

Lowton West Primary School



Supporting Pupils with Medical Conditions

Policy reviewed by N. Gould

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Ratified by Governing Body:

Mr B Cunliffe (Chair of Governors)

Mrs J. Westhead (Headteacher)

Lowton West Primary School

Supporting Pupils With Medical Conditions Policy

Aiming High Together



School Vision

To inspire, achieve and succeed, we will aim high and build dreams and futures together.

Mission Statement

Providing the highest quality education, care and support for the whole school community.

Our mission statement is based on **RESPECT**:

R = Recognising the needs of the individual child

E = Ensuring a unique and engaging curriculum

S = Supporting each other to learn and achieve

P = Passionate about providing the highest quality education

E = Encouraging creativity, self – expression and imagination

C = Creating confident, resilient, life – long learners

T = The voice of everybody is heard

All the above statements help us to understand how we can all make a positive contribution to the school and the wider community.

We will do this through our core values:

- Respect
- Resilience
- Kindness
- Confidence

We also, at Lowton West Primary School, strive to develop and uphold British Values.

The five British values that the Government has identified for schools to focus on are: -

- Democracy
- The Rule of Law
- Individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- Developing personal and social responsibility
- Respect for British Institutions

There are more details on how our school demonstrates and develops these British Values in our British Values Policy and on our website.

LOWTON WEST PRIMARY SCHOOL

SUPPORTING PUPILS WITH MEDICAL CONDITIONS



Section 100 of The Children and Families Act 2014 places a duty on the Lowton West Primary School Governing Body to make arrangements for supporting children at school with medical conditions. This policy has been written in line with the statutory guidance from the DfE 'Supporting Pupils at school with medical conditions' published December 2015.

Introduction

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short term. Other children have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. Most of these children will be able to attend school regularly and take part in normal school activities.

This policy outlines responsibilities and procedures for supporting pupils at Lowton West Primary School who have medical needs.

The aim of this policy is to ensure that pupils at school with medical conditions, in terms of both physical and mental health, should be properly supported so that they can have full access to education, including school trips and physical education. Through support, they can play an active role in school life, remain healthy and achieve their academic potential.

It is our policy to ensure that all medical information will be treated confidentially by the Headteacher and staff. All administration of medicines is arranged and managed in accordance with the DfE guidance. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Some children with medical conditions may be considered disabled under the definition set out in The Equality Act 2010. Where children have a disability, the requirement of the Equality Act 2010 will apply.

For pupils who may also have a special educational need (SEN), the support they receive will bring together health and social care needs, as well as their special educational provision. Where children have an identified special need, the SEN Code of Practice will also apply. We also understand that medical conditions may impact upon social and emotional development as well as having educational implications.

The school has produced a policy for the Administration of Medicines and has produced an Accessibility Plan and Equality Plan which links to the SEND policy and Single Equality Policy, in line with the duties outlined in The Equality Act 2010. Current provision and procedures to support transitional arrangements are also documented in the school's SEN Information Report.

Key Roles & Responsibilities

The Governing Body

The Governing Body will ensure that this school's policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support children at school with medical conditions. The Governing Body is responsible for making arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented.

They will ensure that all pupils with medical conditions are supported fully through placing focus upon the needs of each individual child to enable the fullest participation possible in all aspects of school life.

The Governing Body will ensure that staff follow clear procedures when school is notified that a pupil has a medical condition. They will ensure that the Senior Leadership Team consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood, including an understanding of how medical conditions impact on a child's ability to learn, as well as increase confidence and promote self-care. In order to ensure that all pupils with medical conditions are effectively supported they will ensure sufficient staff have received suitable training and are competent before they take on responsibility to support any child with medical conditions.

They will also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

The Governing Body will ensure that school makes reasonable adjustments and arrangements for pupils' individual medical conditions to allow pupils with medical conditions admission to school.

The Governing Body are responsible for ensuring that the policy to support pupils with medical conditions is reviewed annually and is accessible to parents and staff. They will ensure that the school's insurance arrangements provide cover for staff to act within the school of their employment; that the procedures outlined in this policy are followed, and that any necessary training is made available to staff.

The Headteacher

Mrs Westhead, the Headteacher, is responsible for ensuring that the school's policy is developed and effectively implemented with all school staff and partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. The Headteacher will ensure that all staff who need to know, including supply teachers and visitors working with pupils, are briefed and aware of the child's condition. They will also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.

The Headteacher has overall responsibility for the development of individual healthcare plans. They will also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way.

The Headteacher, with support from the Senior Leadership Team and school SENCo will ensure sufficient staff are suitably trained to support pupils with medical conditions. They will

ensure that relevant staff meet with trained health professionals in the development of individual healthcare plans and contact the school nurse 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. The Headteacher will also arrange appropriate back up cover when a member of staff responsible for a pupil with medical needs is absent or unavailable.

