



Children and learning at the heart of  
our CARE-ing community

## Old Fletton Primary School

### Supporting Children with Medical Needs Policy

Version 6 - July 2023

#### 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 (also known as 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>Linked policies</b>	SEND Policy Accessibility Plan Health & Safety Policy Complaints Policy

<b>What is the policy for?</b>	The Children & Families Act 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. This 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 was initially devised by the Headteacher (September 2014) in response to governor requirements to ensure that arrangements are in place to support pupils at school with medical conditions and updated based on a model policy provided by The Key (April 2021) 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 on the school website and in the Headteacher's office.
<b>How will this policy be monitored?</b>	<b>Role of the Governors</b> The Governors will receive regular updates on the number of IHPs and during H&S monitoring governors can review anonymised paperwork to ensure compliance. <b>Role of SENCO</b> For pupils who have medical conditions that require EHC plans, compliance with the SEND Policy will ensure compliance with the statutory elements of this guidance with respect to those children. <b>Role of the Headteacher</b> The Headteacher will report to governors on the number of IHPs in place to support children with medical needs.

## **1. Aims**

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.

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.

## **2. Procedure**

The headteacher, supported by the the lead first aider 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.

## **3. Legislation and statutory responsibilities**

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 on supporting pupils with medical conditions at school.

## **4. Roles & Responsibilities**

### **The Governing Body**

The governing board 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.

### **The Headteacher**

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
- Ensure that all staff who need to know are aware of a child's condition
- 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

## Staff

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.

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

Staff members who agree to these duties have 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.

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.

## Parents

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, and ensure they or another nominated adult are contactable at all times
- Understand that their child's medical need will be shared as agreed during the IHP process.

## 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.

## School nurses and other healthcare professionals

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. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

## **5. Equal Opportunities**

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

## **6. Being notified that a child has a medical condition**

When the school is notified that a pupil has a medical condition, the process outlined in Appendix 1 will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

## **7. Individual healthcare plans**

The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to the deputy headteacher (SENCO).

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed. Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When

- 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 no consensus, the headteacher will make the final decision.

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 education, health and care (EHC) plan. If a pupil has SEN but does not have an 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, the headteacher and the SENCO, 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 headteacher 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

## **8. Managing medicines**

Prescription and non-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
- 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. See also Appendix 2 for Asthma Policy.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

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.

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

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

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

## **9. Emergency procedures**

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives.

## **10. Training**

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the headteacher/role of individual. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

## **11. Record keeping**

The governing board will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents will be informed if their pupil has been unwell at school.

IHPs are kept in a readily accessible place which all staff are aware of.

## **12. Liability and indemnity**

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

## **13. 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



Headteacher 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 IHP 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 IHP 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



IHP implemented and distributed to relevant staff



IHP reviewed annually or when conditions change, healthcare professional or parent to initiate





