



# Old Fletton Primary School

## Supporting Children With Medical Needs

Version 3 - April 2018

### OUR ASPIRATION FOR OLD FLETTON PRIMARY SCHOOL

<b>Short term medical needs</b> (physical & mental health)	affecting their participation in school activities whilst they are on a course of medication or treatment
<b>Long term medical needs:</b>  <i>aka</i>  <b>Special Medical Needs</b> (physical & mental health)	potentially limiting their access to education and requiring extra care and support - reasonable modifications should be made where practical
<b>Why is there a need for this particular policy?</b>	The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.
<b>What is the policy for?</b>	The policy is for all members of the Old Fletton Primary School community so that there is common understanding about how we can achieve best outcomes for our pupils with medical needs.
<b>Who has devised and contributed to this policy</b>	This policy has been initially devised by the head teacher (September 2014) in response to governor requirement to ensure that arrangements are in place in schools to support pupils at school with medical conditions.  It will be used in conjunction with health and social care guidance as each child's needs require alongside the views of the family
<b>How will this policy be communicated?</b>	This policy is available in the head's and school office and is online on the school's website.  It forms part of the induction pack for all classroom based staff
<b>How will this policy be monitored?</b>	<p><b>Role of the Governors</b></p> <p>The Governors will receive regular updates on the no. of IHP and during H&amp;S monitoring governors can review anonymised paperwork to ensure compliance</p> <p><b>Role of SENCO</b></p> <p>For pupils who have medical conditions that require EHC plans, compliance with the SEND code of practice will ensure compliance with the statutory elements of this guidance with respect to those children.</p> <p><b>Role of the Head Teacher</b></p> <p>The head teacher will report to governors on the number of IHP in place to support children with medical needs (begin Autumn 2 2014)</p>

## Aims

1. To ensure pupils at school with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.
2. To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.

## Procedure

The Headteacher, supported by the the lead first aider (Mrs Blore) is responsible for ensuring that whenever the school is notified that a pupil has a medical condition:

- ☐ sufficient staff are suitably trained
- ☐ all relevant staff are made aware of a child's condition
- ☐ cover arrangements in case of staff absence/turnover is always available
- ☐ supply teachers are briefed
- ☐ risk assessments for visits and activities out of the normal timetable are carried out
- ☐ individual healthcare plans are monitored (at least annually)
- ☐ transitional arrangements between schools are carried out
- ☐ if a child's needs change, the above measures are adjusted accordingly

Where children are joining Old Fletton primary School at the start of a new academic year, these arrangements should be in place for the start of term. Where a child joins mid-term or a new diagnosis is given, arrangements should be in place as soon as possible, ideally within two weeks.

Any pupil with a medical condition requiring medication or support in school should have an individual healthcare plan (IHP) which details the support that child needs. If the parents, healthcare professional and school agree that a healthcare plan is inappropriate or disproportionate, a record of the child's medical condition and any implications for the child will be kept in the child's individual record.

## Individual Healthcare Plans (IHP)

Using Health, Social Care & the family's knowledge: the following information should be considered when writing an individual healthcare plan:

- ☐ the medical condition, its triggers, signs, symptoms and treatments
- ☐ the pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues
- ☐ specific support for the pupil's educational, social and emotional needs
- ☐ the level of support needed including in emergencies
- ☐ who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements
- ☐ who in school needs to be aware of the child'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 (children who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision)
- ☐ separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate
- ☐ confidentiality

- How the plan promotes self care where practical
- what to do if a child refuses to take medicine or carry out a necessary procedure, or insufficient medicine has been provided to the school
- what to do in an emergency, who to contact and contingency arrangements
- where a child has SEN but does not have an Education, Health and Care plan, their special educational needs should be mentioned in their individual healthcare plan

## Roles & Responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the child.

### The Governing Body

- must make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented
- must ensure sufficient staff receive suitable training and are competent to support children with medical conditions
- must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk

