

Bill Quay Primary School

Rights, Responsibilities and Respect



**Supporting Pupils with Medical
Conditions Policy**

Bill Quay Primary School

Supporting Pupils with Medical Conditions Policy

Rationale

Bill Quay Primary School aims to ensure that all pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full time curriculum or as much as their medical condition allows. This policy has been developed in line with the Department of Education's statutory guidance released in December 2015, "Supporting pupils at school with medical conditions".

Aims

Bill Quay Primary School aims to provide a fully inclusive educational and pastoral environment. To do this we ensure that correct procedures and protocols are in place to enable any pupil with a long-term medical condition to be able to attend school wherever possible, have minimum disruption to their education and to participate as fully as possible in school activities and events.

Parents of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. This is because pupils with long-term and complex medical conditions may require on-going support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parents feel confident that Bill Quay Primary School will provide effective support for their child's medical condition and that pupils feel safe. In making decisions about the support we provide, we work closely with the relevant local health services. The advice from

healthcare professionals, and listening to and valuing the views of parents and pupils, is crucial.

The Governing Body of Bill Quay Primary School is responsible for ensuring that:

- Arrangements are in place to support pupils with medical conditions.
- This policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
- This policy does not discriminate on any grounds.
- This policy covers arrangements for pupils who are competent to manage their own health needs.
- All pupils with medical conditions are able, as far as possible, to play a full and active role in all aspects of school life, participate in school visits, sporting activities, remain healthy and achieve their academic potential.
- Relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and they are signed off as competent to do so. Staff should have access to information, resources and materials.
- Written records are kept of all medicines administered to pupils.
- This policy sets out procedures in place for emergency situations.
- Handling complaints regarding this policy as outlined in our school Complaints Policy.

The Head Teacher and Assistant Head Teachers are responsible for:

- Ensuring the policy is developed effectively with partner agencies and then making staff aware of it.
- The day to day implementation and management of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Identifying staff who need to be aware of a child's medical condition.
- Monitoring the implementation of Individual Health Care Plans (IHCPs)

- Ensuring a sufficient number of trained members of staff are available to implement this policy and deliver IHCPs in normal, contingency and emergency situations.
- Ensuring more than one staff member is identified to cover absences and emergencies.
- Ensuring confidentiality and data protection.
- Assigning appropriate accommodation for medical treatment/care.
- Ensuring risk assessments for school visits and other school activities outside the normal school day take into account the needs of the child.

Parents and carers are responsible for:

- Keeping the school informed about any new medical conditions or changes to their child/children's health.
- Participating in the development and regular reviews of their child's IHCP.
- Completing a parental consent form to administer medicine or treatment before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date, including collecting leftover medicine.

Individual Health Care Plans (IHCP)

Individual Health Care Plans are used to ensure that pupils are effectively supported with medical conditions. The aim is to capture the steps which we need to take to help the child manage their condition and overcome any potential barriers to getting the most from their education. They provide clarity about what needs to be done, when and by whom. They are developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing, and minimises disruption.

Individual Health Care Plans (and their review) are initiated, in consultation with the parent, by the Head Teacher and/or a healthcare professional involved in providing

care to the child. Plans are drawn up in partnership between the school, parents, and a relevant healthcare professional, who can best advise on the particular needs of the child. Pupils are also involved whenever appropriate. Staff who will provide specific support to pupils with medical conditions will be included in meetings where this is discussed.

Partners will agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the school. Plans are reviewed annually or earlier if evidence is presented that the child's needs have changed.

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

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.

Individual Health Care Plans are easily accessible in school to all who need to refer to them, while preserving confidentiality. The level of detail within plans will depend on the complexity of the child's condition and the degree of support needed.

A copy is given to parents/carers, class teachers and teaching assistants, and a copy is retained in the medical needs file in the staff room, the school office and the child's

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

Where the child has a special educational need identified in a statement or EHC plan, the Individual Health Care Plan should be linked to or become part of that statement or EHC plan. Where a child has SEN but does not have a statement or EHC plan, their special educational needs may be mentioned in their Individual Health Care Plan.

Provision and Organisation

Pupils are supported so that they can participate as fully as possible in all school activities including educational visits and sporting events. Class teachers will be aware of how a child's medical condition will impact on their participation and any reasonable adjustments will be made.

Risk assessments are completed prior to any educational visit taking place and these include what reasonable adjustments might need to be made to enable children with medical needs to participate fully and safely.

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 are planned as part of the risk assessment and visit planning process. A copy of the IHCP must be taken on trips and visits in the event of information being needed in an emergency.

Staff training and support

The school will provide annual awareness training for all staff so that they are aware of the school's policy for supporting pupils with medical conditions and their role in implementing that policy. This will be included in the induction arrangements for new staff.

Nominated members of staff complete accredited First Aid training including Paediatric First Aid, First Aid at Work and Emergency First Aid relevant to their roles in the school.

Any member of staff providing support to a pupil with medical needs will be supported in carrying out their role through relevant and appropriate training. Training needs will be identified through the initial writing of the IHCP and through its annual review. Training will be sought from local healthcare professionals and professional bodies. This is usually within the term of a new pupil beginning school but if necessary before they commence their education at the school.

Emergency procedures

The school has in place arrangements for dealing with emergencies for all school activities wherever they take place, including on school trips within and outside the UK.

Where a child has an IHCP, 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 pupils in the school should know what to do in general terms, such as informing a teacher immediately, if they think help is needed. First aid training and health care awareness is built into the school curriculum at an age appropriate level.

If a child needs to be taken to hospital by a member of staff, or a member of staff accompanies a child taken to hospital by ambulance, staff will stay with the child until the parent/carer arrives.

This policy will be reviewed annually and in line with current guidance.

