



Supporting Pupils with Medical Needs Policy

Policy Review	
Review schedule	Annually
Reviewing Committee	Local Governing Body
Date of Last Review	September 2019
Date of Next Review	September 2020

Grove Road Primary School is committed to equality of opportunity for all pupils, staff, parents and carers. This policy has been written and reviewed with due regard to the Equalities Act 2010.

Rationale

At Grove Road Primary School, we aim to ensure the needs of children with medical conditions, both physical and mental, are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves. We want all of our children to play a full and active role in school life, remain healthy and achieve their academic potential.

- Grove Road Primary School is supportive of pupils with medical conditions and provides them with the same opportunities and access to activities as other pupils, as long as this is safe. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
- We will listen to the views of pupils and parents/carers.
- Pupils and parents/carers feel confident in the care they receive from this school and the level of that care meets their needs.
- Staff understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability and confidence
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school and local health community understand and support the Supporting Pupils with Medical Needs Policy.
- We understand that all children with the same medical condition will not have the same needs; our school will focus on the needs of each individual child.
- Grove Road Primary School recognises its duties as detailed in Section 100 of the Children and Families Act 2014. (Other related legislation is referenced in DfE guidance p21). Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, this school complies with their duties under that Act. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this policy should be read in conjunction with the Special Educational Needs and Disability (SEND) Code of Practice.

Aims

The aim of this policy is to set out how this school will support pupils with medical conditions, both physical and mental, so that children with medical conditions can maintain the momentum of their studies and achieve their potential at school.

Procedures

At Grove Road Primary School, the following procedures apply:

The Headteacher is responsible for ensuring that, whenever the school is notified that a pupil has a medical condition, s/he takes action to ensure:

- sufficient staff are suitably trained;
- all relevant staff are made aware of a child's condition;
- cover arrangements in case of staff absence/turnover is always available;
- supply teachers are briefed;
- risk assessments for visits and activities out of the normal timetable are carried out;
- individual health care plans are monitored and reviewed when required;
- transitional arrangements between schools are carried out;
- if a child's needs change, the above measures are adjusted accordingly.

Where children are joining Grove Road Primary School at the start of a new academic year, these arrangements will be in place for the start of term. Where a child joins mid-term or a new diagnosis is given, arrangements should be in place as soon as possible, ideally within two weeks.

Any pupil with a medical condition requiring medication or support in school will have an individual health care plan (IHCP), which details the support that child needs. If the parents, healthcare professional and school agree that a health care plan is inappropriate or disproportionate, a record of the child's medical condition and any implications for the child will be kept in the school's Medical Needs folders (Inclusion Room), the blue class file (teacher cupboard) and the child's individual record (school office).

Pictures of children with allergies are kept in the school kitchen with a description of emergency procedures.

A medical overview of **all** children with these and other significant needs are kept in:

- a. green Medical Needs folders stored in the Inclusion Room;
- b. individual blue class files, stored in teacher cupboards next to the red box of medicines;
- c. first-aid room (KS1 building, outside of 1BA);
- d. the Owls after school club Medical Needs folder.

Individual Health Care Plans (IHCP not to be confused with an Educational Health Care Plan) – see Appendices 1 and 2

The following information should be considered when writing an individual healthcare plan:

- the medical condition, its triggers, signs, symptoms and treatments;
- the pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues;

- specific support for the pupil's educational, social and emotional needs;
- the level of support needed, including in emergencies;
- who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements;
- who in school needs to be aware of the child's condition and the support required;
- arrangements for written permission from parents and the head teacher for medication to be administered by a member of staff or self-administered (children who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision);
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate providing this is a school run event and not run by an external and/or paid provider;
- confidentiality;
- what to do if a child refuses to take medicine or carry out a necessary procedure;
- what to do in an emergency, who to contact and contingency arrangements.

Roles and Responsibilities

- Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the child. 'School life' refers to all events and activities run by the school. It does not cover PTA events or events provided by an external and/or paid provider.

The Local Authority (LA)

- Promoting co-operation between relevant partners regarding supporting pupils with medical conditions.
- Providing support, advice /guidance and training to schools and their staff to ensure Individual Health Care Plans (IHCP) are effectively delivered.
- Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

The Governing Body

- Must oversee arrangements to support pupils with medical conditions and ensure this policy is developed and implemented.
- Must ensure sufficient staff receive suitable training and are competent to support children with medical conditions.
- Must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk.
- Ensure that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential.

The Head Teacher and Inclusion Lead (SENCo)

- Ensure all staff are aware of this policy and understand their role in its implementation.
- Ensure all staff who need to know are informed of a child's condition.
- Ensure sufficient numbers of staff are trained to implement the policy and deliver IHCPs, including in emergency and contingency situations, and they are appropriately insured.
- Be responsible for the development of IHCPs.
- Liaise with healthcare professionals regarding the training required for staff.
- 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.
- Ensure confidentiality and data protection.