The Headteacher will ensure that school works with the relevant healthcare professionals to identify and agree the type and level of training required and identify where the training can be obtained from. This will include ensuring that the training is sufficient to ensure staff are competent and confident in their ability to support children with medical conditions. The training will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs and therefore allow them to fulfil the requirements set out in the individual healthcare plan.

Any training undertaken will form part of the overall training plan for the school and refresher awareness training will be scheduled at appropriate intervals agreed with the relevant healthcare professional delivering the training. A staff training record is maintained by Senior Leaders and reported to the Governing Body including details of refresher training undertaken, the date of training and the competent professional providing the training.

Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), the headteacher will ensure that staff work with the local authority and education provider to ensure that the healthcare plan identifies the support the child will need to reintegrate effectively.

The Headteacher will ensure that any short-term or frequent pupil absences, including those linked to medical appointments, are effectively managed and appropriate support is put in place to limit the impact on the child's educational attainment and emotional and general well-being

Teachers and Support Staff

Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff will receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. 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 and Senior Leaders will liaise very closely with local health services, parents and pupils for views and advice, seeking advice regularly and in particular upon admission to school and during transitions.

All staff will ensure a pupil's integration or re-integration back into school is fully supported so pupils can fully engage with learning and do not fall behind if they are unable to attend due to their medical condition.

The school policy is clear that any member of school staff providing support to a child with medical needs should have received suitable training. Staff must not administer prescription medicines or undertake any health care procedures without the appropriate training or information received through healthcare plans and Form 3B, which is completed by parents and staff jointly when medication is required in school. All new staff will be inducted on the policy when they join the school through their Staff Induction Pack. Supply Teachers will be informed of a pupil's medical condition as part of their induction by a member of the Senior Leadership Team.

Class teachers will notify any visitors to school – such as sports coaches – of any pupils in their class that have a medical condition so that the visitor will know what to do and who to inform in school should a pupil with a medical condition require medical help. Visitors and Supply Teachers will not be responsible for administering any medication to any pupils in school.

The School Link Nurse

Lowton West Primary School has access to the school nursing services, based at Leigh Sports Village. They are responsible for liaising and supporting school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts at the school. They will not usually have an extensive role in ensuring that the school is taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training.

School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs. The school nurses will also be a valuable resource for school and parents when seeking advice and support in relation to children with a medical condition.

Supporting Pupils through Individual Healthcare Plans

School will include all relevant information regarding a pupil's medical condition on the healthcare plan to ensure the child is supported effectively at school. This will include information relating to the medical condition, its triggers, signs, symptoms and treatments and the pupil's resulting needs, with details including medication (dose, side effects and storage) and other treatments, time, facilities and equipment required, testing, access to food and drink where this is used to manage their condition, dietary requirements, and environmental issues e.g. moving around school, playtime provision, crowded corridors, access to toilet facilities.

Healthcare plans will also consider specific support for the pupil's educational, social and emotional needs – for example, how any absence from school for medical treatment or illness will be managed, any support required through counselling sessions, additional requirements for tests – such as additional time, separate room, use of rest breaks or the need for additional support to catch up with lessons following absence or treatment (such as physio) that may take place during the school day.

All individual healthcare plans are monitored and reviewed annually or sooner, should a pupil's medical needs change. Parents meet with the relevant staff to complete and review

individual health care plans and Form 3B is completed by the parent should medicine need to be administered at school by school staff.

Healthcare plans will include the level of support needed by staff throughout the school day. Senior Leaders will ensure risk assessments for pupils with a physical disability are completed alongside healthcare plans upon admission to school and are reviewed annually or sooner, should the pupil's needs change. PEEP forms are completed annually or sooner, should the pupil's needs change, to ensure relevant staff, parents and the pupil understand what will happen in an emergency situation.

The information recorded will also include the details of all staff in school who will be involved in supporting the pupil through their healthcare plan, the names of relevant health professionals who will offer support through training and advice, training requirements for staff and the timetable and rota, including all staff involved and named staff members will offer support in the absence of staff members delivering day to day support. If a child is self-managing their medication, this will be clearly stated within the healthcare plan, including the appropriate arrangements for monitoring.

Separate arrangements required during school trips, extra-curricular activities outside the normal school timetable must be considered and recorded as part of the school's risk assessment procedures for each event, with close reference to the individual healthcare plan.

Where a formal diagnosis is awaited or is unclear, school will plan to implement arrangements to support the child, based on the current evidence available for their condition. When preparing healthcare plans, school will ensure that every effort is made to involve some formal medical evidence and consultation with health care professionals and parents and carers.

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

Managing Medicines on School Premises

The school's policy on Medicines in School is clear about the procedures to be followed for managing medicines. The administration of medicines is the overall responsibility of the parents/carers. Where clinically possible we will encourage parents to ask for medicines to be prescribed in dose frequencies which enable them to be taken outside of school hours. However, the Headteacher is responsible for ensuring children are supported with their medical needs whilst on site, therefore this may include managing medicines where it would be detrimental to a child's health or school attendance not to do so.

