



**ST MARGARET OF SCOTLAND
CATHOLIC PRIMARY SCHOOL**

SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS POLICY



September 2017

The aim of our policy is 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.

We acknowledge and believe that children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition will be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made. The Local Governing Body will ensure that children's health is not put at unnecessary risk from, for example infectious diseases. They therefore acknowledge that they do not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.

Roles and Responsibilities

We acknowledge that supporting a child with a medical condition during school hours is not the sole responsibility of one person. We work cooperatively with other agencies.

The Local Governing Body will...

- make arrangements to support children with medical conditions in school, and will make sure that this policy for supporting children with medical conditions in school is developed and implemented
- ensure that a child with a medical condition is supported to enable the fullest participation possible in all aspects of school life
- ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions
- ensure that any members of school staff who provide support to children with medical conditions are able to access information and other teaching support materials as needed

The Headteacher will...

- ensure that this policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of this policy for supporting children with medical conditions and understand their role in its implementation
- ensure that all staff who need to know are aware of the child's condition and that sufficient trained numbers of staff are available to implement this policy and deliver against all individual healthcare plans, including in contingency and emergency situations. The Deputy Head and designated admin staff will support the implementation of the policy which will be overseen by the Headteacher who will have overall responsibility for the development of individual healthcare plans
- make sure that school staff are appropriately insured and are aware that they are insured to support children in this way. They will contact 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

The School Staff

- Any member of school staff may be asked to provide support to a child 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 children 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 child with a medical condition needs help

School Nurses

We have access to the school nursing service. They are responsible for notifying the 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 would not usually have an extensive role in ensuring that schools are 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 – for example there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition.

Other healthcare professionals, including GPs and paediatricians - should notify the school nurse when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Specialist local health teams may be able to provide support in schools for children with particular conditions (e.g. asthma, diabetes).

Children

Children with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other children will often be sensitive to the needs of those with medical conditions.

Parents/Carers

Parents should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Local Authorities

- Local authorities are commissioners of school nurses for maintained schools and academies. Under Section 10 of the Children Act 2004, they have a duty to promote cooperation between relevant partners such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and NHS England, with a view to improving the well-being of children so far as relating to their physical and mental health, and their education, training and recreation

- The local authority should provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within individual healthcare plans can be delivered effectively
- The local authority should work with schools to support pupils with medical conditions to attend full time. Where pupils would not receive a suitable education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements. Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from school for 15 days or more because of health needs (whether consecutive or cumulative across the school year)

Transition Arrangements

When notification is received that a pupil has a medical condition the school, in consultation with all relevant stakeholders including parents, will:

- Ensure that arrangements are put into place to cover transition from another setting, upon being notified that a child is coming into school with a medical condition. These may vary from child to child, according to existing Health Care Plans
- Ensure that arrangements are implemented following reintegration into the school or when the needs of a child change
- Put arrangements into place in time for the start of the new school term
- In other cases, such as a new diagnosis or children moving to a new school mid-term, every effort will be made to ensure that arrangements are in place as soon as possible
- Provide support to pupils where a condition is undiagnosed or difficult to diagnose but there is a possibility that a medical condition is causing difficulties. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right levels of support can be put into place
- Any staff training needs are identified and met

Individual Healthcare Plans

The purpose of individual healthcare plans are to help ensure that schools effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex. However, not all children will require one. The school, healthcare professional and parent should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the Headteacher will take a final view.

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

The information recorded on individual healthcare plans will take into consideration the following:

- the medical condition, its triggers, signs, symptoms and treatments
- the pupil's resulting needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to

manage their condition, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons

- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete SATs, use of rest periods or additional support in catching up with lessons, counselling sessions, access arrangements e.g. use of scribe/laptop
- level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable
- who in the school needs to be aware of the child's condition and the support required
- arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and
- what to do in an emergency, including whom to contact, and contingency arrangements

Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan

We would not necessarily wait for a formal diagnosis before providing support to a child. In cases where a child's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence. This would normally involve some form of medical evidence and consultation with parents.

