Supporting Children with Medical Conditions Policy

PATCHAM HIGH SCHOOL

SCHOOL POLICY ON SUPPORTING CHILDREN WITH MEDICAL CONDITIONS

Status: Statutory

Purpose/Rationale

This policy relates to children who have a long-term (and often lifelong) medical condition. This condition may have acute episodes and require on-going medication and support. The policy is part of our overall strategy to safeguard and promote the welfare of all children. We recognise that pupils with medical conditions need to be properly supported so that they have full access to education, including physical activities and out of school visits. The school recognises Section 100 of the Children and Families Act 2014 places a duty on the Governing body to make arrangements for supporting students at their school with medical conditions.

Relationship to other policies

This policy should be considered alongside other pupil welfare policies, including health and safety, safeguarding, school visits and special educational needs and disability.

Equality impact

This policy will help to ensure that the school takes positive action to support the health needs of all children, and that no child suffers unnecessarily because of a health-related condition.

Roles and responsibilities of Headteacher, other staff, governors

The Headteacher will:

- put in place arrangements that provide effective support for pupils' medical conditions within the school
- ensure that these arrangements demonstrate an understanding of how medical conditions can affect a child's ability to learn, and that they are clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and do not prevent them from doing so
- ensure that the school consults with and is advised by healthcare professionals when considering how to support pupils with medical conditions, and listens to and values the views of pupils and parents so as to secure their confidence in the procedures
- assume overall responsibility for implementation of the relevant policies and procedures or appoint another senior staff member to do so
- ensure that the care of pupils with medical conditions who also have special educational needs or disabilities comply also with the school's policies for supporting such pupils
- arrange for sufficient staff to be properly trained to provide the support that pupils with medical conditions need
- put in place arrangements so that someone with the requisite skills is always available to provide cover in the absence the regular teacher of any pupil with a medical condition
- ensure that all staff who need to know are aware of relevant children's conditions
- establish procedures to be followed when the school is notified that a pupil has a medical condition, including any transitional arrangements, the process to be followed when a pupil's needs change and staff training and support
- determine who is responsible for liaising with healthcare professionals and parents when it is thought that healthcare plans may be necessary and subsequently for developing the plans, for reviewing them at least annually and for ensuring that they comply in detail with the requirements of Supporting Pupils at School with Medical Conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England
- arrange for contact to be 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.

- arrange for school staff to be appropriately insured for supporting children with medical conditions and for them to be made aware that these arrangements are in place
- ensure that the procedures for supporting pupils with medical conditions are developed and effectively implemented with partners.
- The headteacher will have overall responsibility for the development of individual healthcare plans.
- Ensure that all medical supplies are kept in a locked and secure cupboard and are logged as they are used and returned to the cupboard
- Delegate a member of SLT to hold a spare key to the cupboard

Staff will:

- put the welfare and well-being of children first at all times
- be aware of the policy for supporting pupils with medical conditions and understand their role in its implementation
- Make themselves aware of all students with medical conditions and check their Individual Medical plans on SIMS
- Ensure that they know where to direct students with medical conditions and which staff are trained first aiders.
- take into account the needs of pupils with medical conditions that they teach or otherwise work with
- be aware of how a child's medical condition will impact on their participation in out of school and sporting activities
- undertake suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions
- understand that they must not give prescription medicines or undertake healthcare procedures without appropriate training
- make sure that they know what to do and how to respond accordingly when they become aware that a pupil with a medical condition needs help.

School nurses:

- will be responsible for notifying the school when a child has been identified as having a medical condition that will require support in school
- may support the school's staff in implementing a child's individual healthcare plan and provide advice and liaison with on relevant matters such as training.

The governing body will ensure that:

- the arrangements the school puts in place for supporting pupils with medical conditions are sufficient to meet its statutory responsibilities in accordance with Supporting Pupils at School with Medical Conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England

- the arrangements focus on the individual needs of each child and how their medical condition affects their participation in school life
- policies, plans, procedures and systems are properly and effectively implemented, including the designation of a named person with overall responsibility for them, and are accessible to staff and parents
- such policies, plans, procedures or systems clearly identify the roles and responsibilities of all those involved in the arrangements to support pupils at school with medical conditions, how staff will be supported in carrying out their role, and how this will be reviewed
- such policies, plans, procedures or systems do not contain or permit any activities by the school that are unacceptable according to Supporting Pupils at School with Medical Conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England
- the Headteacher and/or other school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.
- arrangements are in place for children who are competent to manage their own health needs and medicines
- the school keeps written records of all medicines administered to children
- the school's policy or procedures set out what should happen in an emergency situation
- the school's policy or procedures set out how complaints may be made about the support provided to pupils with medical conditions, and how these complaints will be handled
- *[Governing bodies of maintained schools and management committees of PRUs]* an appropriate level of insurance, reflecting the level of risk, is in place covering staff supporting pupils with medical conditions

Parents of children with medical conditions will:

- provide the school with sufficient and up-to-date information about their child's medical needs including any medication
- participate in the development and review of their child's individual healthcare plan, if a plan is agreed to be appropriate
- carry out any action they have agreed to as part of the implementation of an individual health care plan.

Arrangements for monitoring and evaluation

The governing body will receive annual reports from the headteacher on:

- the number of pupils with permanent or long-term medical conditions
- the number of pupils with individual healthcare plans
- how training needs are being assessed
- the training undertaken by staff to support them, including who provided it
- the number of children unable to participate in school trips or physical exercises because of their medical condition.

The governor(s) with responsibility for this policy will monitor documentation at termly intervals to ensure that all necessary procedures are being implemented.

The Headteacher will report to the next appropriate meeting of the governing body (or relevant committee) the number of any complaints received and the number of any health incidents caused through pupils not taking medicines or their not being correctly administered, together with an outline account of the action taken.

MEDICINES ADMINISTERED RECORD

Administering of medicines

- An Individual Healthcare Plan (IHP), the Parental Agreement form and the Record sheet are to be completed every time a new medication is provided by a Parent/Guardian. Under no circumstance is medicine to be administered to a student without these forms being completed. The IHP is to be linked to SIMS, in the Medical Condition section (7).

- All medication must be in its original container, as dispensed by the pharmacy.

- All medication is to be labelled clearly with student's full name.

- Out of date medication is to be returned promptly to the Parent/Guardian for disposal.

- Medication **will not** to be shared between siblings, even if requested by the Parent/Guardian.

- The completed Record sheet is to be stored in a wallet/envelope with the medication.

- The school inhaler, Epipens and insulin must always be easily accessible.

- **Only medicines provided by Parents/Guardians will be administered to students.** No paracetamol products are to be held in school.