



Langton Primary School

Supporting Children With Medical Needs Policy

**Adopted by: Full Governing Body
Feb 2016**

Review date: Feb 2019

Rationale

Most pupils 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.

This policy relates to pupils who have a recognised medical condition, which will last longer than 15 days and will require the pupil to have a care plan protocol in school, either an Individual Health Care Plan (written in partnership with the school) or a NHS Health Care Plan for a pupil with chronic healthcare needs.

Aims and Objectives

The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Some children with medical conditions may be disabled. Where this is the case governing bodies **must** comply with their duties under the Equality Act 2010. Some may have special educational needs (SEN) and may have a statement, or education health and care plan (EHCP) which brings together health and social care needs as well as special educational needs provision. For children with SEN, the DfE states, this guidance should be used in conjunction with the SEND code of practice (2014).

Identification

Children with medical conditions requiring additional support are identified in a number of ways:

- Parents are asked to declare medical conditions/needs on admissions form;
- Handover/feedback from previous setting, if any;
- Handover/feedback from Pre-school settings; and
- Notification from school nursing services who are responsible for informing the school when a child has been identified as having a medical condition.

Provision and Organisation

For the provision to be effective all parties involved need to ensure they fulfil key roles:

Parents:

- Are responsible for assessing whether their child is well enough to attend school;
- Must provide the school with sufficient and up to date information about their child's medical condition and whatever support and care is required at school. They are responsible for advising the school if those conditions/needs change at any time; and

- Should carry out any action they have agreed to as part of their child's healthcare plan (eg provide medicines or equipment) and they should ensure they, or another nominated adult, are contactable at all times.

The Headteacher/SENCO must:

- Reach an agreement with the parents on the school's role and responsibility for support for the child. Where parents' expectations appear unreasonable, the Headteacher/SENCO should seek advice from the school nurse, or doctor, the child's GP or other medical advisers. If consensus cannot be reached, the DfE states that the Headteacher is best placed to take a final view;
- Ensure that that staff who are willing or for whom care of pupils with medical needs falls within their job role are competent and receive appropriate training to assist them with the role of supporting pupils with medical needs;
- Ask the LA to provide written confirmation of the insurance cover for staff, in respect of those who provide specific medical support. In the event of legal action over an allegation of negligence, it is *the employer* rather than the employee who is likely to be held responsible. The need for accurate records in such cases is crucial. Therefore thorough and accurate record-keeping systems have been drawn up, to be maintained by staff involved in supporting pupils with medical needs; and
- Ensure that all parents are informed of the school's policy and procedures for medical needs and is responsible for the implementation of the policy.

The Governing Body:

- Ensures that the school has clear systems, policies, plans and procedures in place, in relation to this area of school life and also that they are properly and effectively implemented to align with their statutory safeguarding responsibilities; and
- The Governing Body delegates to the SENCO the responsibility to ensure that every medical needs plan clearly sets out what should happen in an emergency situation.

Staff Training and Support

- The Headteacher, SENCO and/or class teacher will liaise with professionals and staff to identify training needs to support pupils with medical conditions;
- The Headteacher/SENCO will co-ordinate and commission, in a timely manner, appropriate training for staff, which will be reviewed in conjunction with the child's Medical Care Plan;
- Staff providing support to pupils with medical conditions should be included in meetings where this is discussed as appropriate;
- A first-aid certificate does not constitute appropriate training in supporting children with medical conditions;
- Healthcare professionals, including the school nurse, can provide confirmation of the proficiency of staff in a medical procedure, or in providing medication. The school in turn will check with their insurers that this is in line with insurance cover; and
- The Headteacher will arrange for whole school awareness training where necessary, so that all staff are aware of the policy for supporting pupils with medical conditions and their role in implementing that policy. Induction arrangements for new staff will be included.

Administering Medicine:

- There is no legal duty which requires school staff to administer medication. This is a voluntary role.
- Any member of staff who agrees to accept responsibility for administering prescribed medication to a pupil will receive proper training and guidance, and will also be informed of potential side effects and what to do if they occur.

Staff Responsibility:

The school staff should use discretion and judge each case on its merits; it is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication where and when necessary;
- 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 IHCP;
- If a 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, eg 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 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.

The Local Authority

- Should provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within individual healthcare plans can be delivered effectively.

Health Care Plans

Individual Health Care Plans (IHCP)

- The school will initiate and write an IHCP where necessary. This will be agreed with parents and shared with all relevant staff – e.g. office, class teachers (and supply staff), support workers, M.S.A. etc. Asthma plans will be written for children who suffer from asthma;
- The IHCP should clearly define what constitutes an emergency and explain what to do.

Health Care Plans for Pupils with Chronic Healthcare Needs

- These plans will be initiated and written by the Schools Health Service (SHS), who will be responsible for reviewing and updating as necessary. The plan will be agreed with parents and shared with all relevant staff (as above) plus the SHS.

Health Care Plans

- All plans will be reviewed at least annually or earlier if evidence is presented that the child's needs have changed.

The Child's Role in Managing their Own Medical Needs

The school will support children in being responsible for managing their own medical needs where appropriate.

Wherever possible, children should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication. If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the IHCP. Parents should be informed so that alternative options can be considered.

Roles and Responsibilities

The governing body remains legally responsible and accountable for fulfilling their statutory duty in ensuring that arrangements are in place to support pupils with medical conditions and that such children can access and enjoy the same opportunities at school as any other child.

The Headteacher/SENCO will be responsible for:

- Development of the IHCP across the school and monitor the implementation, use and review on procedures on annually, or more frequently as advised by medical professionals;
- Keeping up to date records of children with medical needs;
- Liaising with external medical and other services;
- Arranging staff training and ensuring staff are trained and competent before taking responsibility;
- Completing risk assessments for school visits, holiday and other school activities outside of the normal timetable; and
- Agreement on what is the "appropriate" level of support should be the responsibility of the relevant healthcare professional, not the school.

School Visits

The school will make every effort to ensure that pupils with medical needs have the opportunity to participate in school visits and sporting activities as long as the safety of the child concerned and that of other pupils is not compromised by their inclusion.

The party leader will take additional measures as necessary, and/or request additional accompanying adults, to accommodate the inclusion of the child concerned. Parents must ensure that the party leader has full information on medical needs and any relevant emergency procedures. Risk assessments should be carried out so that planning arrangements can take account of any steps needed to ensure that pupils with medical conditions are included.

Schools should make arrangements for the inclusion of pupils in such activities with any adjustments as required, unless evidence from a clinician, such as a GP, states that this is not possible.

Further Support

- School nurse and Schools Health Service;
- Child and Adolescent Mental Health Service (CAMHS);
- Clinical commissioning groups; and
- Specialist medical and support organisations.

Monitoring and Evaluation

This policy will be reviewed every three years, updated when necessary and agreed by the governing body. All new legislation will be incorporated.

The policy will be made available to parents through the school's website.

Health care plans will be reviewed at least annually or earlier if evidence is presented that the child's needs have changed.

Parents will be asked as a minimum annually for updates regarding their child's medical needs.