

Supporting pupils with medical conditions

Policy statement

This federation is an inclusive community that aims to support and welcome pupils with medical conditions.

This federation aims to provide all pupils with all medical conditions the same opportunities as others at school.

We will help to ensure they can:

- + be healthy
- + stay safe
- + enjoy and achieve
- + make a positive contribution
- + achieve economic well-being.

Definition

Pupils' medical needs may be broadly summarised as being of two types:

- (a) Short-term affecting their participation in school activities which they are on a course of medication.
- (b) Long-term potentially limiting their access to education and requiring extra care and support (deemed **special medical needs**).

Policy aims

The federation aims to:

- ❖ assist parents in providing medical care for their children;
- ❖ educate staff and children in respect of special medical needs;
- ❖ adopt and implement the LA policy of Medication in Schools;
- ❖ arrange training for volunteer staff to support individual pupils;
- ❖ liaise as necessary with medical services in support of the individual pupil;
- ❖ ensure access to full education if possible.
- ❖ monitor and keep appropriate records.

The federation ensures all staff understand their duty of care to children and young people in the event of an emergency. All staff feel confident in knowing what to do in an emergency. This federation understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood. We understand the importance of medication being taken as prescribed. All staff understand the common medical conditions that affect children in the federation. Staff receive training on the impact medical conditions can have on pupils.

Identification

We will work with the parents and medical professionals to ensure we have specific protocols in place as soon as the child starts school. This may take the form of information sharing, developing specific care plans, organising training, employing new staff or reorganising classroom facilities.

Entitlement

The federation accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils. The federation believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

The federation accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- ❖ choose whether or not they are prepared to be involved;
- ❖ receive appropriate training;
- ❖ work to clear guidelines;
- ❖ have concerns about legal liability;
- ❖ bring to the attention of the SENCo's any concern or matter relating to supporting pupils with medical needs.

Expectations

It is expected that:

1. Parents will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative;
2. Where parents have asked the school to administer the medication for their child they must ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for school use. The prescription and dosage regime should be typed or printed clearly on the outside. The federation will only administer medicines in which the dosage is required 4 times a day. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff. Pupils should not bring in their own medicine. This should be brought into school by the parent.
3. That employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.
4. The federation will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.
5. Any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school

Policy into Practice

There is a need for proper documentation at all stages when considering the issue of support for pupils with medical needs in the schools.

Individual Health Care Plans (IHCP)

The main purpose of an IHCP is to identify the level of support that is needed at the school for an individual child. The IHCP clarifies for staff, parents/carers and the child the help the schools can provide and receive. These plans will be reviewed annually as a minimum, or more frequently at the request of parents/carers or the federation, or as required

An IHCP will include:

- Details of the child's condition
- What constitutes an emergency?
- What action to take in an emergency
- What not to do in the event of an emergency
- Who to contact in an emergency
- The role of staff
- Special requirements e.g. dietary needs, pre-activity precautions
- side effects of medicines

A copy will be given to parents/carers, class teachers and a copy will be retained in the Staff rooms. The general medical information sheet will be given to all staff and will indicate that the child has an IHCP.

All trained staff will ensure they are aware of the protocols and procedures for specific pupils in the federation through attending training provided and reading care plans devised for individual pupils.

Pupils will not be able to carry any medication with the exception of inhalers for asthma control, or care plan specified medication. No pupil is allowed to have any non-prescription drugs in school; this is to ensure that no pupil unwittingly or otherwise gives another pupil his or her medication. Medication will be stored in the medical needs cupboard in the staff room. A spare EpiPen is stored with the pupil's class teacher. Pupils with a prescription inhaler for asthma should carry it with them at all times if moving around school or it should be stored in their tray if in class.

Roles and Responsibility

The ultimate responsibility for the management of this policy in the federation is with the Head teacher and Governing Body.

The SENCO's will manage the policy on a day-to-day basis and ensure all procedures and protocols are maintained.

School Visits

When preparing risk assessments staff will consider any reasonable adjustments they might make to enable a child with medical needs to participate fully and safely on visits.

Additional safety measures may need to be taken for outside visits and it may be that an additional staff member, a parent/carer or other volunteer might be needed to accompany a particular child. Arrangements for taking any medicines will need to be planned or as part of the risk assessment and visit planning process. A copy of IHCP

should be taken on trips and visits in the event of information being needed in an emergency.

Other Support

Outside agencies such as:

- School Nurse Service
- Medical specialists relating to pupil
- Social Services
- SEN Advisory Team
- Specialist Support Groups
- Parent Partnership
- SEN Assessment Team
- Educational Psychology Team
- Child Protection Team
- Hospital Teachers
- Home Tutors

Will be regularly contacted to support and advise school in the devising and management of this policy.

Monitoring and Evaluation

This policy will be monitored yearly and updated when necessary we will ensure new legislation is incorporated. Staff will regularly receive opportunities to discuss and evaluate the management of the procedures and protocols in school. This policy will also be made available to parents via the website. We will ask parents for annual updates regarding medical information.

Further advice and resources

The Anaphylaxis Campaign www.anaphylaxis.org.uk	Epilepsy Action www.epilepsy.org.uk
Asthma UK www.asthma.org.uk	Long-Term Conditions Alliance www.ltca.org.uk
Diabetes UK www.diabetes.org.uk	Department for Children, Schools and Families www.dcsf.gov.uk
Council for Disabled Children www.ncb.org.uk/cdc	National Children's Bureau www.ncb.org.uk

Grewelthorpe & Fountains CE Primary Schools Federation

Policy:	Medical Conditions Policy
Signed Chair of Governors:	
Date Signed:	
Governors Meeting Ratified:	8th February 2017
Review Date:	Spring 2018
Review schedule	Annually