



# COBHAM PRIMARY SCHOOL

**Caring, Proud, Successful!**

## **Supporting Children at School with Medical Conditions Policy**

**June 2017**

**(last reviewed and updated 09/2016)**

### **Introduction:**

Most pupils at some time have a medical condition that may affect their participation in school activities. For most children this will be short-term. However, other children have medical conditions that, if not properly managed, could limit their access to education. In addition to the educational impact, there are social and emotional implications associated with a medical condition. Such pupils are regarded as having medical needs. Most of these children will be able to attend school regularly and take part in normal activities.

This policy outlines responsibilities and procedures for supporting pupils at Cobham Primary School who have medical needs. This policy is in line with the Children's and Families Act 2014 which places a duty on Governing Bodies in maintained schools to make arrangements to support children with medical conditions and which comes / came into force on 1<sup>st</sup> September 2014.

### **Aims of the Policy**

To ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential. Children with medical conditions have a right to a full education and no child should be refused admission because arrangements for their medical condition have not been made.

### **Key points of the Children's and Families Act 2014 –**

- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and PE, to enjoy the same opportunities as any other child.
- Governing bodies must ensure that appropriate arrangements are in place in schools to support pupils at school with medical conditions to enable them to access and enjoy the same opportunities at school as any other child. The focus should be the needs of the individual child and how their medical condition impacts on their school life.
- Governing bodies must ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

### **Parents and Guardians Responsibilities**

- Parents and guardians are responsible for ensuring that their child is well enough to attend school. Children should be kept at home when they are acutely unwell.
- Parents are responsible for providing the Head Teacher with sufficient information about their child's medical condition and treatment or special care needed at school.
- With the Head Teacher, they should reach agreement on the school's role in helping and supporting their child's medical needs.
- Where parents or the school have difficulty understanding or supporting the child's medical condition, the school should seek advice externally from a health professional, in most cases this will be the school nurse.
- The Head Teacher should seek parental agreement before passing on information about the child's health to other school staff. Parental agreement will be deemed to have been given when an Individual Healthcare Plan or Asthma Care Plan is signed. However, school staff will treat this information with confidentiality and sensitivity.
- Parent's religious and cultural views should always be respected.

### **Responsible persons / authorities -**

- **The Governing Body**

The Governing Body has a duty to ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk to enable staff to act within the school; that the procedures outlined in this policy are followed, and that any necessary training is made available to staff.

- **The Head Teacher**

The Head Teacher is responsible for:

- implementing the Governing Body's policy in practice and for developing detailed procedures;
- ensuring that all staff are aware of the policy and that all staff who need to know are aware of the child's medical condition;
- ensuring that teachers who volunteer to help pupils with their medical needs receive appropriate training and support is provided where necessary;
- ensuring sufficient trained members of staff are available to implement the policy and deliver against all Individual Healthcare Plans, including in contingency and emergency situations;
- arranging back-up cover when the member of staff responsible for a pupil with medical needs is unavailable;
- ensuring that supply or temporary staff are made aware of pupils with medical needs in the class they are covering. In practice this will mean alerting them to the class medical needs register;
- overall responsibility for the development of Individual Healthcare Plans;
- day to day decisions about administering medication will normally fall to the Head Teacher. The Head is also responsible for making sure parents are aware of the school's policy and procedures for dealing with medical needs. This policy is accessible on the school's website.

- **Teachers and other School Staff**

Teachers who have pupils with medical needs in their class should understand the nature of the condition, and when and where the pupil may need extra attention. They should be aware of the likelihood of an emergency arising and what action to take if one occurs. If staff are to administer medication, they may only do so if they have had appropriate training. However, school staff cannot be required to administer medicines, but should take into account the needs of pupils that they teach.

- **School Nurses**

The school nurse is responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. In addition, they may support staff to complete and implement a child's Individual Healthcare Plan, provide advice and where necessary, training.

- **Other Health Professionals, including GPs and Paediatricians**

These professionals must notify the school nurse when a child with a medical condition needs support at school. They may provide advice to the school when developing an Individual Healthcare Plan. Specialist local health teams may provide support for schools with specific conditions eg. asthma, diabetes.

- **Pupils**

Where possible and appropriate, pupils should be fully involved in discussions about their medical support needs and contribute as much as possible.

- **Parents**

Parents should provide the school with sufficient and up-to-date information about their child's medical needs and will be key to developing the child's Individual Healthcare Plan in partnership with the school.

- **Local Authorities**

Local Authorities must work with schools to support pupils with medical conditions to attend full-time. Where pupils cannot receive a suitable education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements.

### **Children's Medical Needs -**

- **Short-term medical needs** – Children may need to complete a course of medication whilst at school and it is the parent's responsibility to administer such medicines at such times during the school day. Non-life-threatening medicinal administration is the sole responsibility of the parent. The school's responsibility will be allowing the child to be removed from class for the time required for the parent/or named adult to administer such medicines.
- **Long-term/life threatening medical needs** – the school needs to have sufficient information regarding any pupil with long-term medical needs. The school will then draw up an Individual Healthcare Plan, involving the parents, pupil and any other relevant healthcare professional as required. The school is willing to support all children and families in administering necessary medication. The responsibility for administration is on the Head or Office Manager. Such occasions are evidenced and parents are to be notified immediately of such instances.