# Schools Asthma Policy



Name of school: Old Fletton Primary School

Date of Asthma Friendly School accreditation: Working towards June 2023

Date of Asthma Friendly School review: N/A

Name of Headteacher: Sarah Levy

Asthma Lead: Sarah Levy

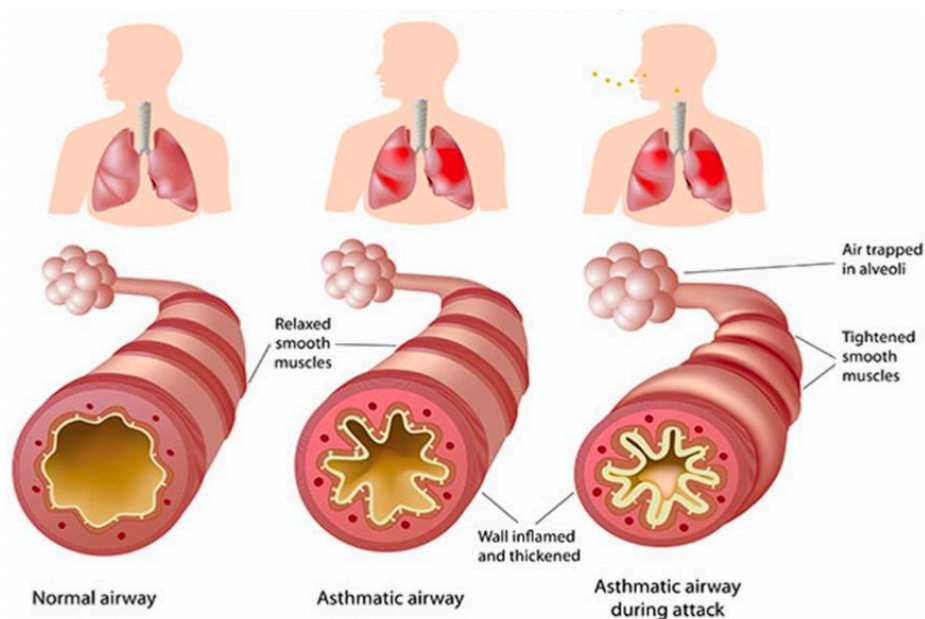
Name of Asthma champion: Fay Rumball

Policy Name: Schools Asthma Policy

## Asthma

Asthma is a physical condition in which the air passages in the lungs become narrowed, making it difficult to breathe.

Asthma is a condition that affects small tubes (airways) that carry air in and out of the lungs. When a person with asthma comes into contact with something that irritates their airways (an asthma trigger), the muscles around the walls of the airways tighten, as shown in the diagram below, so that the airways become narrower and the lining of the airways becomes inflamed and starts to swell. Sometimes, sticky mucus or phlegm builds up, which can further narrow the airways. These reactions make it difficult to breathe, leading to symptoms of asthma (Source: Asthma UK).



In the UK, asthma is the most common long term medical conditions in children and young people. Around 1 in 11 children (1.1 million) has asthma, which on average means there could be 3 children with asthma in each class. The UK has one of the highest emergency admission rates for asthma in Europe with over 25,000 emergency hospital admissions each year. Asthma causes more absence from school than any other condition.

## Rationale

We recognise that children with persistent, uncontrolled asthma are more likely to miss school, compared to children with mild asthma. At Old Fletton Primary School, the school welcomes all pupils with asthma and are working with specialist CYP asthma practitioners to ensure we do all we can to support children with asthma within our school. We want all pupils with asthma to be able to participate fully in all aspects of school life, PE, school trips and other out of hours school activities.

We recognise that pupils with asthma need immediate access to reliever inhalers at all times and keep a record of all pupils with asthma and the medicines they take.

We provide annual update training to ensure that staff (including mid day supervisors) who come into contact with pupils with asthma know what to do in an asthma attack.

At Old Fletton Primary School, we are currently working to become an Asthma Friendly School to ensure that all children are able to access the whole school curriculum and manage their asthma both at home and in school.

At Old Fletton Primary School we:

- will have asthma training as it as part of the school induction process.
- will display 'what to do in an emergency' posters in the first aid hut and with the emergency inhalers.
- will encourage and help children with asthma to participate fully in all aspects of school life.
- have a register of all children with asthma (which will be accessible for all staff).
- will recognise that immediate access to the pupil's inhalers is vital.
- will aim to have Personalised Asthma Action Plan (PAAP) for all children diagnosed with asthma.
- will supply two emergency salbutamol inhaler and Volumatic spacer device from a pharmacy and complete appropriate documentation.
- will have an asthma lead and champion who will work towards becoming an 'Asthma Friendly School' and ensure that inhalers are in date, stored correctly and the school has the relevant documentation.
- will check inhalers each block to ensure they are all in date and working correctly.

In order to achieve the above,

Staff (including mid day supervisors) will receive training on the basic awareness of asthma and the correct use of inhalers as part of their induction process. All staff will know where to find children's inhalers and will have access to an up to date asthma register and class list with medication. They will have a clear understanding of what procedures to follow if a child has an exacerbation of their asthma including the use of the emergency salbutamol inhaler with spacer.

All pupils at Old Fletton with asthma will have clear understanding of what they need to do if they are symptomatic including exacerbations and know where to access their inhaler.

Our policy will be informed by the Cambridgeshire and Peterborough integrated care system.