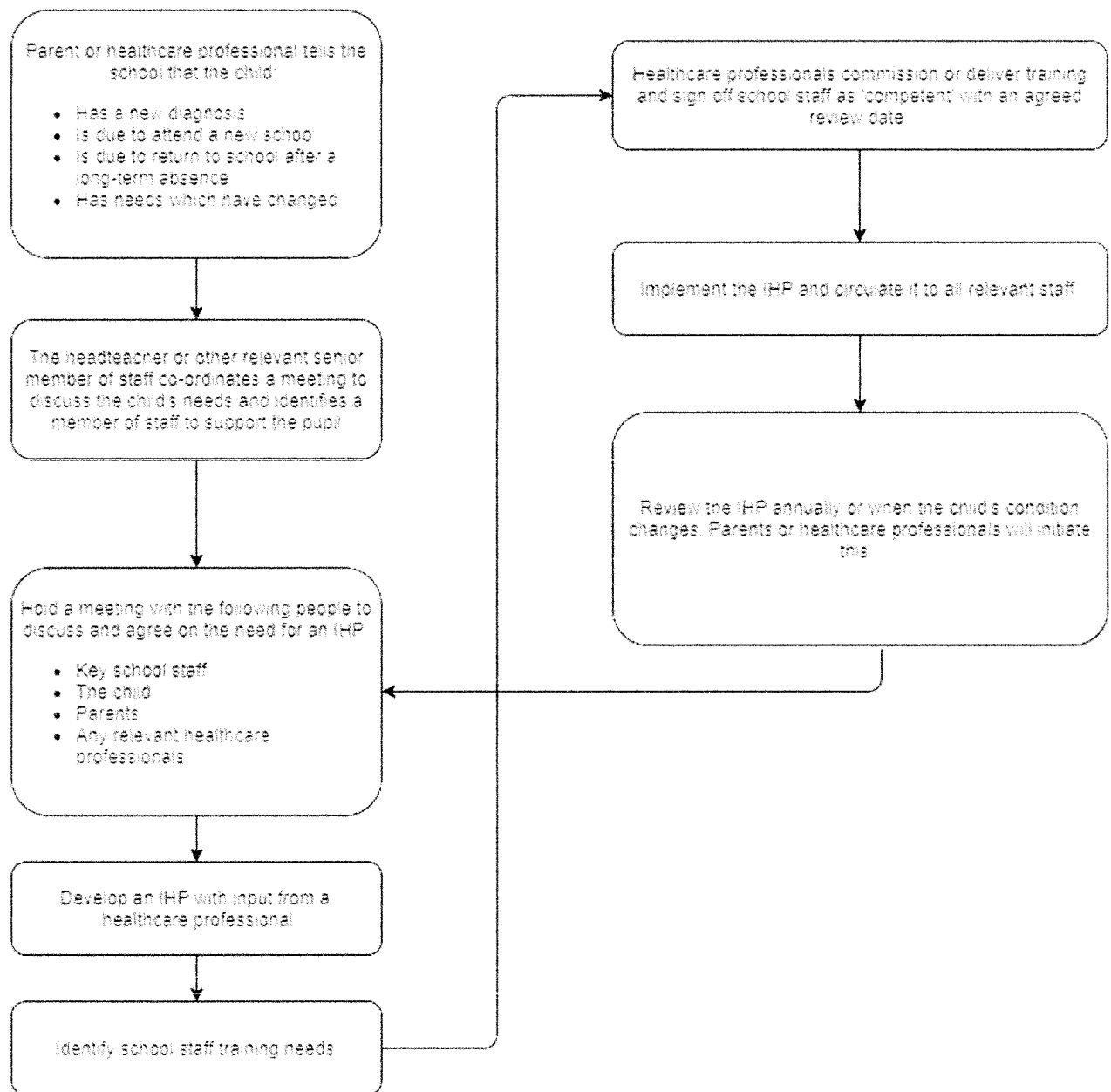
- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment

- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions 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 IHPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils 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 pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

16. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with Lyndsey Jefford or Genevieve Joseph-Williams in the first instance. If they or subsequently the Headteacher cannot resolve the matter, they will direct parents to the school's complaints procedure.

Appendix 1: Being notified a child has a medical condition



Approval and Review Record

Policy Approved by Governors on (date).....27/09/19.....

Signed by Chair of Governing Body/Committee:..........

(date).....27/09/19.....

Due for Annual Review by Governors (date)Autumn 2022.....