### **Individual Healthcare Plans (IHP)**

These enable the school to identify the level of support required in school. Those who may need to contribute to the plan are: Head Teacher; parent / guardian; child; SENCO; class teacher; teaching assistants; other school staff who may be administering medication or have been trained in medical procedures; health professionals. Where a child has SEN, but does not have a statement or EHC plan their special educational needs should be mentioned within their Individual Healthcare Plan.

Individual Healthcare Plans will be agreed, signed and distributed to the relevant parties (parents, school nurse, and class SEN file) by the SENCo. Children with an IHP will be highlighted in yellow on the class

medical lists held on the class registers and the infant and junior playground boxes, as a reminder to all staff of a child's significant medical need.

IHPs will be updated and agreed with the relevant parties at least annually or earlier if evidence is presented that the child's needs have changed. This will remain the responsibility of the SENCo.

### **Administering Long Term/Life Threatening Medication**

Pupils will only be administered medication with written parental consent. This consent will give details of the medication to be administered including; name of medication; dose; method of administration; time and frequency of administration; other treatment; any side effects.

The school will provide a written consent form for parents to sign for medication to be administered by the designated person (School Secretary or Head Teacher). A log of all medication administered will be kept and held by the School Secretary. If children can take medication themselves, the designated person will supervise this and written parental consent must still be sought in advance. Only the designated persons (School Secretary and Head Teacher) will be able to administer medicines, with the exception of Asthma and Epi-pens. Parents will be informed in writing of administration of asthma pumps and the Administration of Medications Log will be completed by the relevant staff member. The log will be kept in the school office for use by all staff members.

Should a child refuse medication, they will not be forced to do so, but parents will be informed as a matter of urgency. If necessary, the school will call the emergency services.

### **School Trips and Risk Assessments**

Staff supervising excursions should be aware of any medical needs and relevant emergency procedures. This may involve an additional supervisory adult to accompany the pupil. If staff have any concerns regarding whether a pupil's medical needs can be appropriately supported they must seek medical advice from the appropriate health care professional and parents.

Children with additional medical needs should be specifically referred to on the risk assessment. Medical forms, IHPs and relevant medication must be carried by the lead adult, to enable the child to access this as necessary.

### **Curriculum Learning including Sporting Activities**

Children with medical needs will be encouraged to take part in all areas of the curriculum, including sporting activities, at a level appropriate to their own abilities. Any restrictions to a pupil's ability to take part will be included in their IHP. Some children may need to take precautionary measures (eg. asthma inhalers, alternative foods etc) prior to exercise or particular curriculum coverage, for instance cooking, and will need access to their medication if necessary. Teachers should be aware of relevant medical conditions and emergency procedures and relevant medication (asthma pumps, epi-pens etc) should be carried by the lead adult for efficient access.

### **Storage and disposal of Medication**

Preventative medications such as asthma pumps and epi-pens are kept by the relevant class teacher to enable individual children to access their medication as necessary. Children should be aware of where their medication is kept in class so that they can access them as required but with an adult present. Clearly labelled duplicate medication for individual children is kept safely in a central location (Year 4 classroom) to enable any adult to access in an emergency.

All other medicines are kept securely in the School Secretary's office for administration by the designated persons.

The school will keep a log of the expiry dates of medication provided, however it is the parental responsibility to ensure that medication provided is in date and suitable for use as prescribed.

Unused or out of date medication should be returned to the parent at the end of each academic year and / or upon expiry.

### **Confidentiality**

The school will treat medical information confidentially. The Head will agree with parents who will have access to records and information about a pupil. If information is withheld from staff, they cannot be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

Staff will be made aware of children with medical needs via the class based medical needs register and whole school copies held within the playground boxes. At the beginning of each educational year or more frequently as required (should existing children be diagnosed with a medical condition, new children joining etc) the medical needs register will be the focus of a whole school staff meeting to ensure all staff are aware of the medical needs of the pupils and their continued role in implementing this policy.

New staff joining the school will be made aware of the medical needs of the children in the school as appropriate and their role in implementing this policy as part of their induction process.

### **Training**

Training will be sought as required and will be identified as part of the initial completion and continued updating of children's IHPs. Training will be sought by the Head Teacher or SENCo from the school nurse or other relevant health professionals.

### **Emergency Procedures**

Most staff are first aid trained and know how to call the emergency services. An IHP will clearly define what constitutes an emergency for individual children and identify the procedure to be followed. All relevant staff (Class teacher, Head Teacher, SENCO, pupil file) will have a copy of the IHP and will be aware of the emergency symptoms and procedures. Other pupils in the school know to contact an adult immediately if they think help is required.

If a child needs to be taken to hospital, staff should stay with the child until a parent arrives. Any medicines administered to the child and a copy of their IHP and / or medical form should accompany the child to hospital for information.

### **Complaints**

Complaints from parents regarding the support given to children with medical issues should be made to the Head Teacher in the first instance. If this does not resolve the issue complaints should be escalated to the school's Governing Body.

### **Policy Agreement and Review**

This policy was agreed by the Governing Body and Head Teacher

This policy will be reviewed annually – scheduled for September 2018