



The Pavilion

SUPPORTING PUPILS WITH MEDICAL NEEDS POLICY

Completed by: Kim Price

Reviewed: Joanne Kelly

Adopted by Management Committee:

Next Full Review:

This policy has been developed to outline the school's statutory duties under Section 100 of the Children and Families Act 2014 to make arrangements to support pupils at their school with medical conditions. In meeting the duty, the management committee has regard to guidance issued by the Secretary of State (Supporting pupils at school with medical conditions DfE Sept 2014.)

This policy will be reviewed annually and made available to parents/carers and to all staff.

Principles

Pupils with medical conditions are:

included and play a full and active part in school life, including participation in trips and sports that will enable them to flourish and achieve to the best of their ability
treated as individuals; recognising that medical conditions can be wide-ranging in their effects, duration and complexity and will affect quality of life and pupils' ability to learn
supported in order to increase confidence and promote self-care where appropriate
supported by properly trained staff working in effective partnerships with families, education and health services and other agencies to achieve the best outcomes for the pupil

Unacceptable Practice - as a school we will not:

prevent pupils from easily accessing their inhalers and medication or from administering their medication when and where necessary

assume that every pupil with same condition requires the same treatment

ignore the views of the pupil or the parents/carers or ignore medical evidence or opinion (although this may be challenged)

send pupils 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

send a pupil who becomes ill to the school office or medical room unaccompanied or with someone unsuitable

penalise pupils for their attendance record if their absences are related to their medical condition e.g. 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

require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including support with toileting issues.

prevent pupils from participating, or create unnecessary barriers, to pupils participating in any aspect of school life, including school trips

Roles and Responsibilities

The Management Committee is responsible for making arrangements to support pupils with medical conditions in school ensuring that

all pupils with medical conditions at this school are supported to enable the fullest participation possible in all aspects of school life

the focus is on the needs of the individual pupil

school leaders consult health and social care professionals, pupils and parents

sufficient staff have received suitable training and are competent before they take on responsibility to support pupils with medical conditions

ensure that written records are kept of all medicines administered to pupils

the appropriate level of insurance is in place

The Headteacher will ensure that:

all staff are aware of this policy and understand their role in its implementation

all staff who need to know are aware of a pupil's condition.

sufficient numbers of trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.
individual healthcare plans are implemented, developed and monitored.
school staff are appropriately insured and are aware that they are insured to support pupils with medical conditions
contact is made with 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.

School staff

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.
Staff must familiarise themselves with the medical needs of the pupils they work with.
Staff will receive suitable and sufficient training and achieve the necessary level of competency before they undertake the responsibility to support pupils with medical conditions. Information on how this school supports pupils with medical conditions is included in our induction procedure for all new staff.
Staff will keep parents/carers informed about arrangements in school and about contacts made with outside agencies. Parents/carers will be informed if their child has been ill at school.
Staff will undertake the appropriate risk assessment and will take into account how a pupil's medical condition might impact on their participation in school trips or in sporting activities.

School nurses / Community Matrons

The school will access the school nursing service for advice and support, when required.
School nurses are responsible for notifying the school when a pupil has been identified as having a medical condition which will require support in school. This should be done before the pupil starts at the school, wherever possible.
They may support staff on implementing a pupil's individual healthcare plan and provide advice and guidance
School nurses can liaise with healthcare professionals for appropriate support for the pupil and for staff training needs

Other healthcare professionals

including GPs and paediatricians, should notify the school nurse when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans
Specialist local health teams may be able to provide support in schools for children with particular conditions (eg asthma, diabetes, epilepsy).

Parents/carers and Pupils

Parents/carers should provide the school with sufficient and up to date information about their child's medical conditions
Parents/carers should be involved in the development and review of their child's individual healthcare plan, however, confirmation of any medical need will always be sought from a suitable healthcare professional.
Parents/carers should carry out any action they have agreed to as part of a health care plan's implementation, eg provide medicines and equipment and ensure they or another nominated adult are contactable at all times.
Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

On Notification of a pupil with a medical condition

Note: School Individual Healthcare Plan (IHCP) should not be confused with Education Health Care Plans (EHCPs) which are statutory assessment of special educational learning and health needs.

