



Supporting Pupils with Medical Conditions Policy

October 2023

Review: October 2024

Supporting Pupils with Medical Conditions Policy

At Little Melton Primary School, children with medical conditions, in terms of both physical and mental health, will be properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential and can access and enjoy the same opportunities at school as any other child.

We recognise that pupils with long-term and complex medical conditions may require on-going support, medicines or care while at school to help them to manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances.

The staff at Little Melton School recognise that each child's needs are individual. We also recognise that needs may change over time, and that this may result in extended absence from school. The school will make every effort to minimise the impact on a child's educational attainment and support his or her emotional and general well-being, including any necessary re-integration programmes.

The school will focus on giving pupils and their parents every confidence in the school's approach. The school recognises that some children who require support with their medical conditions may also have special educational needs and may have a statement or Education Healthcare Plan (EHCP).

We will work together with other schools, health professionals, other support services, and the Local Authority to ensure that the needs of children with medical conditions are met. No child with a medical condition will be denied admission to this school on the grounds that arrangements for his or her medical condition have not been made.

In line with the school's safeguarding duties, the school does 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.

Procedure to be followed when notification is received that a pupil has a medical condition

The school, in consultation with all relevant stakeholders including parents, will:

1. 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.
2. Ensure that arrangements are implemented following reintegration into the school or when the needs of a child change.
3. Put arrangements into place in time for the start of the new school term.
4. 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.
5. 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.
6. Any staff training needs are identified and met.

Individual Healthcare Plans

Individual healthcare plans, and their review, may be initiated, in consultation with the parent, by a member of school staff or a healthcare professional involved in providing care for the child. Plans will be drawn up in partnership between the school, parents, and a relevant healthcare professional, e.g. Specialist or community nurse. Wherever possible, the child will also be involved in the process. The aim is to capture the steps which a school should take to help the child manage their condition and overcome any potential barriers to getting the most from their education. Responsibility for ensuring the plan is finalised rests with the school. The individual healthcare plans are reviewed at least annually, or earlier if evidence is presented that the child's needs have changed. The plans are devised with the child's best interests in mind, ensuring that an assessment of risk to the child's education, health and social well-being is managed.

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; both with staff within the organisation and with outside agencies, as the circumstances of each child dictate.

Governing Body

The Governing Body will ensure that pupils in school with medical conditions are supported. It will ensure that a policy is developed, implemented and monitored. The Governing Body will ensure that staff receive suitable training and that they are competent before they take on the responsibility to support children with medical conditions.

Headteacher will:

1. Ensure that the Supporting Pupils with Medical Conditions Policy is developed and effectively implemented with partners, including ensuring all staff are aware of the policy and that they understand their role in implementing the policy.
2. Ensure that all staff who need to know are aware of a child's condition.
3. Ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all the individual healthcare plans, including in contingency and emergency.
4. Ensure that all staff are appropriately insured to support pupils in this way.
5. Liaise with the school nursing service in respect of a child who has a medical condition, including in cases where the situation has not yet been brought to the attention of the school nursing service.

School Staff

Nominated members of the school staff may be asked to provide support to pupils with medical conditions, including the administration of medicines, although they cannot be required to do so. Although administering medicines is not part of a teacher's professional duties, they should take into account the needs of pupils with medical conditions they teach. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Pupils

Pupils with medical conditions may be best placed to provide information about how their condition affects them. They should be 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:

Parents should inform school of any relevant medical conditions on the enrolment form or prior to enrolment if necessary. Parents should provide the school with sufficient and up-to-date information about their child's medical needs. At Little Melton Primary School, parents are seen as key partners and they will be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. Parents should carry out the 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 Authority

The Local Authority has a duty to commission a school nursing service to this school. It is expected that the Local Authority will provide support, advice and guidance, including suitable training for school staff.

Staff training and support

Training needs for staff will be assessed by looking at the current and anticipated needs of pupils already on the roll. It may be possible to determine training needs by early information relating to a child about to be admitted to the school.

All members of staff providing support to a child with medical needs will have been trained beforehand. Staff who provide support to pupils with medical conditions will be included in

meetings where this is discussed. 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.

Nominated members of staff will be made aware of the specific needs of each child with a medical condition and will be competent and confident enough to deliver the support. It must be noted that a First Aid certificate alone will not suffice for training to support children with medical conditions.