School Staff

- Any staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.
- Should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions.
- Any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

School Nurses

- Responsible for notifying the school when a child has been identified as having a medical condition which will require support in school.
- Will collaborate on developing an IHCP in anticipation of a child with a medical condition starting school.
- Will support staff to implement an IHCP and then participate in regular reviews of the IHCP.
- Give advice and liaison on training needs, assisting the Headteacher in identifying training needs and providers of training.
- Liaise locally with lead clinicians on appropriate support.

Other healthcare professionals

- Notify the school nurse when a child has been identified as having a medical condition that will require support at school.
- Provide advice on developing healthcare plans.
- Specialist local teams may be able to provide support for particular conditions (eg. Asthma, diabetes).

Pupils

- Should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHCP.

Parents

- Must provide the school with sufficient and up-to-date information about their child's medical needs
- As key partners should be involved in the development and review of their child's IHCP.
- Should carry out any action they have agreed to as part of the IHCP implementation.
- Should ensure any paperwork is signed and up to date with regards to the administering of medicines.
- Should be contactable at all times.
- Should ensure medication supplied is within its expiry date.

Training of staff

- Newly appointed teachers, long term supply or agency staff and support staff will receive training where relevant in medical conditions as part of their induction.
- Where appropriate, the clinical lead for each training area/session will be named on each IHCP.
- No staff member is expected to administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and being signed off as competent.
- School will keep a record of medical conditions supported and training undertaken, with a list of teachers qualified to undertake responsibilities under this policy.

Medical conditions register /list

- Schools admissions' forms request information on pre-existing medical conditions. Parents must have an easy pathway to inform school at any point in the school year if a condition develops or is diagnosed.
- Medical Needs overviews are updated at least annually and reviewed regularly by the Inclusion Team, assisted by the school administration team. Each class team have an overview of the list for the pupils in their care, kept in the individual class folders, stored in the teachers' cupboard.
- Supply staff have access on a need to know basis. Parents should be assured data sharing principles are adhered to.
- For pupils on the medical conditions list, key stage transition meetings take place in advance of transferring to enable parents, school and health professionals to prepare IHCP and train staff if appropriate.

All staff understand and are trained in what to do in an emergency for children with medical conditions at Grove Road Primary School.

- All school staff are made aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at this school have an individual health care plan (IHCP), which explains what help they need in an emergency. The IHCP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHCP for sharing the IHCP within emergency care settings.
- Grove Road Primary School makes sure that all staff providing support to a pupil have received suitable training and ongoing support to ensure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHCP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or parent/carer. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence and this school keeps an up to date record of all training undertaken and by whom.
- The school holds both an emergency use epi-pen and inhaler. Parents have given their written permission for these to be administered to their child if necessary.

All staff understand and are trained in the school's general emergency procedures.

- All staff are aware of the content of this policy, know what action to take in an emergency and receive updates at least annually. School nurses will provide annual training for common conditions e.g. asthma, allergies, epilepsy and diabetes.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent/carer arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.
- For pupils requiring insulin injections/insulin via pumps or blood glucose monitoring in schools the Paediatric Diabetes Team will provide this level of training and education.

Grove Road Primary School ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- We are committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. We are also committed to an accessible physical environment for out-of-school activities.

- The school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All 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 off site visits and physical activity and that all relevant staff make reasonable and appropriate adjustments to such activities in order that they are accessible to all pupils. This includes out-of-school clubs and team sports. Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual pupil needs.
- The school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.
- Grove Road Primary School is a nut free school.

Grove Road Primary School makes sure that the appropriate medication, equipment or food is available to children during physical activity and offsite visits.

- We make sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition.
- The school will not penalise pupils for their attendance if their absences relate to their medical condition.
- School staff will refer pupils with medical conditions who are finding it difficult to keep up educationally to the Inclusion Team who will liaise with the pupil (where appropriate), parent/carer and the pupil's healthcare professional.
- Pupils learn what to do in an emergency.
- Trip leaders makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

Grove Road Primary School is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks.

- School staff are committed to identifying and reducing triggers both at school and on out-of-school visits.
- School staff have been given training and written information on medical conditions, which includes avoiding/reducing exposure to common triggers.
- The IHCP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.
- The SLT reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

The Supporting Pupils Medical Needs Policy is regularly reviewed, evaluated and updated.

