

# Colville Primary School

## Medical Needs Policy



### 1 INTRODUCTION

- The Children and Families Act 2014 includes a duty for schools to support children with medical conditions.
- Where children have a disability, the requirements of the Equality Act 2010 will also apply. Where children have an identified special need, the SEN Code of Practice 2014 will also apply.
- All children have a right to access the full curriculum, adapted to their medical needs and to receive the on-going support, medicines or care that they require at school to help them manage their condition and keep them well.
- We recognise that medical conditions may impact on social and emotional development as well as having educational implications.
- Our school will build relationships with healthcare professionals and other agencies in order to support effectively pupils with medical condition
- We follow the Local Authorities admissions procedures.

### 2 ROLES AND RESPONSIBILITIES

At Colville Primary we have two named roles responsible for children with medical conditions, they are the Headteacher and SENDCo.

They are responsible for:

- Developing a policy for supporting children with medical conditions.
- Informing all staff of the school's policy for supporting children with medical conditions and their role in implementing the policy.
- Informing relevant staff of children's medical conditions.
- Arranging training for identified staff.
- Ensuring that staff are aware of the need to communicate necessary information about medical conditions to supply staff and where appropriate, taking the lead in communicating this information.
- Assisting with risk assessment for school visits and other activities outside of the normal timetable.
- Developing, monitoring and reviewing Individual Healthcare Plans (IHCPs).
- Working together with parents, pupils, healthcare professionals and other agencies.
- Informing new staff of children with medical needs and ensuring they receive any training necessary.

The Governing Body is responsible for:

- Making sure that a policy for supporting pupils with medical conditions in school is developed and implemented, in line with Statutory guidance.
- Ensuring that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life.
- Ensuring that sufficient staff have received suitable training and are competent before they take on the responsibility of supporting children with medical conditions and that this training is kept up-to-date.

At Colville Primary, the Headteacher is one of the named people, in addition to those responsibilities, the Headteacher is responsible for:

- Ensuring the policy for supporting children with medical needs is developed and effectively implemented.
- Ensuring that all staff who need to know are aware of the child's condition (in some cases this will be all staff).
- Overseeing the management and provision of support for children with medical conditions.
- Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver individual healthcare plans, including covering absence and staff turnover.
- Ensuring that school staff are appropriately insured and are aware that they are insured to support pupils in this way.
- Contacting the school nursing service in the case of a 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.

Teachers and Support Staff are responsible for:

- The day to day management of the medical conditions of children they work with, as set out in the child's IHCP, in line with training received.
- Working with the named person, ensure that risk assessments are carried out for school visits and other activities outside of the normal timetable.
- Providing information about medical conditions to supply staff who will be covering their role where the need for supply staff is known in advance.

*NB. Any teacher or support staff member may be asked to provide support to a child with a medical condition, including administering medicines. However, no member of staff can be required to provide this support.*

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. Wherever possible this should be done before the child starts at the school.
- Providing support for staff on implementing a child's individual healthcare plan and providing advice and liaison including with regard to training.

Other healthcare professionals, including GPs and paediatricians are responsible for:

- Notifying the school nurse when a child has been identified as having a medical condition that will require support at school.
- Liaising with the school with regard to creating the IHCP, where relevant
- Identifying the type and level of training required and how this can be obtained.

Where possible, pupils are responsible for:

- Providing information about how their condition affects them.
- Contributing to the development of and the review of their IHCP (if one is required).
- Complying with their IHCP (if one is required).

Parents/carers are responsible for:

- Informing the school if their child has a medical condition.
- Providing the school with sufficient and up-to-date information about how their child's medical needs.
- Contributing to the development of and review of their child's IHCP (if one is required).
- Carrying out any actions they have agreed to as part of implementation of the
- IHCP (if one is required).

Local Authorities are responsible for:

- Promoting co-operation between relevant partners with a view to improving the well-being of children.
- Providing support, advice and guidance, including suitable training for school staff to ensure that the support specified within IHCPs can be delivered effectively.
- Working with schools to support pupils with medical conditions to attend full time.

Providers of health services are responsible for:

- Co-operating with schools that are supporting children with a medical condition.
- Communicating and liaising with school nurses and other healthcare professionals.
- Participating in locally developed outreach and training.
- Providing support, information, advice and guidance to school staff to support children with medical conditions at school.

Clinical Commissioning Groups (CCGs) are responsible for:

- Commissioning other health care professionals that are relevant to the child's needs.
- Ensuring that health services are able to co-operate with schools supporting children with medical conditions

Ofsted are responsible for

- Ensuring that schools have a policy dealing with medical needs and are implementing it effectively.