School will not give prescription or non-prescription medicines to a child without their parent's/carer's written consent (through completing Form 3B).

Controlled drugs will be securely stored in a non-portable container which only named staff will have access to. We will ensure that the drugs are easily accessible in an emergency situation. A record will be kept of any doses used and the amount of the controlled drug held in school.

Children should know where their medicines are at all times and be able to access them immediately in an emergency. Medicines such as inhalers and blood glucose reading kits should always be readily available to children. It is unacceptable to prevent pupils from easily accessing inhalers and medication and some forms of medication – such as those used by diabetics and asthmatics - should not be locked away. This must be considered as part of the risk assessment when outside of school premises – such as a school trip.

The name of the child, dose, expiry and shelf life dates will be checked before medicines are administered. On occasions where a child refuses to take their medication the parents will be informed at the earliest available opportunity. We will only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by the pharmacist and include instructions for administration, their dosage and storage.

Insulin and diabetics

Insulin is the exception to the requirement for an original container for prescribed medication. Insulin and any other medication included in the diabetes kit must still be in date but will generally be available to schools inside an insulin pen or a pump, rather than its original container.

The diabetic's kit should always be readily available for the child and will include items such as: insulin pen, fast acting glucose for hypo treatment, finger prick device, ketone testing kit, gluco gel and snacks. The exact requirements of the kit and procedures for individual pupils will be detailed in the Healthcare Plan, which will be produced in consultation with parents and the diabetes nurse.

Asthma and inhalers

As the children in this school are too young to take personal responsibility for their inhaler, with parent's consent, staff will make sure that inhalers are stored in a safe but readily accessible place, and clearly marked with the child's name. All inhalers must be labelled with the child's name by the parent/carer and parents/carers are also asked to provide spacers. The inhalers are kept in a central place in the classroom so that the children can access them at any time. Inhalers are taken out with the children for P.E. lessons. All staff are responsible for ensuring that children have their inhalers with them when they are out on school trips, or with a supervising adult (who is with that child during the trip). If a child has an asthma attack, staff follow the guidance from the asthma nurse training (which is displayed around school and in all classrooms).

School staff are not required to administer asthma medicines to pupils (except in an emergency). However, the staff at Lowton West are happy to do this. All school staff will let pupils take their own inhalers independently when they need to but will also provide help/supervision administering the inhaler if needed.

At the beginning of each school year or when a child joins the school, parents/carers will complete an individual asthma healthcare plan.

The asthma register is displayed in the staffroom (on the asthma board) and class asthma registers are also kept in classrooms with healthcare plans also accessible in register boxes.

Class teachers and Teaching Assistants also keep a copy of the individual health care plans in a 'Class Trips and Visits information file' (ready to take on school trips).

Staff will send home a slip to inform parents that their child has had his/ her inhaler. A record will also be kept in school. If a child has needed to take his/ her inhaler more than usual, or on more than a few occasions, staff will inform parents by telephone and via the slip.

Emergency medicines available at school

Emergency medicines will be stored in a safe location and it is ensured that they are easily accessible in the case of an emergency. Types of emergency medicines include:

- Injections of adrenaline for acute allergic reactions (Epi pen)
- An emergency Salbutamol Inhaler for asthmatics
- Injections of Glucagon for diabetic hypoglycaemia

Parents and Carers

Parents and Carers will ensure that their child is well enough to attend school. Children should be kept at home when they are actually unwell. They provide the headteacher and relevant school staff with sufficient information about their child's medical condition and treatment or special care needed at school. With the Headteacher, they should reach agreement on the school's role in the helping their child's medical needs.

Parents and Carers will attend meetings with school and health care professionals where necessary, provide staff with information to develop an individual health care plan and complete Form 3B should medicine need to be administered at school by school staff.

Parents will feel confident that:

School will provide effective support for their child's medical condition and that pupils feel safe. In making decisions about the support they provide, school will establish relationships with relevant local health services to help them. School will listen to and value the views of parents and pupils and arrange meetings with relevant health services to support admission to school.

Parents and Carers will feel confident and know who to contact at school should they need to share information or seek advice.

Any parents with a concern or complaint relating to the support provided for pupils with medical conditions should discuss these directly with the Headteacher. Where the matter is not resolved, parents will be directed to the school's Complaints Policy.

Linking to other policies

This policy should be viewed alongside the school's policy for Administration of Medicines (Medicines in School Policy). The Supporting Pupils with Medical Conditions Policy also links to the following policies:

- Single Equality Policy and Plan
- Accessibility Plan
- SEND Policy and SEN Information Report
- Asthma Policy

- Intimate Care Policy
- Anti-Bullying Policy
- PSHE&C Policy