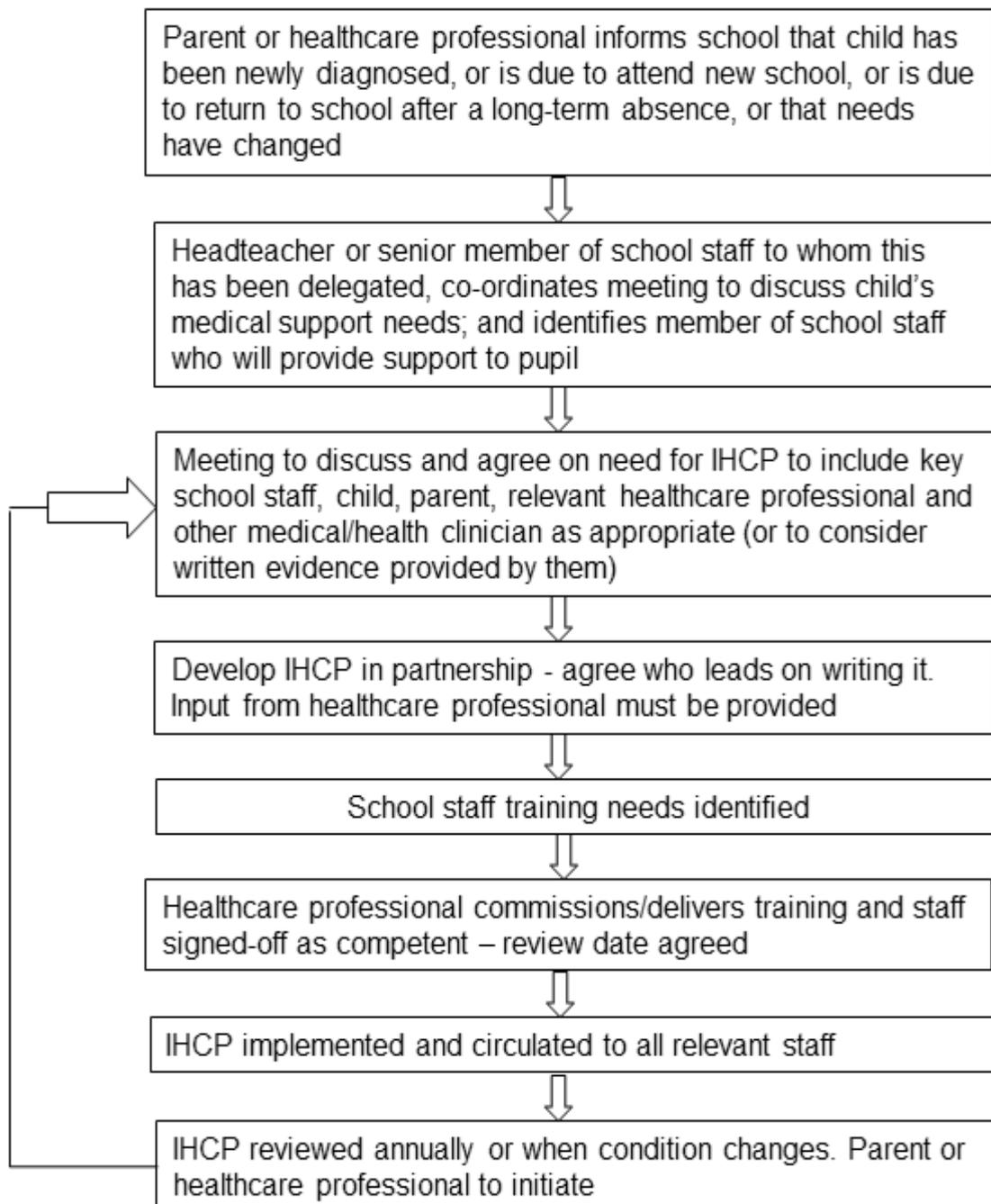
- Pupils, parent/carers, relevant local healthcare staff, and other external stakeholders are informed of and reminded about this policy through clear communication channels.
- In evaluating the policy, Grove Rod Primary School considers feedback from key stakeholders including pupils, parents/carers, school nurses, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services and governors. The views of pupils with medical conditions are central to the evaluation process.
- Should parents and pupils be dissatisfied with the support provided, they should discuss these concerns with the Headteacher.

The named members of school staff responsible for this Supporting Pupils Medical Needs Policy and its implementation are:

Name: Sharon Sanderson
Role: Headteacher

Name: Debbie Lamb
Role: Inclusion Leader

Appendix 1 Model Process for developing Individual Health Care Plans



Appendix 2 Proforma for Individual Health Care Plan



Health Care Plan for a Pupil with Medical Needs

Child's Name:	
Class/Form:	
Date of Birth:	
Address:	
Medical Condition/Diagnosis:	
Date plan drawn up:	
Review date:	

CONTACT INFORMATION

Family Contact 1

Family Contact 2

Name:	Name:
Phone No:	Phone No:
(work):	(work):
(home):	(home):
(mobile):	(mobile):
Relationship to child:	Relationship to child:

GP

Clinic or Hospital contact

Name:	Name:
Contact:	Contact:
Phone No:	Phone No:

Describe medical condition and give details of child's individual symptoms:

Daily care requirements (e.g. before sport/at lunchtime):

Describe what constitutes an emergency for the pupil, and the action to be taken if this occurs:

Follow up care:

Who is responsible in an emergency (State if different on off-site activities)

TEACHER IN CHARGE AT THE TIME

Signed:

Parent/carer..... Date.....