Staff Training and Support

Any member of school staff providing support to a child with medical needs will have received suitable training. This will be identified during the development or review of individual healthcare plans. Some staff may already have some knowledge of the specific support needed by a child with a medical condition and so extensive training may not be required. Staff who provide support to children with medical conditions should be included in meetings where this is discussed. We have a number of staff trained in different medical procedures, as required. We ensure that this training is kept up to date. Wherever possible 3 members of staff are trained in any one procedure. We will aim to ensure that each trained member of staff has the opportunity to carry out the procedures. Staff have the opportunity to discuss their training needs with the Inclusion Manager. Staff carrying out medical procedures will be monitored by line managers in addition to healthcare professionals. Any member of staff expressing any concerns whatsoever will be fully supported until they feel confident. Advice from our healthcare team will be sought whenever appropriate. There will be times when whole school awareness training needs to take place. This will be led by healthcare professionals whenever possible. There may be times when

we choose to arrange training ourselves. Mrs Newman assisted by Mrs Balderstone will be responsible for ensuring any training remains up-to-date.

Staff must not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any individual healthcare plans).

A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.

As part of any care plan, health care professionals, including the school nurse, may provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

Any training will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

It is recognised that the family of a child will often be key in providing relevant information to school staff about how their child's needs can be met, and parents will always be asked for their views. They will be able to provide specific advice, but will not be the sole trainer.

The Child's Role in Managing Their Own Medical Needs

Wherever possible, children who are competent to manage their own health needs and medicines, in consultation with healthcare professionals and parents, will be encouraged to do so (under the supervision of school staff). This will be reflected within individual healthcare plans.

Wherever possible, children will be able to access their medicines for self-medication quickly and easily. They will be encouraged to take responsibility for any equipment they might need. Children who can take their medicines themselves or manage procedures may require an appropriate level of supervision which will be put in place and part of their care plan. If it is not appropriate for a child to self-manage, then relevant staff will help to administer medicines and manage procedures for them, always with a view of developing ownership, responsibility and independence.

If a child refuses to take medicine or carry out a necessary procedure, staff will not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents will be informed so that alternative options can be considered.

Managing Medicines on School Premises

See Medicine Policy

The following principles will be followed:

- no child under 16 should be given prescription medicines without their parent's written consent. We will not give any un-prescribed medicine to any child
- a child under 16 will never be given medicine containing aspirin unless prescribed by a doctor
- where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours
- we should only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration,

dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container

- all medicines should be stored safely. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know which adult can help them to access their medication. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away, including on school trips in line with the medicine policy
- when no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps
- medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so

Record Keeping

See Medicine Policy

Emergency Procedures

In the case of an emergency an ambulance will be called on 999.

Children requiring different procedures during any emergency situation will have a separate risk assessment. Healthcare plans will also 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 children in the school will also know what to do in general terms, such as informing a teacher immediately if they think help is needed. Parents will be kept informed of these arrangements.

If a child needs to be taken to hospital, staff will stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance. The child will always be given options as to who they would like to accompany them.

Day Trips, Residential Visits and Sporting Activities

We fully understand the need to actively support children with medical conditions to participate in school trips and visits, or in sporting activities, and will not prevent them from doing so. Teachers will be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. We will make arrangements for the inclusion of children in such activities with any adjustments as required wherever possible.

Individual risk assessments will be carried out by the members of staff who best understand the child's needs, so that planning arrangements take account of any steps needed to ensure that children with medical conditions are included. This could include Inclusion Manager, Parents, the child, healthcare professionals and the teacher and support staff.

Avoiding unacceptable practice

At St Margaret of Scotland we understand that the following behaviour is unacceptable:

- Assuming that children with the same condition require the same treatment
- Ignoring the views of the child and/or their parents
- Ignoring medical evidence or opinion

- Sending children home frequently or preventing them from taking part in activities at school unless they are ill
- Sending the child to the school office alone if they become ill
- Penalising children with medical conditions for their attendance record where the absences relate to their condition
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues
- Creating barriers to children participating in school life, including school trips
- Refusing to allow children to eat, drink or use the toilet when they need to in order to manage their condition

Insurance

Staff who undertake responsibilities within this policy are covered by the school's insurance.

Full written insurance policy documents are available to be viewed by members of staff who are providing support to children with medical conditions. Those who wish to see the documents should contact the Headteacher.

Complaints

Should parents/carers be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the complaints procedure outlined in the school's Complaints Policy. The Complaints Policy can be found on the school website under policies alternatively a paper copy can be requested from our main reception.

Other Policies

This Policy should be read with reference to the school's First Aid Policy and Medicine Policy.