

**SUPPORTING PUPILS AT SCHOOL**  
**WITH MEDICAL CONDITIONS POLICY**  
**SEPTEMBER 2019**

# Park Spring Primary School



**Approved by:** Pupil Support **Date:** September 2019

**Last reviewed on:** September 2019

**Next review due by:** September 2022

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## Introduction

Park Spring Primary School recognises that duties in the Children and Families Act 2014 and the Equality Act 2010 relate to children with disability or medical conditions.

Whilst the duties on governing bodies have not substantially changed as a result of the Children and Families Act 2014, the extent and scope of the responsibilities of schools to make arrangements to support pupils at school with medical conditions has been clarified. All schools are required to have a policy in place; it should be reviewed regularly and accessible to parents and staff.

This policy is written to support those children with individual medical needs and how their needs can be met at Park Spring Primary School

## Policy Statement

We are an inclusive community that welcomes and supports children and young people with medical conditions. We provide all children and young people with medical conditions the same opportunities as others at school.

We will help to ensure they:

- Are safe from harm
- Do well at all levels of learning and have the skills for life
- Choose healthy lifestyles
- Have fun growing up
- Are active citizens who feel they have voice & influence

We understand that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. We also understand the importance of medication being given as directed by healthcare professionals and parents.

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All relevant staff understand the medical conditions that affect pupils at our school. We also make sure all our staff understand their duty of care to children and young people in the event of them requiring medical intervention.

The named member of our staff responsible for this medical conditions policy and its implementation is Rachel Horan (Head Teacher).

The medical conditions policy is reviewed evaluated and updated annually.

### Policy Framework

The policy framework describes the essential criteria for how we meet the needs of children and young people with long-term conditions, including allergies, diabetes and asthma. No child or young person will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.

### Objectives

We will:

- Ensure that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.
- Provide staff training on the impact medical conditions can have on pupils in order to be safe, welcoming and supportive of pupils with medical conditions.
- Strive to provide children and young people with medical conditions the same opportunities and access to activities, both on and off site, as other pupils.
- Consider what reasonable adjustments we need to make to enable children with medical needs to participate fully and safely on visits.
- Carry out risk assessments so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included.
- Create IHCP's for children who require them.

We understand that children with the same medical condition will not necessarily have the same needs. Our staff understand their duty of care to children and young people with medical conditions and know what to do in the event of an emergency. Our

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medical conditions policy has been agreed in consultation with pupils, parents, on site medical support, staff, governors, and relevant local health services. It is supported by a clear communication plan for staff, parents and other key stakeholders to ensure full implementation.

We have clear guidance on:

- record keeping
- providing care and support
- administering medication
- the storage of medication and equipment

This school takes responsibility for ensuring that there are qualified Paediatric First Aiders in school and on all trips, and there are named staff with explicit responsibility for administering medication and providing care.

### Responsibilities

The Headteacher is responsible for:

Ensuring that the policy is developed and effectively implemented. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. The Headteacher will ensure that all staff who need to know are aware of the child's condition. They will also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.

The Inclusion Manager/SENDSCO (Louise Chapman) has overall responsibility for the development and sharing of individual healthcare plans/Allergy Plans/Asthma Plans. They will contact the school nursing service in the case of any child 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.

### Teachers and Support Staff are responsible for:

Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines. Although administering medicines

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is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff will receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

### The School Link Nurse is responsible for:

School has access to a nursing service. The Link Nurse is responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts at the school. They will not usually have an extensive role in ensuring that the school is taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training.

### Identifying children with health needs

We will aim to identify children with medical needs on entry to the schools by working in partnership with parents and carers. Parents and carers are asked to inform the schools of any changes to their medical or home situation. Where a formal diagnosis is awaited or is unclear, we will plan to implement arrangements to support the child, based on the current evidence available for their condition. We will ensure that every effort is made to involve some formal medical evidence and consultation with the parents.

### Individual Health Care Plans

We recognise that Individual Healthcare Plans are recommended in particular where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long term and complex. However, not all children will require one. The school, healthcare professional and parent will agree based on evidence when a healthcare plan would be inappropriate or disproportionate. Where children require an individual healthcare plan it will be the responsibility of the Inclusion Manager/SENDSCO to work with parents and relevant healthcare professionals to write the plan. A healthcare plan (and its review) may be initiated in consultation with the parent/carer, by a member of school staff or by a healthcare professional involved in providing care to the child.

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The SENDCO will work in partnership with the parents/carer, and a relevant healthcare professional eg. school, specialist or children’s community nurse, who can best advise on the particular needs of the child to draw up and/or review the plan. Where a child has a special educational need identified in a statement or Educational Health Care (EHC) plan, the individual healthcare plan will be linked to or become part of that statement or EHC plan. If a child is returning following a period of hospital education or alternative provision (including home tuition), we will work to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively. When deciding what information should be recorded on individual healthcare plans, the governing body should consider the following:

- 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
- specific support for the pupil’s educational, social and emotional needs – for example, how absences will be managed:
- the level of support needed
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child’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 child’s condition and the support required
- 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, e.g. risk assessments;
- where confidentiality issues are raised by the Parent/Carer, the designated individuals to be entrusted with information about the child’s condition
- what to do in an emergency, including whom to contact, and contingency arrangements.

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Where required we will work with the relevant healthcare professionals to identify and agree the type and level of training needed and where the training can be obtained from. This will include ensuring that the training is sufficient to ensure staff are competent and confident in their ability to support children with medical conditions. The training will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs and therefore allow them to fulfil the requirements set out in the individual healthcare plan. Any training undertaken will form part of the overall training plan for the school and refresher awareness training will be scheduled at appropriate intervals agreed with the relevant healthcare professional delivering the training. A staff training record will be completed and kept to document the type of training undertaken, the date of training and the competent professional providing the training. This will be kept on file by the School Business Manager.

### Emergency Procedure

Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and provide a process to follow. All relevant staff will be made aware of the emergency symptoms and procedures. We will ensure other children in the school know what to do in the event of an emergency ie informing a teacher immediately if they are concerned about the health of another child.

### Off-site Activities

We will ensure that staff are aware of how a child's medical condition will impact on their participation in any off site activity, but we will ensure that there is enough flexibility for all children to participate according to their own abilities within reasonable adjustments. We will consider what reasonable adjustments we might make to enable children with medical needs to participate fully and safely on visits. Where necessary, we will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. If necessary, we will consult with parents/carers and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.

### Unacceptable Practice

Staff are expected to use their discretion and judge each child's individual healthcare plan on its merits, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary

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- 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 individual healthcare plans;
- 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;
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips eg. by requiring parents to accompany the child.

### Liability and Indemnity

Staff at the schools are indemnified under the Risk Protection Arrangement (RPA).

### Complaints

Should parents or children be dissatisfied with the support provided they can discuss their concerns directly with the Headteacher or follow the Complaints Policy on the school website.

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