### **3 PROCEDURE WHEN NOTIFICATION IS RECEIVED THAT A PUPIL HAS A MEDICAL CONDITION**

- The named person will liaise with relevant individuals, including as appropriate, parents, the individual pupil, key school staff, health professionals and other agencies to decide on the support to be provided to the child
- Where appropriate, an individual healthcare plan will be drawn up and training needs will be identified. The school, healthcare professional and parent should agree, based on evidence, if an IHCP would be appropriate. Not every child with a medical need will require an IHCP.

### **4 INDIVIDUAL HEALTHCARE PLANS (IHCPs)**

- An IHCP is likely to be written for pupils whose condition fluctuates, or where there is a high risk that emergency intervention will be needed. They will also be written for pupils with a medical condition that is long term and complex.
- An IHCP will clarify what needs to be done, when and by whom and include information about the child's condition, special requirements, medicines required, what constitutes an emergency and action to take in the case of an emergency.
- IHCPs will be created in partnership between the school, parents and a relevant healthcare professional who can best advise on the particular needs of the child. Pupils will be involved when appropriate.
- The level of detail within plans will depend on the complexity of the child's condition and the degree of support needed.
- The IHCP will be shared with all relevant staff, if home to school transport is provided for the child the plan will be shared with those providing the transport, especially in respect of emergency situations.
- Where a child has SEN but does not have a Statement or Education Health Care plan (EHC plan), their special educational needs will be mentioned in their IHCP and a separate SEN Support Plan will be created to address their SEN.

- Where the child has a Statement or EHC plan, the IHCP will be linked to or become part of it.
- IHCPs will be reviewed annually or earlier if evidence is provided that a child's needs have changed.

## PROCEDURES FOR TRANSITIONS

- Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), we will meet with all the relevant people to ensure that the IHCP identifies the support the child will need to reintegrate effectively.
- When a child with medical needs starts at the school, we will meet with all the relevant people to discuss their needs to determine if any training is required for staff and if necessary, create an IHCP. If joining us from another school, where possible we will speak to their previous school to discuss their needs before they start and make sure that the plan is up-to-date.
- When a child with medical needs leaves our school, we will ensure that all relevant information goes to their new school, including any IHCPs that have been created. Where possible we will speak to a relevant staff member at their new school about their needs before they leave.

## 5 ADMINISTERING MEDICINES

- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- Pupils who are competent to manage their own health needs and medicines, after discussion with parents/carers will be allowed to carry their own medicines and relevant devices or will be allowed to access their medicines for self-medication.
- If it is not appropriate for a child to self-administer, a relevant trained staff member should help to administer medicines and manage procedures for them.
- Written consent from parents must be received before administering any medicine to a child at school.
- Medicines will only be accepted for administration if they are:
  - Prescribed
  - 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 be in date but will generally be available inside an insulin pen or pump, rather than in its original container.

- Medicines will be stored safely. Children will know where their medicines are at all times.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children and will be taken out of school when the child is on a school trip.
- Written records will be kept of all medicines administered to children, stating what, how and how much was administered, when and by whom. Any side effects will be noted,
- If a child refuses to take medicine or carry out a necessary procedure, staff will not force them to do so, but will follow the procedure agreed in the IHCP and parents will be informed so that alternative options can be considered.
- When no longer required, medicines will be returned to the child's parent to arrange for safe disposal.

## 6 ACTION IN EMERGENCIES

### **A copy of this information will be displayed in the school office**

Request an ambulance – dial (99)999 and be ready with the information below. Speak slowly and clearly and be ready to repeat information if asked.

1. *The school's telephone number: 01223 576246*
2. *Your name*
3. *Your location: Colville Primary School, Colville Road, Cherry Hinton CB1 9EJ*
4. *Provide the name of the child and a brief description of their symptoms*
5. *Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient*

Ask office staff to open relevant gates for entry

Contact the parents to inform them of the situation

A member of staff should stay with the pupil until the parent/carer arrives. If a parent/carer does not arrive before the pupil is transported to hospital, a member of staff should accompany the child in the ambulance.

## 7 ACTIVITIES BEYOND THE USUAL CURRICULUM

- Reasonable adjustments will be made to enable pupils with medical needs to participate fully and safely in day trips, residential visits, sporting activities and other activities beyond the usual curriculum.
- When carrying out risk assessments, parents/carers, pupils and healthcare professionals will be consulted where appropriate.

## 8 UNACCEPTABLE PRACTICE

The following items are not generally acceptable practice with regard to children with medical conditions, although the school will use discretion to respond to each individual case in the most appropriate manner:

- Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assuming that every child with the same condition requires the same treatment
- Ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged)
- Sending children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
- If the child becomes ill, sending them to the school office unaccompanied or with someone unsuitable
- Penalising children for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- Preventing pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Requiring parents, or otherwise making them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Preventing children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child

## 9 COMPLAINTS

- An individual wishing to make a complaint about actions regarding the school's actions in supporting a child with medical conditions should discuss this with the school in the first instance
- If the issue is not resolved, then a formal complaint may be made, following the complaints procedure which is available on the school website.