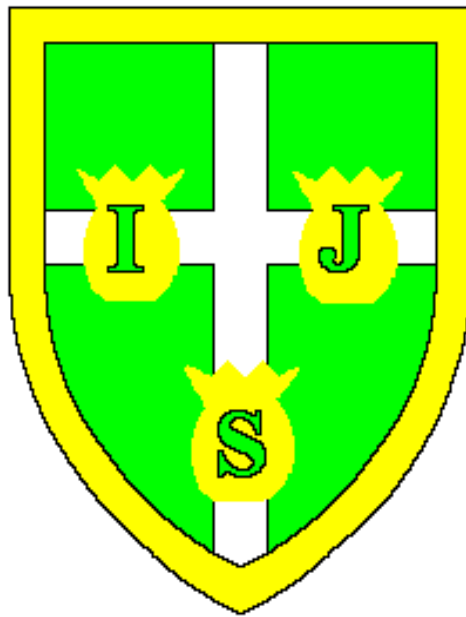


**Ingrave Johnstone
Church of England Primary School**



**Supporting Pupils at School with
Medical Conditions Policy**

Spring Term 2018

INGRAVE JOHNSTONE C OF E PRIMARY SCHOOL

SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS POLICY

RATIONALE

The school has a duty under Section 100 of the Children and Families Act 2014 to make arrangements for supporting pupils at school with medical conditions. The governing body will ensure that arrangements are in place to support pupils with medical conditions in doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child. The governing body will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life. The governing body will ensure that our arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. The arrangements will show an understanding of how medical conditions impact on a child's ability to learn as well as increase their confidence and promote self-care. They will ensure that staff are properly trained to provide the support that pupils need.

PURPOSE

Children with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition should be denied admission (see School Admissions Code 2012) or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with their safeguarding duties, governors do not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.

GENERAL GUIDELINES

When school is notified that a child has a medical condition procedures are in place to cover any transitional arrangements between schools and arrangements for any staff training or support. School does not have to wait for a formal diagnosis before providing support to a pupil. In cases where pupils medical condition is unclear or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence.

INDIVIDUAL HEALTHCARE PLANS

. Individual Healthcare Plans (IHP) will help school effectively support pupils with medical conditions. They will provide clarity about what needs to be done, when

and by whom. (See Annex A and also Healthcare Plan proforma).

. Plans will be drawn up in partnership between school, parents and a relevant healthcare professional eg School or Specialist Nurse. Pupils will be involved whenever appropriate.

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

. Where a child has a special educational need identified in a statement or Educational Health and Care Plan (EHC), the individual Healthcare Plan (IHP) will be linked to, or become part of that statement or EHC.

Points considered when developing an IHP

The medical condition, its triggers, signs, symptoms and treatments.

Specific support for the child's educational, social and emotional needs eg how absences will be managed, requirements for extra time to complete tests, use of rest periods or additional support in catching up with lessons, counselling sessions.

The level of support needed (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication this should be clearly stated with appropriate arrangements for monitoring.

Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a Health Professional, and cover arrangements for when they are unavailable.

Who in the school needs to be aware of the child's condition and the support required.

Arrangements for written permission from parents and the Headteacher, or delegated person, for medication to be administered by a member of staff or self-administered by the child during school hours.

Separate arrangements or procedures for school trips or other school activities outside of the normal school timetable that will ensure that the child can participate, eg risk Assessments.

Where confidentiality issues are raised by the parent of a child the designated individuals to be entrusted with information about the child's condition

What to in an emergency, including whom to contact and contingency arrangements

ROLES AND RESPONSIBILITIES

Supporting a child with a medical condition during school hours is not the sole responsibility for one person. School will work in partnership with healthcare professional, social care professionals, Local Authorities, Parents and Pupils

Governing Body

The governing body will make arrangements to support children with medical conditions in school and ensure that a policy is developed and implemented. The governing body will

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

Headteacher

The Headteacher will ensure that:

- . the school's policy is developed and effectively implemented with partners
- . all staff are aware of the policy and understand their role in its implementation
- . all staff who need to know are aware of the child's condition
- . there are sufficient trained numbers of staff available to implement the policy and deliver against all IHPs including in contingency and emergency situations

School Staff

- . may be asked to provide support to children with medical conditions, including administration of medicines (although they cannot be required to do so)
- . will receive sufficient and suitable training and achieve the necessary level of competency before they take on the responsibility to support children with medical conditions

School Nurse

Every school has access to school nursing services. They are responsible for:

- . notifying the school when a child has been identified as having a medical condition which will require support in school
- . liaising with lead clinicians locally on appropriate support for the child and associated staff training needs
- . providing advice and liaising with staff on the implementation of a child's IHP

Other Healthcare Professionals including GPs and Paediatricians

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

Children

- . Will be fully involved in discussions about their medical support needs and contribute, and comply with, their IHP as appropriate

Parents

- . Will provide the school with sufficient and up to date information about their child's medical needs and also ensure that required medication is kept up to date
- . Will be involved in the development and review of their child's IHP
- . Will provide medicines and equipment and ensure they, or another nominated

adult, are contactable at all times

Local Authority

The Local Authority should provide support, advice and guidance to support children with medical conditions to attend full time. Where children would not receive a suitable education at Ingrave Johnstone because of their health care needs the LA has a duty to make other arrangements

Providers of Health Services

Providers of Health Services should co-operate with school in providing valuable support, information, advice and guidance

STAFF TRAINING AND SUPPORT

- . The relevant healthcare professional will normally lead on identifying and agreeing with the school, the type and level of training required and how this can be obtained. However school may wish to choose to arrange training and ensure this remains up to date
- . Training will be sufficient to ensure that staff are competent and have confidence in their ability to support children. This includes an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures. A record of the staff training will be kept (See Annex B)

Staff will not give prescription medicines or undertake healthcare procedures without appropriate training – the training will be updated to reflect any IHP

A first-aid certificate does not constitute appropriate training in supporting children with medical needs. Healthcare professionals, including the school nurse, can provide confirmation of the proficiency of staff in a medical procedure, or in providing medicine. School will have arrangements in place for whole school awareness training regarding supporting children with medical conditions (eg non-pupil day, induction arrangements) to help ensure that all medical conditions affecting pupils in the school are understood fully, this includes preventative and emergency measures so that staff can recognise and act quickly when a problems occurs. The family of a child will be key in providing relevant information to school staff about how their child's needs can be met

THE CHILD'S ROLE IN MANAGING THEIR OWN MEDICAL NEEDS

The governing body will ensure that arrangements are made, for children who are competent, to manage their own health needs and medicines. This should be reflected in their IHP.

Wherever possible children will be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. Some children may require an appropriate level of supervision.

If it is not appropriate for a child to self-manage, then relevant staff should help to administer medicines and manage procedures for them. If a child refuses to take medicine or carry out a necessary procedure, staff will not force them to do so. Parents will be informed when the medication has not been administered for this reason

MANAGING MEDICINES ON SCHOOL PREMISES

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so . No child will be given prescription or non-prescription medicines without their parent's written consent. Forms are available from the office or can be downloaded from the website (See Annex C) . No child will be given medicine containing aspirin unless prescribed by a doctor.

Medication, eg for pain relief, will never be administered without first checking maximum doses and when the previous dose was taken. Parents will be informed when the dose was given . School will only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage (exception to this is insulin, which must still be in date but may be available inside an insulin pen or a pump, rather than in its original container). All medicines will be stored safely. Children will be informed where their medicines are and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children both in their class and in the medical room (consideration of this will be taken when off school premises eg school trips) . School will keep controlled drugs that have been prescribed for a pupil securely stored and only named staff will have access. Controlled drugs will be easily accessible in an emergency. A record will be kept of any dosage used and the amount of the controlled drug held in school . School staff may administer a controlled drug to whom it has been prescribed in accordance with the prescriber's instructions. School will keep a record of all medicines administered to individual children stating what, how and how much was administered, when and by whom. Any side effects will be noted . When no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharp boxes will always be used for the disposal of needles and other sharps

