

# Belthorn Academy Primary School



## Supporting Pupils at school with medical conditions November 2017 Review Date November 2019

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## Supporting Pupils at school with medical conditions

Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

- Governing bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported

### POLICY STATEMENT

Belthorn is an inclusive community that welcomes and supports pupils with medical conditions.

The school provides all pupils with any medical condition the same opportunities as others at school.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing once they leave school.

### Staff Training

The school makes sure all staff understand their duty of care to children and young people in the event of an emergency. It will provide training so that all staff feel confident in knowing what to do in an emergency.

The school understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.

It understands the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understand the medical conditions that affect pupils at the school. Staff receive training on the impact medical conditions can have on pupils.

The named member of school staff responsible for this medical policy and its implementation is Mrs. Helen Rowan SENCo.

The school makes sure that all staff providing support to a pupil and other relevant teams have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence, and this school keeps an up-to-date record of all training undertaken and by whom.

### Parental Involvement for pupils with medical conditions

The school will listen to the views of pupils and parents. On admittance to school, there will be a meeting with Mrs Rowan and any relevant health care professionals to establish the necessary procedures to meet the needs of any pupils with medical conditions. We want pupils and parents to feel confident in the care they receive from this school and the level of that care meets their needs.

An Individual Health Care Plan will be drawn up alongside parents/carers/the pupil( where appropriate) and all relevant professionals. Once this is in place, whole school staff training will take place so that all staff have a clear understanding of the medical conditions and needs of the named pupil. As a school we understand the medical conditions of pupils at the school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.

The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs

The school recognises that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to children with disability or medical conditions and are anticipatory

This school's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings. Stakeholders should include pupils, parents, school nurse, school staff, governors, the school employer, relevant local health services and relevant supporter organisations. The medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation. Pupils, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels. All children with a medical condition should have an individual healthcare plan (IHP). An IHP details exactly what care a child needs in school, when they need it and who is going to give it. It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance.

### Training

All staff will receive training in what to do in an emergency and this is refreshed at least once a year. A child's IHP should, explain what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings. All staff understand and are trained in

the school's general emergency procedures. If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car. This school has clear guidance on providing care and support and administering medication at school.

### Medication

The school understands the importance of medication being taken and care received as detailed in the pupil's IHP. The school will make sure that there is more than one member of staff who have been trained to administer the medication and meet the care needs of an individual child. This includes escort staff for home to school transport if necessary. This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. The school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.

The school will not give medication (prescription or non-prescription) to a child without a parent's written consent except in exceptional circumstances.

Parents at the school understand that they should let the school know immediately if their child's needs change.

The school has clear guidance on the storage of medication and equipment at school. Pupils should know exactly where to access their medication.

The school will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff can administer a controlled drug to a pupil once they have had specialist training. The school will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.

Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.

The school would dispose of needles and other sharps in line with local policies. Sharps boxes would be kept securely at school and would accompany a child on off-site visits. They would be collected and disposed of in line with local authority procedures.

### Record Keeping

The school has clear guidance about record keeping:

- Parents are asked if their child has any medical conditions on the enrolment form.
- The school uses an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- The school has a centralised register of IHPs, and an identified member of staff has the responsibility for this register.
- IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.

- The pupil (where appropriate) parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.
- The school makes sure that the pupil's confidentiality is respected at all times. The school seeks permission from parents before sharing any medical information with any other party.

#### Day trips and Residential Visits

The school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.

The EV Co-ordinator and SENCO would meet with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's IHP which accompanies them on the visit.

The school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

The school makes sure that a risk assessment is carried out before any out-of-school visit. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

#### Physical Environment

The school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities. The School's Local Offer (available on the school website) outlines the adaptations made to the physical environment. Although every effort has been made to make the school building wheel chair friendly, there are some accessibility issues in the school hall and some of the older classrooms.

The school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out-of-school activities. The needs of pupils with medical conditions are considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.

All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.

The school understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes

out-of-school clubs and team sports. Staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.

The school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity. Pupils with medical conditions are encouraged to participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided. All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. The school will not penalise pupils for their attendance if their absences relate to their medical condition.

The school would work alongside parents/carers and with a child when they are unable to attend school because of their condition. The medical conditions policy is regularly reviewed, evaluated and updated.

#### Review Procedure

This policy will be reviewed every two years, or sooner if appropriate.

In evaluating the policy, this school seeks feedback from key stakeholders including pupils, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors and the school employer. The views of pupils with medical conditions are central to the evaluation process.