

## Policy for Supporting Pupils with Medical Conditions

<b>School / setting</b>	The Federation of West Leigh Infant School and Backwell C of E Junior School
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This policy aims to provide clear guidance and procedures to staff, parents and pupils. It forms the basis of a supportive environment in which pupils with medical needs may receive suitable medical care enabling their continuing participation in education.

The Key aims of the policy are to ensure that:

- Pupils at school with medical conditions are properly supported so that they have full access to education, including school trips and physical education
- Consultation with appropriate persons is undertaken, such as health and social care professionals, parents and pupils to ensure the needs of children with medical conditions is fully considered
- Pupils are kept safe from harm and abuse
- Safe practices and procedures in place to ensure that the school meets its statutory responsibilities for health and safety

The governing body is responsible for ensuring that there are sufficient arrangements to support pupils with medical conditions in school and for ensuring processes are in place to enable the policy to be developed and implemented.

The Executive Headteacher is responsible for overseeing all of the arrangements in place and ensuring that the policy is implemented effectively. The Executive Headteacher will designate relevant staff to carry out the specific roles within the policy and ensure that there are sufficient deputies to allow for staff absence.

### Safeguarding

The Federation is committed to the welfare and safeguarding of all pupils. This policy should be read in conjunction with our Safeguarding Policy.

### Individual Healthcare Plans

Individual Healthcare Plans (IHPs) will be drawn up where needs are complex or where it is necessary to clarify what support children require. The plan will be developed with the pupils' best interests in mind to ensure that the risks to the child's wellbeing, health and education are managed. Plans will be drawn up by the school in consultation with parents and medical professionals.

The Executive Headteacher is responsible for deciding, in consultation with staff, parents, health professionals and the Local Authority how the school can support a pupil with medical needs.

- The Executive Headteacher will be responsible for ensuring the writing of Individual Healthcare Plans in consultation with all relevant parties and ensure that information is disseminated to relevant staff on individual pupil needs as required, including any emergency procedures. IHPs will be reviewed at least annually or when the child's medical / health needs have changed.
- Medical information will be sought from the relevant medical professionals in order to inform the nature and content of the IHP
- Where a child has a special educational need identified in a statement or Education Health Care (EHC) plan, the IHP should be linked to or become part of that statement or EHC plan.
- Where a child has special educational needs, but no Statement or EHC plan, their special educational needs should be mentioned in their IHP.
- The content of the Health Care Plan will follow the format as required in Template 1, in order to ensure the required level of support is provided to adequately reflect the child's medical needs.
- During visits off-site visits or extra-curricular activities the medical needs of pupils will be considered as part of the planning process and first aid requirements for the activity will take into account any medical or health care needs of the pupils taking part. Where required, sufficient essential medicines and health care plans will be taken as part of the activity and controlled by a suitable designated member of school staff. Individual pupil risk assessments will be undertaken where additional controls are required to reduce risk of accident or ill health during the visit/activity to an acceptable level.

## **Training**

The Executive Headteacher will ensure that staff are appropriately trained, including any whole school awareness training, and that individual staff are equipped to administer medical treatment to pupils with medical needs as required.

The strategic identification and co-ordination of training will be the responsibility of the Executive Headteacher and reviewed at least annually.

Staff involved in supporting pupils with medical conditions will be provided with general in-house training by the Deputy Headteacher, covering the school policy requirements and relevant school procedures. Staff must not give prescription medication or undertake health care procedures without training.

Where staff require additional training in order to deal with a specific medical condition, this will be undertaken by a school nurse or relevant health care professional as deemed necessary.

All training will be recorded. Staff training records will be managed by the Executive Headteacher as CPD Co-ordinator and will be stored electronically.

## Coordination of Information

The Executive Headteacher will ensure that all relevant staff are aware of individual pupils' medical needs plus any emergency arrangements and will be responsible for coordinating and disseminating information as required.

## Long Term Medical Absence

Where pupils are absent for 15 days or more (either consecutively or cumulatively) they will be considered to have long term medical absence.

All cases of long term medical absence will be supported by a multi-agency approach. This multi-agency response and planning will, as a minimum, involve school staff, a representative from the Local Authority, a healthcare professional as well as parents/carers. The Executive Headteacher will be responsible for co-ordinating multi-agency response to a long term medical absence, including completing a referral to Tuition when a child is too ill to attend school.

## Managing Medications

- Medicines will only be administered at school when it would be detrimental to a child's health or their attendance not to do so. Where clinically possible medicines should be prescribed in dose frequencies which enable them to be taken outside of school hours.
- Each request for administration of medication to a pupil in school will be considered individually. No medication will be administered without prior consultation with, and written permission from the parent or guardian (Template 2).
- A minimum amount of medication, required by the pupil, will be held in school to accommodate the needs of that pupil. Any surplus medication will be returned to the parents to arrange for safe disposal.
- Medicines received will be logged onto the school's drug file, and held securely within the school. All essential staff will be able to access medicines in case of emergency. Pupils will be informed of who to go to in order to access their medication and where it is stored.
- Medication must be delivered to school by the parent or responsible person (not sent to school in the child's bag) and given to the School Administrator. The exception would be where there is signed agreement for the pupil to carry their own medication (see Template 3).
- Medicines brought into school should be in **original packaging** and clearly marked on a label **by the dispenser** with:-
  - the name of the medicine
  - the pupil's name
  - dosage (including method of administration and times)

- any special storage requirements
- date

The school will establish a medication chart, used in conjunction with the pupil's Individual Health Care Plan. Persons administering medication will check medication type is correct then log the time and date, and sign the chart upon administering medication (See Template 3).

Some pupils may be competent to manage their own medication e.g. inhalers. This will be discussed with parents where it is felt that this is appropriate. Permission must be obtained from parents by completing the form 'Request for a pupil to carry his/her own medication' (Template 4). Where a pupil has an Individual Health Care Plan the method of administration will be detailed within this document.

### **Unacceptable practice**

The Governing Body is responsible for ensuring that there are sufficient arrangements to support pupils with medical conditions in school and for ensuring processes are in place to enable the policy to be developed and implemented. Staff recognise their duty under the DfE statutory guidance Supporting Pupils at School at School with Medical Conditions and are committed to upholding best practice.


The following examples would be considered unacceptable practice:

- Pupils will not be prevented from easily accessing their inhalers and required medication
- Assuming every child with the same condition requires the same treatment
- Ignoring views of parents or pupils
- Sending pupils home frequently or preventing them from staying for normal school activities (unless specified in their IHP)
- Sending unwell pupils to the school office unaccompanied
- Penalising children for their attendance if justifiably related to their medical condition, e.g. hospital appointments
- Preventing pupils from drinking, eating or taking breaks in order to manage their medication
- Requiring parents to attend school to provide medical support
- Preventing children from participating, or creating unnecessary barriers, in any aspect of school life, including school trips.

### **Complaints**

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the Executive Headteacher. If for whatever reason this does not resolve the issue the school's complaints procedure should be followed.

**Signed by:**

Executive Headteacher (on behalf of the Chair of Governors)	
Date	29th February 2016
Review Date	28th February 2017