RECORD KEEPING

Written records will be kept of all medicines administered to children. Parents will be informed if their child has been unwell in school

EMERGENCY PROCEDURES

Where a child has an IHP this will clearly define what constitutes an emergency and explain what to do including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other children in the school should know what to do in general terms such as informing a teacher immediately if they think help is needed . If a child needs to be taken to hospital, staff should stay with the child until the parent arrives or accompany a child to hospital in an ambulance

When local emergency services are called staff will give precise details of which entrance to use (See Annex D)

DAY TRIPS, RESIDENTIAL VISITS AND SPORTING ACTIVITIES

The Governing body will ensure that arrangements are clear and unambiguous about the need to support actively children with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. School will make arrangements for the inclusion of children in such activities with any adjustments as required unless evidence from a clinician states that this is not possible.

A risk assessment will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included (refer to guidance on school trips)

POINTS FOR CONSIDERATION

School does not assume that every child with the same condition requires the same treatment

School will not send children with medical conditions home frequently, or prevent them from staying for normal school activities, unless this is specified in their IHP .

If a child becomes ill, they will not be sent to the school office or medical room unaccompanied.

School take into consideration hospital appointments when monitoring attendance.

School does not prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively .

School will not require parents, or make them feel obliged, to attend school to administer medication or provide medical support to their child, including toileting issues. No parent will have to give up working because the school is failing to support their child's medical needs.

School will not prevent children from participating in any aspect of school life, including school trips, by requiring parents to accompany

LIABILITY AND INDEMNITY

School has an Insurance Policy that provides liability cover relating to the administration of medication.

Any parents of pupils dissatisfied with the support provided should discuss their concerns directly with the school. If this cannot be resolved parents may make a formal complaint via the schools complaints procedure

The Headteacher will have overall responsibility that this Policy is implemented and that risk assessments for school visits are undertaken.

The SENCO, Business Manager and SLT will ensure that sufficient staff are suitably trained, cover arrangements are in place, supply teachers are briefed and IHP's are monitored.

Annex A

Model process for developing individual healthcare plans

Parent or healthcare professional informs school that child has been newly diagnosed, or is due to attend new school, or is due to return to school after a long-term absence, or that needs have changed

Headteacher or senior member of school staff to whom this has been delegated, co-ordinates meeting to discuss child's medical support needs; and identifies member of school staff who will provide support to pupil

Meeting to discuss and agree on need for IHCP to include key school staff, child, parent, relevant healthcare professional and other medical/health clinician as appropriate (or to consider written evidence provided by them)

Develop IHCP in partnership - agree who leads on writing it. Input from healthcare professional must be provided

School staff training needs identified

Healthcare professional commissions/delivers training and staff signed-off as competent – review date agreed

IHCP implemented and circulated to all relevant staff

IHCP reviewed annually or when condition changes. Parent or healthcare professional to initiate

Annex B

Staff Training Record Sheet – Administration of Medicines

Name

Type of training received

Date 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 (suggested review date).

Trainers signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Annex C

INGRAVE JOHNSTONE C OF E PRIMARY SCHOOL REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

Pupil's Full Name Class

Address

.....

Condition/Illness

Name/Type of Medication

.....

For how long will the child be required to take medication?

Date Dispensed Frequency of Dosage

Timing

Additional instruction/information (e.g. before or after food, interaction with other medicines, possible side effects, storage instructions)

.....

I understand that I must deliver the medicine personally to the office staff and collect any remaining medication when the course is completed. I accept that the School has a right to refuse to administer medication.

Name Relationship to child

Signed Date

Annex D

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.

1. School telephone number – 01277 810218

2. Your name

3. School location – Ingrave Johnstone C of E Primary School, Ingrave Road, Brentwood, Essex

4. State the School postcode – CM13 3NU. HOWEVER it is important that you advise that it is the Ingrave Road entrance to the school that is required to be used

5. Provide the exact location of the patient within the school setting

6. Provide the name of the child and a brief description of their symptoms

7. Reiterate to Ambulance Control that the best entrance to use is Ingrave Road and state that the crew will be met and taken to the patient

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