

Supporting Pupils with Special Medical Needs Policy

Approved: Feb 2020

To review: Annually

Definition

Pupils' medical needs may be broadly summarised as being of two types:

- (a) Short-term affecting their participation in school activities which they are on a course of medication.
- (b) Long-term potentially limiting their access to education and requiring extra care and support (deemed **special medical needs**).
- (c) Medical conditions include both physical and mental health.

Roles

Headteacher with overall responsibility

First Aid Lead (First Aid in the Work Place) – Kim McCalmont

Governor monitoring – Mr Brian Williams

Paediatric First Aid – , Eve Mallon Jo White, Anna Blackmore –Jones, Ali Liddel

First Aid trained – Katy Hall, Terri O'Shea, Jackie Isaac, Helen Taylor, Katy Seal , Cherrie Woodward

Additional training in Anaphylactic shock, Epilepsy, Asthma – All staff.

Communications – Sabine Martin, Terri O,Shea

School Nurse – Stroud Area School Nurses.

Additional training to fulfil Individual Health Care Plans will be planned for all staff in partnership with health professionals, where necessary, to meet new children's needs. This will be sourced through the School Nurse.

Rationale

LAs and schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need. For children with disabilities the school governors must ensure compliance with the Equality Act 2010

Parents need to feel confident that their children's medical conditions will be supported, particularly when emergency interventions are required. A child's health needs may change over time, these needs need to be effectively communicated to all staff involved in the child's care. When extended absences affect educational continuity the school needs to work with parents to reintegrate children appropriately, being aware of their potential anxiety and difficulties with social and emotional reintegration.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. **Pupils with special medical needs have the same right of admission to school as other children and cannot be**

refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. The school takes advice and guidance from Gloucestershire County Council. Contact details for the School Nurse Team can be found at www.gloucestershire.gov.uk.

Aims

The school aims to:

- assist parents in providing medical care for their children;
- educate staff and children in respect of special medical needs;
- adopt and implement the LA policy of Medication in Schools;
- arrange training for volunteer staff to support individual pupils;
- liaise as necessary with medical services in support of the individual pupil;
- ensure access to full education if possible.
- monitor and keep appropriate records.

Entitlement

The school accepts that pupils with medical needs should be properly supported so that they have a right to the full education available to other pupils.

The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- choose whether or not they are prepared to be involved;
- receive appropriate training;
- work to clear guidelines;
- have concerns about legal liability;
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

Expectations

It is expected that the Headteacher ensures that:

- Pupils additional needs are treated with respect and confidentially.
- After discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicines and relevant devices or should be able to access their medicines for self-medication. Children who take their medicines themselves or manage procedures will require supervision. Medicines and devices will be stored safely in a locked cabinet or a fridge in an adult area, clearly labelled with the child's name .
- The Head and teachers involved with pupils with medical needs will consult and engage with health and social care professionals, pupils and parents/carers to ensure that the needs of the child are effectively supported.
- where parents have asked the school to administer the medication for their child, it is recommended that parents ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for school use. The prescription and dosage regime should be typed or printed clearly on the outside.

The school will only administer medicines in which the dosage is required 4 times a day. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff. Pupils should not bring in their own medicine. This should be brought into school by the parent.

- Employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.
- the school will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.
- When medical needs are long-term or life threatening that the focus is on the needs of the individual child and the impact that has on school life.
- Through training staff are confident on how medical conditions impact on a child's ability to learn and whenever possible promote self-care.
- Any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.
- The school has appropriate insurance to cover children with medical needs and staff working with children with medical needs.
- Controlled drugs are secured safely, needles are disposed of in the appropriate sharps container.
- All drugs are returned to parents to arrange for safe disposal.
- Written records of drug administration are maintained.
- All children should know to inform staff immediately if they are concerned about a child's health.

Procedures

There is a need for proper documentation at all stages when considering the issue of support for pupils with medical needs in school. Where children also have special educational needs (SEN) and a statement or Education, Health and Care (EHC) plan this policy needs to be read in conjunction with the SEND policy.

Prior to a child with a medical condition joining our school, a transition plan will be instigated. All professionals involved in the child's care will be asked to contribute to one or more planning meetings, these meetings will identify training needs, equipment and procedures needed to support the child. Training will be arranged for the term before the child's start date. For in-year transfers, meetings and training will be instigated prior to the child receiving a start date. A child may require an Individual Health care Plan, if so this will be organised by the SENCo or the relevant Health/Social care professional. Plans will be reviewed annually in a similar manner to Educational Health Care Plans and if a child has educational needs these plans will be linked.

Individual Health Care Plans will include:

- Medical conditions, triggers, signs, symptoms and treatments
- The child's needs, medication, side effects, storage, administration, equipment and environmental issues
- Specific support, including management of absences and emergency treatment.
- Training for individuals
- Confidentiality and necessary communication,
- Permissions for administering medicine
- Special arrangements for trips and visits, including personal risk assessments as appropriate

- Emergency care, who to contact and contingency arrangements. This will include a member of staff accompanying a child in an ambulance and staying with a pupil until a parent or carer arrives.

IHCP will name and identify the roles of all staff and Health and social Care professionals involved in the child's care, including family members.

Governors

The governing body is committed to ensuring that arrangements are in place to support pupils with medical conditions. In doing so they will ensure that any child with medical needs can access and enjoy the same opportunities at school as any other child.

Parents need to be confident that the school are able to manage their child's medical needs and have, in place, the right procedures and training. In line with safeguarding duties, the governing body will decide if offering a place to a child with medical needs will place other children at risk or be detrimental to the child and others to do so.

The governing body will monitor statutory duties are carried out, policies are in place and plans, procedures and systems are effectively implemented.

This policy also links to our policies on:

- Behaviour,
- Code of Conduct
- Whistleblowing,
- Anti-bullying,
- Health & Safety
- Allegations against staff,
- Parental concerns and Complaints,
- Attendance,
- Curriculum,
- Early Help
- PSHCE,
- Teaching and Learning,
- Drug Education,
- Sex and Relationships Education,
- ESafety, including staff use of mobile phones
- Risk Assessment,
- Recruitment and Selection,
- Intimate Care
- Safeguarding

Appendix 1: Stone with Woodford C of E Primary School Individual Healthcare Plan

CChild's name	
CClass	
DDate of birth	
CChild's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

date medicine provided by parent
group/class/form
quantity received
name and strength of medicine
expiry date
quantity returned
dose and frequency of medicine

Staff signature _____

Signature of parent _____

date
name given
dose given
name of member of staff
staff initials

date
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dose given
name of member of staff
staff initials

C: Record of medicine administered to an individual child (Continued)

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**Appendix 5 : Stone with Woodford C of E Primary School
record – administration of medicines**

Staff training

Name

Type of training received

Date of 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 [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Appendix 6: 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. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
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. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

Appendix 7: Model letter inviting parents to contribute to individual healthcare plan development

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Dear Parent

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I would be happy for you contact me if this would be helpful.

Yours sincerely