



Supporting Pupils with Medical Conditions Policy

Introduction

Brookwood Primary School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full time curriculum or as much as their medical condition allows. This policy has been developed in line with the Department for Education's statutory guidance 'Supporting pupils at school with medical conditions' September 2014. The responsibilities of the Local Authority, Governors, Head teacher and staff members are outlined in this document.

The school will have regard to the statutory guidance issued. We take account of it, carefully consider it and we make all efforts to comply. Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities, also including those pupils with medical conditions.

Roles and responsibilities

The Local Authority (LA) is responsible for:

- Promoting co-operation between relevant partners regarding supporting pupils with medical conditions.
- Providing support, advice /guidance and training to schools and their staff to ensure Individual Healthcare Plans (IHP) are effectively delivered.
- Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

The Governing Body is responsible for:

- Ensuring arrangements are in place to support pupils with medical conditions.
- Ensuring the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
- Ensuring that the 'Supporting Pupils with Medical Conditions' Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/national/ origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.
- Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.
- Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential.
- Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so, and that staff to have access to information, resources and materials.
- Ensuring written records are kept of, any and all, medicines administered to pupils.
- Ensuring the policy sets out procedures in place for emergency situations.
- Ensuring the level of insurance in place reflects the level of risk.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.

The Headteacher is responsible for ensuring:

- The policy is developed effectively with partner agencies and then making staff aware of this policy.
- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures.
- Liaison with healthcare professionals regarding the training required for staff.
- Individual Healthcare Plans (IHPs) are prepared as appropriate.
- A sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
- The correct level of insurance is in place for teachers who support pupils in line with this policy.
- Continuous two way liaison with school nurses and school in the case of any child who has or develops an identified medical condition.
- Confidentiality and data protection.
- Appropriate accommodation is assigned for medical treatment/ care.

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when a pupil with a medical condition needs help.
- Knowing where controlled drugs are stored and where the key is held.
- Taking account of the needs of pupils with medical conditions in lessons.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
- Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.

School nurses are responsible for:

- Advising on developing an EHCP / IHP in anticipation of a child with a medical condition starting school.
- Notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career.
- Supporting staff to implement an EHCP / IHP and then participate in regular reviews of the EHCP / IHP. Giving advice and liaison on training needs.
- Liaising locally with lead clinicians on appropriate support. Assisting the Headteacher in identifying training needs and providers of training.

Parents and carers are responsible for:

- Keeping the school informed about any new medical condition or changes to their child/children's health.
- Participating in the development and regular reviews of their child's EHCP / IHP.
- Completing a parental consent form to administer medicine or treatment when bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine. NB: Under no circumstances should any medications be transferred into another container for keeping/ storage. Medications which have been transferred to another container will not be accepted.
- Ensuring medicines are clearly labelled with the following information: name of child, dose/frequency of administration, instructions for administration, date of dispensing, cautionary advice and expiry date.
- Carrying out actions assigned to them in the EHCP / IHP with particular emphasis on, they or a nominated adult, being contactable at all times.

Pupils are responsible for:

- Providing information on how their medical condition affects them.
- Contributing to their EHCP / IHP
- Complying with the EHCP/ IHP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents.

Training of staff

- Newly appointed teachers, supply or agency staff will be made aware of the 'Supporting Pupils with Medical Conditions' Policy and where to find it as part of their induction.
- The relevant healthcare professional will be named on each EHCP / IHP.
- No staff member may undertake any healthcare procedures without undergoing training specific to the condition and signed off as competent.
- School will keep a record of medical conditions supported, training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

Medical conditions register /list

- Schools admissions forms request information on pre-existing medical conditions. Parents have an easy pathway to inform school at any point in the school year if a condition develops or is diagnosed. Consideration could be given to seeking consent from GPs to have input into the IHP and also to share information for recording attendance.
- A medical conditions list or register is kept, updated and reviewed regularly by the nominated member of staff. Each class / class teacher should have an overview of the list for the pupils in their care, within easy access.
- Supply staff and support staff should similarly have access on a need to know basis. An updated list will be printed off termly. Parents should be assured data sharing principles are adhered to.
- For pupils on the medical conditions list, key stage transition meetings should take place in advance of transferring to enable parents, school and health professionals to prepare EHCP / IHP and train staff if appropriate.

Individual Healthcare Plans (IHPs)

- Where necessary (the Headteacher will make the final decision) an Individual Healthcare Plan (IHP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
- IHPs will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. If consent is sought from parents a photo and instructions may be displayed. ***In the case of conditions with potential life-threatening implications the information should be available clearly and accessible to everyone.***
- IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an Education, Health and Care plan or special needs statement, the IHP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA /AP provider and school is needed to ensure that the IHP identifies the support the child needs to reintegrate.

Education Health Needs (EHN) referrals

- All pupils of compulsory school age who because of illness, lasting 15 days or more, would not otherwise receive a suitable full-time education are provided for under the local authority's duty to arrange educational provision for such pupils.

- In order to provide the most appropriate provision for the condition the Access to Education team accepts referrals where there is a medical diagnosis from a medical consultant.

Medicines

- Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental consent to administration of medicine form.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines **MUST** be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of **four** weeks' supply of the medication may be provided to the school at one time.
- All medications, with the exception of those listed in below, will be stored in a locked cupboard or fridge in the School Office. Children will always be made aware of where their medication is stored and who holds the key to the storage facilities.
- Asthma inhalers and adrenaline pens may be stored in classrooms. The pupils will always know where the medications are kept and have access to them at all times.
- Any medications left over at the end of the course will be returned to the child's parents. The school will dispose of any uncollected medicine after 7 days of the end of the prescribed course of treatment.
- Written records will be kept of any medication administered to children.
- Pupils will never be prevented from accessing their medication.
- Brookwood Primary School cannot be held responsible for side effects that occur when medication is taken according to the prescription or parental directions.
- Staff will not force a pupil, if the pupil refuses to comply with their health procedure, and the resulting actions will be clearly written into the EHCP / IHP which will include informing parents.

Emergencies

- EHCPs/ IHPs will clearly define what constitutes as an emergency and explain what to do.
- All members of staff will be made aware of emergency symptoms and procedures.
- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher or taking the red triangle to the office.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

Day trips, residential visits and sporting activities

- Unambiguous arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.
- To comply with best practice risk assessments should be undertaken, in line with Health and Safety Executive guidance on school trips, in order to plan for including pupils with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day IHP requirements for the school day.

Avoiding unacceptable practice

Each case will be judged individually but in general the following is not considered acceptable.

The following behaviour is unacceptable in Brookwood Primary School:

- Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school.
- Sending the pupil to the medical room or school office alone or with an unsuitable escort if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

Insurance

- Teachers who undertake responsibilities within this policy will be assured by the Head teacher that are covered by the LA/school's insurance.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Head.

Definitions

- 'Parent(s)' is a wide reference not only to a pupil's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of, a pupil.
- 'Medical condition' for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. *Being 'unwell' and common childhood diseases are not covered.*
- 'Medication' is defined as any prescribed or over the counter treatment.
- 'Prescription medication' is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.
- A 'staff member' is defined as any member of staff employed at Brookwood Primary School.

Approved at CPW Committee: January 2019

Date for next review: January 2022 or earlier if national guidance changes.

Supporting Pupils with Medical Conditions Flowchart