The school will implement suitable arrangements; these may be provided when a pupil starts at school, receives a new diagnosis or when existing needs change. The school will ensure that robust School individual healthcare plans (School IHCPs) are established, where appropriate, Individual healthcare plans and their review may be initiated by a member of school staff or a healthcare professional in consultation with the parent.

A plan will be drawn up with input from health professionals who are able to determine the level of detail needed, in consultation with the school, parents/carers and the pupil.

Each IHCP will provide clarity about what needs to be done, when and by whom. The level of detail within plans will depend on the complexity of the pupil's condition and the degree of support needed. It is recognised that different pupils with the same health condition may require very different support. The format for the individual healthcare plan is provided at **Appendix 3**

The IHCP will define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of symptoms and procedures. Some pupils may have an emergency healthcare plan prepared by their lead clinician

Plans will be reviewed at least annually, or earlier, if evidence is presented that the pupil's needs have changed

Where a pupil has a special educational need but does not have a statement or EHC plan, their special educational needs will be referred to in their individual healthcare plan

Managing medicines on school premises

Parents/carers must give prior written agreement for any medication, prescription or non-prescription, to be given to a pupil.

All medicines will be stored safely. Pupils will be informed of the location of their medicines and will be able to access them immediately. The form for recording any medicine administered to a pupil is provided..

A pupil under 16 will never be given medicine containing aspirin unless prescribed by a doctor.

Medication, e.g. for pain relief, will never be administered without first checking maximum dosages and when the previous dose was taken.

Further guidance: <https://healthmatters.clch.nhs.uk/parents-carers-teachers/>

Here staff will find a general school IHCP template and prepared ones for the following conditions:

Allergy

Asthma

Diabetes

Epilepsy

Sickle cell anaemia

There are DfE templates for managing plans and medicines attached as appendices.

Hospital Education

While it is accepted that the teaching staff have a responsibility for the health and safety of pupils in the teaching classrooms at Meadway and Whetstone sites, in the hospital setting this is a shared role. The ultimate responsibility for all patients while in the hospital lies with the hospital. Teaching staff however have a responsibility to collaborate with risk assessments and work to ensure safe working procedures. A "handover" should be given each morning at which information on children is

shared by hospital staff with the educational staff and decisions taken as to who will attend school that day and the levels of supervision needed for groups and individual pupils. The number and age of children, their state of health, machinery and equipment needed and other individual medical and behavioural needs will be taken into account. The admissions criteria (see Admissions Policy for hospital education will be used).

In all instances of blood, urine or faeces spillage or when a child vomits, call for ward staff, in the hospital setting. There should be a kit for dealing safely with all such spillages. Hospital ward staff should administer first aid in the hospital setting.

No siblings will be allowed into the hospital classroom. If they are of school age and not attending their own school, the parents will be responsible for their supervision. In exceptional circumstances, when the family situation may warrant support, the hospital classroom may provide games or simple self-directed activities to make the situation more comfortable for family members.

Similarly, Hospital Child Protection Policy and Procedures take precedence in the Hospital setting and any child protection issues or information will be communicated in the first instance to the safeguarding matron as well as to the school designated officers.

The Pavilion: individual healthcare plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix B: parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is accurate at the time of writing and I give consent to staff administering medicine in accordance with the policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if it is stopped.

Signature(s)

Date

C: record of medicine administered to an individual child

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature

Signature of parent

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

C: Record of medicine administered to an individual child (Continued)

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Appendix E: staff training record – administration of medicines

Name of school/setting

Name

Type of training received

Date of training completed

Training provided by

Profession and title

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature

Date

I confirm that I have received the training detailed above.

Staff signature

Date

Suggested review date

Appendix F: contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

your telephone number

your name

your location as follows [insert school/setting address]

state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code

provide the exact location of the patient within the school setting

provide the name of the child and a brief description of their symptoms

inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient

put a completed copy of this form by the phone

Template G: model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely

