



Pupils with Medical Conditions

September 2017 – September 2018

**Reviewed by: Lisa Cutmore
Date: September 2017
Review Date: September 2018**

Under section 100 of the Children and Families Act 2014, schools have a duty to support pupils with medical conditions. Bowmansgreen Primary School does not discriminate against those with medical needs and staff and governors will do their best to ensure that such pupils have the same opportunities as their peers.

Definition of medical conditions

The Department for Education does not provide a definition of the term 'medical conditions,' nor a list of conditions that would be classified as such. Bowmansgreen Primary School recognises that pupils' medical needs may be short term or long term and have the potential to limit participation in activities or access to education.

Policy implementation

To ensure that this policy is implemented effectively the Headteacher will have responsibility for overseeing its implementation. The Head Teacher will also be responsible for making sure that there are sufficient, suitably trained staff in the school at all times. This includes making cover arrangements when trained individuals are absent or leave the school.

All relevant staff will be made aware if a child has a medical condition including supply teachers, member of SLT and students when necessary. Risk assessments will be carried out to ensure the health and safety of pupils with medical conditions before they take part in activities outside of the normal timetable, such as school visits and residential trips. Individual healthcare plans for relevant pupils will be monitored and updated in light of any changes in a child's condition or level of need.

Procedure to be followed when the school receive notification that a pupil has a medical condition

Whenever Bowmansgreen School is notified that an existing pupil has a medical condition, the school will endeavour to put arrangements in place to support them within two weeks of the notification. This will involve a meeting to determine the appropriate level of support between parents, the school's Inclusion Leader (and/or another member of SLT if necessary) and the child if appropriate.

Where pupils with medical conditions are joining from another setting, the school will aim to have support arrangements in place from their first day at the school. The Inclusion Leader will be responsible for liaising with the child's parents and the previous school to determine the appropriate support.

The school will not always require a formal diagnosis before providing support to pupils. However, if the condition is unclear judgements will be made in consultation with parents and on the basis of medical evidence.

Pupils with medical needs may be given individual healthcare plans (IHPs) to ensure that the school can support them effectively. These will set out the support that will be given, when it will be given, and who will give it. They will usually be drawn up by the Inclusion Leader, in consultation with parents, healthcare professionals, and the child, if appropriate. IHPs will be reviewed at least once a year, or following a change in the child's needs. However, not all children with medical conditions will require an IHP and where there is disagreement about whether it is necessary or not, the Headteacher will carry out a final review.

Roles and responsibilities

To maximise the effectiveness of the school's support for pupils with medical conditions Bowmansgreen School will work in partnership with pupils, parents, healthcare professionals, the local authority and other outside agencies. Roles and responsibilities of different groups are outlined below.

Governors will ensure that:

- A policy is in place for supporting pupils with medical conditions
- Pupils with medical conditions are supported so that they are able to fully participate in school life
- Sufficient staff have received suitable training and are fully competent before taking on responsibility for supporting pupils with medical conditions
- Staff with responsibility for supporting pupils with medical conditions have access to relevant information, resources and equipment as needed
- All of the above will be achieved through monitoring at meetings of the governing body and visits to the school

The Head Teacher will ensure that:

- The policy for supporting pupils with medical conditions is implemented throughout the school. This includes ensuring that all staff are aware of the policy and understand their role in its implementation
- All staff who need to know are aware of the child's condition
- A sufficient number of appropriately trained staff are available to implement the policy and deliver against all IHPs, including in contingency and emergency situations
- School staff are appropriately insured and are aware that they are insured to support pupils in this way
- The school nursing service is contacted with regard to any child who has a medical condition that may require support at school, but who has not yet been brought to their attention
- All school staff are made aware of this policy and their role in implementing it

School staff:

- May be asked to provide support to pupils with medical conditions, including the administering of medicines, but will not be required to do so. However, while administering medicines is not part of teachers' professional duties, they will be expected to take into account the needs of any pupils with medical conditions that they teach
- Should, through training, achieve the necessary level of competency before taking on responsibility for supporting children with medical conditions
- Should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help
- Must read, confirm that they understand, and agree to adhere to the policy, including new staff as part of the induction process

Pupils:

- Those with medical conditions should be fully involved in discussions about their support needs and contribute as much as possible to the development of their individual healthcare plan, as they are often best placed to assess their needs

Parents:

