

# **Heathfield Schools' Partnership**

## **Supporting Pupils at School with medical conditions**

### Rationale

On September 2014 a new duty came into force under section 100 of the Children and Families Act 2014 to ensure Governing bodies make arrangements to support children at school with medical conditions.

As members of Heathfield Schools' partnership we are committed to supporting all children with medical conditions who attend Heathfield Nursery and Infant school and Heathfield Junior School. All members of staff recognise their responsibility for ensuring all children feel safe and that our parents feel confident that we will provide effective support for their child's medical condition.

We will work together with the local authority, health professionals and other support services to ensure that our children with medical conditions receive a full education. In some cases this will require flexibility and may involve part time attendance at school in combination with alternative provision arranged by the local authority

### Aims of the policy

- To ensure that all children with medical conditions, in terms of both physical and mental health are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To ensure that all members of staff clearly understand the arrangements put in place to support children at our school with medical conditions.
- To ensure all parents with children who have medical conditions at our school feel confident that we are providing effective support for them and their child

### Supporting children with medical conditions

- Ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life
- Listen to and value the views of parents and children
- Make arrangements which show an understanding of how the child's medical condition impacts on their ability to learn, as well as increase their confidence and promote self-care
- Establish relationships with relevant local healthcare services in order to receive and consider advice
- Ensure that staff are properly trained and competent to provide the support that the child needs. (Training needs will therefore be assessed and any necessary training will be organised by the Inclusion Manager and provided by the relevant healthcare service.)
- Support children to integrate with their peers and ensure their general well-being and emotional health aren't affected by health or emotional disorders such as anxiety or depression around their medical condition
- Effectively manage and ensure appropriate support is put in place to limit the impact of any absences connected with a child's medical condition on the child's educational attainment and general well being

- 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
- If a child with medical conditions is considered to be disabled under the definition set out in the Equality Act 2010 (Chapter 6, schedule 10) we will comply with the duties under that Act.

#### Procedures for supporting children with medical conditions

- On admission, forms are checked to ensure relevant notified medical information is recorded.
- Where medical conditions that require support are identified, the parent is invited to meet the Headteacher (or Representative), staff and any relevant outside professional deemed to be necessary by the parent/school.
- An agreed plan for medical support is arranged with parents, detailing procedures to be taken in the event of an emergency, emergency numbers to contact parents
- Any medication to be given has to be supported by An Administration of Medicines Form completed by the parent/carer. It is the parent's responsibility to ensure use by dates are examined regularly.
- Staff are made aware and written information or a labelled photograph of the child is present in their classroom and the medical room
- Medicine is either kept in the fridge, locked cupboard, or cupboard in the medical room.
- A member of staff will carry out the administration of medicine and make a record
- If the child becomes unwell they are taken to the medical room by a suitable person
- If a child has to have medical support in sensitive parts of the body, it is administered with two adults present for the protection of all concerned.

When necessary a Healthcare plan will be produced detailing the following:

- the medical condition, its triggers, signs, symptoms and treatments;
- the child'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 child's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete assessments, use of rest periods or additional support in catching up with lessons, counselling sessions;
- the level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for supervision and monitoring;
- 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;

- 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;
- what to do in an emergency, including whom to contact, and contingency arrangements.

For children who have medical conditions that require EHC plans, procedures in their EHCP will be followed in compliance with the SEND code of practice.

### Roles and Responsibilities

Supporting a child with a medical condition in our school is not the sole responsibility of one person. We will work in partnership with healthcare professionals (and, where appropriate, social care professionals), Richmond local authority, parents and the child.

The Inclusion Manager is the named member of staff responsible for the implementation of this policy and with the Headteacher they will ensure that:

- sufficient staff are suitably trained
- all relevant staff are made aware of the child's condition and understand their role
- cover arrangements are put in place in case of staff absence or staff turnover to ensure someone is always available
- supply teachers are briefed where necessary
- risk assessments for school visits, holidays, and other school activities outside of the normal timetable to cover the medical needs of the child
- individual healthcare plans are monitored and regularly updated

Any member of school staff may be asked to provide support for a child with medical conditions, including the administering of medicines. Staff will only administer medicines and undertake healthcare procedures when they have had appropriate training or when sufficient written information is provided by the parents or pharmacist. Application of creams and lotions will be administered by staff giving the child the appropriate dosage on the hand. The child will then apply.

Parents are key partners and will be involved in the development and review of their child's individual healthcare plan. They will be asked to provide the school with sufficient and up-to-date information about their child's medical needs and will carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be reflected within their individual healthcare plan and an appropriate level of supervision given.

### Managing the medicines at school

- medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so
- no child will be given prescription or non-prescription medicines without their parent's written consent
- where possible medicines will be given outside of school hours
- only prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage will be accepted. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container
- all medicines will be stored safely in the medical room unless the child manages their own medication. The child will be told where their medicines are. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available and not locked away
- Epi Pens(x2) will be kept in both the medical room and in the classroom and should travel with the child throughout the day.
- when no longer required, medicines are returned to the parent to arrange for safe disposal

### Record keeping

Written records are kept in the medical room of all medicines administered to any child.

### Emergency procedures

In the case of an emergency the procedures in a child's EHCP will be followed and if necessary an ambulance called. If a child needs to be taken to hospital, a member of staff will stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

### Day trips, residential visits and sporting activities

Children with medical conditions will be actively supported to ensure they can participate in school trips and sporting activities. Staff will make reasonable adjustments and there will be enough flexibility to ensure all children can participate according to their own abilities. When carrying out the risk assessment, arrangements will take account of any steps needed to ensure that children with medical conditions are included.

### Complaints

If parents or children are dissatisfied with the support provided by our school they should discuss their concerns directly with the Inclusion Manager. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.