



# **Supporting Pupils with Medical Needs Policy**

October 2018

Review date: October 2019

## **Introduction**

On 1 September, 2014, a new duty came into force under the Children and Families Act which placed a duty on governing bodies to make arrangements to support pupils at school with medical conditions.

The key points are that;

- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education
- Governing bodies **must** ensure that arrangements are in place in schools to support pupils at school with medical needs
- Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported

## **Aim**

**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.**

Pupils with long-term and complex medical conditions may require ongoing support, medicines or care while at school to help them manage their condition and keep them well. Other children may require monitoring and interventions in emergency circumstances.

In addition to the educational impacts, there are social and emotional implications associated with medical conditions. Children may be self-conscious about their condition and some may be bullied or develop emotional disorders such as anxiety or depression. Long-term absences due to health problems affect children's educational attainment, impact on their ability to integrate with their peers and affect their general wellbeing and emotional health. Reintegration back into school should be properly supported so that children with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short-term and frequent absences, including those for appointments connected with a pupil's medical condition, also need to be effectively managed and appropriate support put in place to limit the impact on the child's educational attainment and emotional and general wellbeing.

Some children with medical needs may be considered to be disabled under the definition set out in the *Equality Act 2010* and in this case governors **must** comply with their duties under that Act. Some may also have special educational needs, some of whom may require an Education, Health and Care Plan (EHC). These children are also covered by the *Special educational needs and disability (SEND) Code of Practice 2014*. (Please refer to our Sen Policy)

## Statement of Intent

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. Pupils' medical needs may be broadly summarized as being of two types:

**Short-term** - potentially affecting their participation in school activities while they are on a course of medication

**Long-term** - potentially limiting their access to education and requiring extra care and support (deemed special medical needs)

Lowerplace Primary School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in April 2014 "Supporting pupils at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and disabilities and this includes children with medical conditions.

At Lowerplace Primary School, we aim to:

- Assist families in providing medical care for their children
- Educate children and staff in respect of medical needs
- Arrange training for staff and volunteers to support individual pupils with medical needs
- Liaise with medical services in support of individual pupils
- Welcome and support children with medical conditions to enable them to play as full and active a role in school life as possible

### **Key roles and responsibilities**

The Local Authority (LA) is responsible for:

- Promoting co-operation between relevant partners and stakeholders regarding supporting pupils with medical conditions
- Providing support, advice and guidance to schools and their staff
- Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition

The Governing Body is responsible for:

- The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Lowerplace Primary School
- Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation
- Handling complaints regarding this policy as outlined in the School's Complaints Policy
- Ensuring that all pupils with medical conditions are able to participate as fully as possible in all aspects of school life
- Ensuring that relevant training is delivered to staff members who take on responsibility to

support children with medical conditions

- Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy
- Ensuring the keeping of written records of any and all medicines administered to individual pupils and across the school population
- Ensuring the level of insurance in place reflects the level of risk

The Headteacher is responsible for:

- The day-to-day implementation and management of the Supporting Pupils with Medical Needs Policy
- Ensuring the policy is developed effectively with partner agencies
- Making staff aware of this policy
- Liaising with healthcare professionals regarding the training required for staff
- Making staff who need to know aware of a child's medical condition
- Developing Individual Healthcare Plans (IHCPs)
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations
- Ensuring the correct level of insurance is in place for staff who support pupils in line with this policy
- Contacting the School Health Service in the case of any child who has a medical condition

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions
- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons
- Administering medication, if they have agreed to undertake that responsibility (refer to separate Administration of Medicine Policy)
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help

The School Nurse is responsible for:

- Notifying the school when a child has been identified with requiring support in school due to a medical condition
- Liaising locally with lead clinicians on appropriate support

Parents and Carers are responsible for:

- Keeping the school informed about any changes to their child/children's health
- Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with school staff and healthcare professionals

## Training of staff

Teachers and support staff will receive training on the this policy at Induction/INSET Day or any other time deemed appropriate.

Teachers and support staff will receive regular and ongoing training as part of their professional development regarding specific medical needs such as diabetes, epilepsy, anaphylaxis and asthma.

Teachers and support staff who undertake responsibilities under this policy will receive the following training externally:

Paediatric First Aid Training

Emergency First Aid at Work Training

No staff member may administer drugs by injection unless they have received relevant training. The School Office will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.

## Individual Healthcare Plans (IHCPs)

Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, SENCo and medical professionals.

When parents sign consent on an IHCP, they give consent for the plan to be displayed in school buildings to ensure that staff are able to assess and respond to the medical needs of the child in an emergency.

IHCPs 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 (EHCP) or statement of special educational needs, the IHCP will be linked to it or become part of it.

Where a child is returning from a period of hospital education, alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to re-integrate.

## Emergencies

Medical emergencies will be dealt with under the school's emergency procedures (refer to separate policy).

Where an Individual Healthcare Plan (IHCP) is in place, it should detail:

What constitutes an emergency

What to do in an emergency

Pupils will be informed in general terms of what to do in an emergency; such as telling a teacher.

If a pupil needs to be taken to hospital, a member of staff will remain with the pupil until the parents arrive.

The School office is responsible for contacting the emergency services.

## Avoiding unacceptable practice

Lowerplace Primary School understands that the following is unacceptable:

- Assuming that pupils with the same condition require the same treatment
- Ignoring the views of the pupil and/or their parents
- Ignoring medical advice or opinion
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the school office alone if they become ill
- Penalising pupils with medical conditions for their attendance record where the absence relates to their condition
- Creating barriers to children participating in all aspects of school life, including school trips e.g. by requiring parents to accompany the child
- 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 are covered by the school's insurance.

## Complaints

The details of how to make a complaint can be found in the School Complaints Policy.

## **Individual Healthcare Plan Implementation Procedure**

1	Parent or healthcare professional informs school that child has medical condition or is due to return from long-term absence or that needs have changed
2	Head Teacher co-ordinates meeting to discuss child's medical needs and identifies member of school staff who will provide support to the pupil
3	Meeting held to discuss and agree on the need for IHCP to include key school staff, child, parent and relevant healthcare professionals
4	Develop IHCP in partnership with healthcare professionals and agree on who leads
5	School staff training needs identified
6	Training delivered to staff – review date agreed

7	IHCP implemented and circulated to relevant staff
8	IHCP reviewed annually or when condition changes. Parent/carer or healthcare professional to initiate

**Review of Policy**

**Headteacher:** \_\_\_\_\_

**Chair of Governors:** \_\_\_\_\_

**Policy to be reviewed: October 2019**