- Should provide the school with sufficient and up-to-date information about their child's medical needs
- Should be involved in the development and review of their child's IHP and may be involved in its drafting
- Should carry out any action they have agreed to as part of its implementation, such as providing medicines and equipment and ensuring that they or another nominated adult are contactable at all times

Staff training and support

Any member of school staff providing support to a pupil with medical needs will have received suitable training. What constitutes suitable training will be identified during the development or review of pupils' IHPs, and staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The school will take direction from relevant healthcare professionals when identifying the type and level of training required, and how this can be achieved. This includes training on preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

The school will ensure that staff have a suitable understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures. Healthcare professionals, including the school nurse, will be asked to provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training.

Children's role in managing their own needs

After discussion with parents, children who are competent will be encouraged to take responsibility for managing their own medicines and procedures. However, where a pupil can take their medicines themselves or manage their own procedures the school office and first aid trained staff provide an appropriate level of supervision for this and keep a record of the date and time the medication has been taken. If it is not appropriate for a child to self-manage, then trained staff will help to administer medicines and manage procedures for them.

If a child who is capable of administering their own medicine or carrying out a necessary procedure refuses to do so, staff will not force them to, but will 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

Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so. No child will be given prescription or non-prescription medicines without their parent's written consent.

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. Bowmansgreen School will 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 may be provided to the school inside an insulin pen or a pump, rather than in its original container.

All medicines will be stored safely in the office and children will be able to access them from there at all times. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be readily available to pupil when needed. However, where medicines are stored in a locked container, pupils will be made aware of who holds the key.

Staff administering medicines must do so in accordance with the prescriber's instructions. The school will keep a record of all medicines administered to individual children, stating what, how and how much was administered, as well as when and by whom. Any side effects of the medication to be administered at school should be noted. Records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents will be informed if their child has been unwell at school.

If a child has been prescribed a controlled drug, the school will keep it securely stored in a container in the school office and only named staff will have access and support a pupil. However, these will still be easily accessible in an emergency. A record will be kept of any doses used and the amount of the controlled drug held in school. School staff may administer a controlled drug to the child for whom it has been prescribed.

When no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps.

Emergency procedures

In the case of an emergency, the first member of staff on the scene will be responsible for raising the alarm and ensuring an ambulance is called if necessary. Parents will be informed of any incident and the action taken as soon as reasonably possible. If a child does need to be taken to hospital, a member of staff will stay with the child until the parent arrives, or will accompany any child taken to hospital by ambulance.

Where a child has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do. All relevant staff will be made aware of emergency symptoms and procedures. Other pupils in the school will be taught what to do in general terms, such as informing a teacher immediately if they think help is needed.

Day trips, residential visits and sporting activities

Pupils with medical conditions will be actively supported to participate in day trips, residential visits and sporting activities, and will never be prevented from taking part on the basis of their medical needs. Teachers must make sure that they are fully aware of how a child's medical condition will impact on their participation in school activities. Every effort will be made to ensure enough flexibility for all children to participate according to their own abilities and, where necessary and possible, the school will make reasonable adjustments to accommodate this.

A risk assessment will be carried out in advance of any activity so that planning can take account of any steps needed to ensure the safety and inclusion of pupils with medical conditions. This will be done in consultation with parents and pupils and school will take advice from relevant healthcare professionals into account.

Unacceptable practice

Although school staff should use their discretion and judge each case on its merits with reference to the child's IHP, the following will usually be considered unacceptable practice:

- Preventing children from easily accessing their inhalers and medication or administering their medication when and where necessary
- Assuming that every child with the same condition requires the same treatment
- Ignoring the views of the child or their parents, or ignoring 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 a child becomes ill, sending them to the school office or medical room unaccompanied may sometimes be unsuitable
- Recording absences as unauthorised if their absences are related to their medical condition, e.g. absences for 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
- Preventing children from participating, or creating unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child

Liability and indemnity

Bowmansgreen Primary School has an Insurance Policy that provides cover to its staff in respect of the administering of drugs or medicines pre-prescribed by a medical practitioner and in respect of the procedures subject to written guidelines and suitable training having been provided to the person carrying out the procedure.

Complaints

Should parents, carers or pupils be dissatisfied with the support provided for a medical condition 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 school's complaints procedure.

Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted.

Ultimately, parents, carers (and pupils) will be able to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.