### The Headteacher

- should ensure all staff are aware of this policy and understand their role in its implementation
- should ensure all staff who need to know are informed of a child's condition
- should ensure sufficient numbers of staff are trained to implement the policy and deliver IHPs, including in emergency and contingency situations, and they are appropriately insured
- is responsible for the development of IHPs
- should contact the school nursing service in the case of any child with a medical condition who has not been brought to the attention of the school nurse

### School Staff

- any staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so should receive sufficient and suitable training and achieve the necessary level of competency including the awareness of paperwork, signature and photo requirements before taking on the responsibility of supporting children with medical conditions
- any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help
- any staff member who agrees to these duties has a responsibility to carry out the role professionally and with respect to the child's needs and ensure they are a priority in their school day.

### School Nurses

- are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school
- may support staff on implementing a child's IHP and provide advice and liaison

### Other healthcare professionals

- should notify the school nurse when a child has been identified as having a medical condition that will require support at school
- may provide advice on developing healthcare plans
- specialist local teams may be able to provide support for particular conditions (eg. Asthma, diabetes)

## Pupils

- 👤 should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP

## Parents

- 👤 must provide the school with sufficient and up-to-date information about their child's medical needs
- 👤 are the key partners and should be involved in the development and review of their child's IHP
- 👤 should carry out any action they have agreed to as part of the IHP implementation
- 👤 must understand that their child's medical need will be shared as agreed during the IHP process

## Storage and Management of medicines

- 👤 all medicines that are stored in school will be logged by the lead first aider
- 👤 a photograph of the child must be taken and securely taped to the child's medicine
- 👤 medicines that could be harmful are kept in an appropriately locked cupboard
- 👤 asthma inhalers are kept in classrooms by class teachers

## Notes

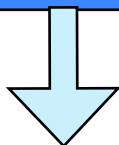
1. The school does not have to accept a child identified as having a medical condition at times when it would be detrimental to the health of that child or others to do so.
2. The following practice is considered not acceptable:
  - 👤 preventing children from easily accessing their medication and administering it when and where necessary
  - 👤 assuming children with the same condition require the same treatment
  - 👤 ignoring the views of the child, their parents; ignoring medical advice or opinion
  - 👤 sending children with medical conditions home frequently or prevent them from staying for normal school activities (unless specified in IHP)
  - 👤 penalising children for their attendance record if their absences are related to their medical condition that is recognised under this policy
  - 👤 preventing children from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively
  - 👤 to require parents to attend school to administer medication or provide medical support to their child on a regular basis, including toileting issues (no parent should have to give up working because the school is failing to support their child's medical needs, however additional support during times of stress for the school is expected e.g staff unexpected absence)
  - 👤 preventing children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips

## Complaints

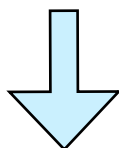
Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

## Old Fletton's Process for developing Individual Healthcare Plans

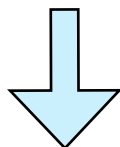
Parent or healthcare professional informs school that child has been newly diagnosed, or is due to attend new school, or is due to return to school after a long-term absence, or that needs have changed



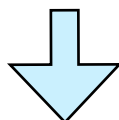
Head teacher of the school, coordinates a meeting to discuss the child's medical needs; and identifies a member of staff who will provide support to a pupil



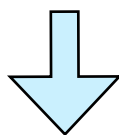
Meeting to discuss and agree on the need for a IHCP to include key school staff, child, parent, relevant healthcare professional and other medical clinician as appropriate - (or to consider written evidence provided by them)



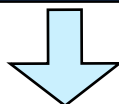
Develop IHCP in partnership - agree who leads on the writing of it. Input from healthcare professional must be provided



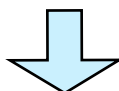
School staff training identified



Healthcare professional commissions/delivers training and staff signed off as competent - review date agreed



IHCP implemented and distributed to staff



IHCP reviewed annually or when conditions change, Healthcare professional or parent to initiate