The Supporting Pupils with Medical Conditions Policy will be subject to whole staff consultation as part of the draft, and subsequent reviews. All members of staff will be informed of it and it will be included in the induction arrangements for new staff to the school.

A log of relevant medical training will be kept by the office staff.

The child's role in managing their own medical needs

At Little Melton Primary School, the children who require medication or other procedures will be supervised in administering them or receive them from a relevant member of staff. If a child refuses to take medicine or carry out a medical procedure, staff will not force him or her to do so, but follow the procedure agreed in the individual healthcare plan. Parents will be informed so that alternative options can be considered.

Children unable to attend school due to medical needs

In the rare event of a child being unable to attend school for an extended period of time due to medical needs, the school would work with the parents to establish an appropriate amount and type of school work to be provided and the best means to support. In circumstances where this would not be sufficient, please also see- Norfolk County Council 'Medical Needs Service Policy' for additional support that could be offered.

Managing medicines on school premises

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. Where this is not possible, the following will apply:

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. (Medicine Administration form - Appendix 1)

- 📄 Non-prescription medicines will be administered by parents if possible or then staff, should they be needed during the school day. For the administering of non-prescription medicines during an educational visit, parents should provide written consent.
- 📄 No child will be given a medicine containing aspirin unless it has been prescribed by a doctor. Parents will be required to give their written consent.
- 📄 Analgesia will be administered in exceptional circumstances. For children who regularly need analgesia (e.g. for migraines) an individual supply of their medication should be kept at school with the appropriate paperwork completed. For any other exceptional circumstances the pain relief should be brought in and a consent form signed by the parent.
- 📄 The school will only accept prescribed medicines that are in-date, labelled, provided in the original container, as dispensed by the 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 to schools inside an insulin pen or pump, rather than its original contain

- Medicines will be stored safely and refrigerated if necessary in the First Aid Room. Children who need to access their medicines immediately, such as those requiring asthma inhalers, will be shown where they are. On educational visits, medicines will also be available and they will be looked after by a relevant member of staff.
- If a controlled drug has been prescribed, it will be kept securely and stored in a non-portable container. Named staff only will have access to such medication so that it can be administered to the specific child. The school will keep a record of doses administered, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered will be noted.
- Dates on medication will be checked regularly. When no longer required, or out of date, medicines should be returned to the parent to arrange for safe disposal or replacement. Long term medication such as inhalers will be returned to parents for the summer holidays.
- Written records will be kept of all medicines administered to children and parents will be informed if their child has been unwell at school.

First aid

Refer to the First aid policy

Emergency procedures

A child's individual healthcare plan (Appendix 4) will clearly define what constitutes an emergency and the action to be taken, including ensuring that all relevant staff are aware of emergency symptoms and procedures. It may be necessary to inform other pupils in general terms so that they can inform a member of staff immediately if they think help is needed. If a child is taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance. Accurate information about the child will be provided to the emergency services at the call out stage, during any first response stage, or subsequent moving on to hospital. (Emergency procedures - Appendix 3)

The school has a defibrillator in the entrance hall and nominated staff are trained to use it. (See appendix for names)

Educational visits and sporting activities

The school will consider how a child's medical condition will impact on their participation. We will encourage all children to participate according to their ability and make any necessary reasonable adjustments, unless evidence from a clinician, such as a GP, states that this is not possible. The school will consider what reasonable adjustments may need to be made after carrying out a risk assessment so that planning arrangements take account of any steps needed to ensure that children with medical conditions are included. This will require consultation with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.

Unacceptable practice

Although school staff should use their discretion and judge each case on its merits with reference to the **child's individual healthcare plan**, it is **not** generally acceptable practice to:

1. Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
2. Assume that every child with the same condition requires the same treatment;
3. Ignore the views of the child or their parents; or ignore medical evidence or opinion;
4. Send 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;
5. Penalise children for their attendance record if their absences are related to their medical condition e.g. Hospital appointments;
6. Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
7. Require parents, or otherwise make 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; or
8. Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including educational visits, e. by requiring parents to accompany the child.

Liability and indemnity

The Governing Body at Little Melton Primary School ensures that appropriate insurance is in place and that it reflects the level of risk. The insurance covers staff providing support to pupils with medical conditions. From time to time, the school may need to review the level of cover for health care procedures and any associated related training requirements.

Complaints

Parents who are dissatisfied with the support provided should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they should make a formal complaint via the school's complaints procedure.