



Lyng Church of England Primary School

Policy : Supporting Pupils with Medical Conditions

Review Body:	Governing Body
Responsibility:	Headteacher
Type of Policy:	Statutory
Review Period:	2 yearly
Reviewed:	February 2021
Next Review:	February 2023

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities
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- School leaders will implement this policy by:
 - Making sure sufficient staff are suitably trained
 - Making staff aware of pupil's condition, where appropriate
 - Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
 - Providing supply teachers with appropriate information about the policy and relevant pupils
 - Developing and monitoring individual healthcare plans (IHPs)
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The named person with responsibility for implementing this policy is Helen Watson

Legislation

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions.

Roles and Responsibilities

The governing body has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing body will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

The Head Teacher

- 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
- Take overall responsibility for the oversight of IHPs in consultation with healthcare professionals.
- 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

School 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. 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.
- 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

- 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
- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment

External Professionals

- Our school nursing service or hospital 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.
- Healthcare professionals, such as GPs and paediatricians, will liaise with the school nursing team or hospital service and notify them of any pupils identified as having a medical condition.

Inclusion

- 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.
- The school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site educational visit and the needs of the pupil, associated risks and how these are to be managed will be included in the risk assessment of the visit.
- Staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's anti-bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- The school understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments where possible to physical activity sessions to make sure they are accessible to all pupils. This includes out of school clubs and team sports.

Being Notified

- When the school is notified that a pupil has a medical condition, it will be determined whether the pupil has or requires an IHP. The process in Appendix 1 will be followed.
- The school will make every effort to ensure that arrangements are put into place within 3 weeks, or by the beginning of the relevant term for pupils who are new to our school.

Individual Healthcare plans

- 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.
- 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.

Managing Medicines

- The school, with parents and health care professionals makes sure that emergency medication/equipment is readily available wherever the child is in school and on off-site activities, and is not locked away. Pupils may carry their own emergency medication/equipment with them , if appropriate or know where and how to access it.
- Children know to ask any member of staff and that they may have immediate access to their medication when required.
- 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' or carers written consent
 - The only exception to this is where the medicine has been prescribed to the pupil without the knowledge
 - of the parents.
- Pupils 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.
- Staff can administer a controlled drug(eg insulin) to a pupil once they have had specialist training. These will be named on the IHP.
- 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.
- All medicines will be stored safely. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.
- In school medications (eg prescribed antibiotics) are stored safely in the first aid cabinet or the school fridge if required to be stored at a controlled temperature.
- Medicines will be returned to parents to arrange for safe disposal when no longer required. The school disposes of needles and other sharps in line with advice from the healthcare professional. Sharps boxes are held securely at school until collected by parents.
- The school secretary will check all medication held in school on a half termly basis and all medicines which will expire before the end of the half term will be returned to parents and replacements requested

Pupils managing their own needs

- 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. A member of staff must be present to supervise and be prepared to intervene if necessary to ensure the child's health and safety are not compromised.
- Pupils will be allowed to carry their own medicines and relevant devices wherever possible.
- Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

In an emergency

- 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, or accompany the pupil to hospital by ambulance.

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

- 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 and be kept up to date
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Attendance

- The school recognises that some medical conditions may affect the attendance of the pupil.
- Where attendance may be affected this will be discussed with health care professionals and parents, and included on an IHP.
- Reintegration back into school will be supported so pupils with medical conditions fully engage with learning and do not fall behind when they are unable to attend.
- Short term absences, including those for medical appointments are effectively managed as per the school's attendance policy.

Record Keeping

- Parents are asked to confirm if their child has any medical conditions on the admissions form and annual information form.
- An Individual Health Care Plan is used to record the support an individual pupil needs around their medical condition. The Plan is developed by the healthcare professionals with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- IHPs are reviewed annually or whenever pupil's needs change, usually by healthcare professionals with parents/carers, and the school.
- The pupil (where appropriate), parents, specialist nurse (where appropriate), and relevant healthcare services hold a copy of the plan.
- The school has a copy of the plan. IHPs are kept in an accessible location in the school office.
- The school makes sure that all staff know which children in school have an IHP. This information held in a central location.
- The school keeps a record of all medication administered, including the dose, time, date and supervising staff.

Appendix 1: Being notified a child has a medical condition

