



POLICY TITLE	<b>Medical Condition Policy</b>
DATE REVIEWED	<b>January 2022</b>

# Minet Junior School

## Policy for Supporting Pupils with Medical Conditions

2018

Responsible person: Mrs R Taylor - SENCO

This policy should be read in conjunction with the SEN Policy.

This policy is written in regard to Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions.

### Documents supporting this policy:

- 'Supporting Pupils at School with Medical Conditions' September 2014.
- Special Educational Needs and Disability Code of Practice September 2014
- Equality Act 2010
- Regulation of the School Premises 2012
- Children and Families Act 2014 ( part 3)
- Equality Act 2010
- Working Together to Safeguard Children March 2013
- Keeping Children Safe in Education April 2014
- School Admissions Code 2012
- Health and Safety in Schools 2014
- Health and Safety at Work Act 1974

### 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.

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 extends to a need to administer medicine.

### **Aims**

- To ensure pupils at school with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.

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).

### **Procedure**

The person named above is responsible for ensuring that whenever the school is notified that a pupil has a medical condition:

- Sufficient staff are suitably trained
- All relevant staff are made aware of the child's condition
- Cover arrangements in case of staff absence is always available
- Supply teachers are briefed

- Risk assessments for visits and activities out of the normal timetable are carried out
- Individual healthcare plans are monitored [at least annually]
- Transitional arrangements between schools are carried out
- If a child's needs change the above measures are adjusted accordingly

Where children are joining Minet Junior at the start of a new academic year, these arrangements should be in place for the start of term. Where a child joins mid-term or a new diagnosis is given, arrangements should be in place as soon as possible.

Any pupil with a medical condition requiring medication or support in school should have an individual healthcare plan which details the support that child needs. If the parents, healthcare professional and school agree that a healthcare plan is inappropriate or disproportionate, a record of the child's medical condition and any implications for the child will be kept in the school's medical record and the child's individual record.

## Individual Healthcare Plans

The following information should be considered when writing an individual healthcare plan:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues
- Specific support for the pupil's education, social and emotional needs
- The level of support needed including in emergencies
- Who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements
- Who in school needs to be aware of the child's condition and the support required
- Arrangements for written permission from parents and the head teacher for medication to be administered by a member of staff or self-administered, whenever possible, with adult supervision

- 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
- Confidentiality
- What to do in an emergency, who to contact and contingency arrangements
- Where a child has SEN their special educational needs should be mentioned in their individual healthcare plan

Individual Health Care Plans will be stored in the medical room and information kept in the class files in the classroom. For children with long term medical needs, their revised IHP will be on display in the staff room. This will ensure that even agency staff are aware of specific children and their IHP.

### **Roles and Responsibilities**

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the child.

The Governing Body:

- Must make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented
- Must ensure sufficient staff receive suitable training and are competent to support children with medical conditions

The Head Teacher:

- Should ensure all staff are aware of this policy and understand their role in its implementation
- Should ensure all staff who need to know are informed of a child's condition
- Should ensure sufficient numbers of staff are trained to implement the policy
- Is responsible for the development of individual healthcare plans
- Should contact the school nursing team in the case of any child with a medical condition who has not been brought to the attention of the school nurse

### School staff:

- Any staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so
- Should receive suitable and sufficient training in order to support children with medical conditions
- Any staff member should know what to do and respond accordingly when they become aware that a child with medical condition needs help

### School Nurse Team:

- Are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school
- May support staff on implementing a child's individual healthcare plan and provide advice, liaison and training

The school nurse contact details are found in Appendix A

### Pupils:

- Should wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their individual healthcare plan

### Parents:

- Must provide the school with sufficient and up-to-date information about their child's medical needs
- Are the key partners and should be involved in the development and review of their child's individual healthcare plan
- Should carry out any action they have agreed to as part of the individual healthcare plan's implementation
- Must ask the doctor 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.

## Staff Training and support

All staff will be trained in dealing with Asthma and the use of epi-pens on a yearly basis. All named staff will be trained in the delivery of long term medication by healthcare professionals, as is deemed appropriate. The type of training, and frequency of refresher training, will be determined by the actual medical condition that a child may have and this will be supported by the Governing Body. Staff named in Appendix A are trained in First Aid.

## Record Keeping

Written records are kept of all medicines administered to children. The record book can be found in the school medical room. Parents are informed if their child has received a bump to the head by letter.

## Notes

- The following practice is considered not acceptable:
  - Preventing children from easily accessing their medication and administering it when and where necessary
  - Assuming children with the same condition require the same treatment
  - Ignoring the views of the child, their parents, medical advice or opinion
  - Sending children with medical conditions home frequently or prevent them from staying for normal school activities [unless specified in the individual healthcare plan]
  - Penalizing children for their attendance record if their absences are related to their medical condition that is recognised under this policy
  - Preventing children from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively
  - To prevent children from participating in any aspect of school life, including school trips

## Complaints

Should parents or pupils 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 school's complaints procedure.

Signed..... Chair of Governors

Date .....

### Appendix A

School Nurse: Theresa Youngman 01895 484830

Minet Clinic, Avondale Drive, Hayes. Named

First Aid trained staff:

Mrs B Bolton

Mrs S Elliott

Miss Gubbin

Miss Clack

All Teaching Assistance



