



## **Sacred Heart Catholic Primary School & Nursery**

### **Supporting Students with Medical Conditions**

**December 2014**

*“At Sacred Heart School we are a loving Christian family who live and learn happily together and grow in the Catholic faith.”*

#### **INTRODUCTION**

The Children and Families Act 2014 places a duty on the Governing Body and Senior Leadership Team to make arrangements for supporting students at the school with medical conditions. Students with medical conditions cannot be denied admission or excluded from school on medical grounds alone unless accepting a child in school would be detrimental to the health of that child or others.

Some children with medical conditions may be disabled. Where this is the case governing bodies must comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement or Education, Health and Care (EHC) plan. For children with SEN, this guidance should be read in conjunction with the SEN Code of Practice.

The aim of this document is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role and achieve their potential.

This policy will be reviewed regularly and will be readily accessible to parents/carers and staff through the school website.

#### **POLICY IMPLEMENTATION**

The overall responsibility for the successful administering and implementation of this policy is the Headteacher. She is responsible for ensuring that sufficient staff are suitably trained and will ensure cover arrangements in case of staff absence or staff turnover to ensure that someone is always available. She will be responsible for briefing supply teachers, risk assessments for school visits, holidays and other school activities outside of the normal timetable and for the monitoring of Individual Healthcare Plans.

All staff will be expected to show a commitment and awareness of children's medical conditions. New members of staff will be inducted into the arrangements.

#### **STUDENTS WITH MEDICAL CONDITIONS**

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

Children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. Reintegration back into school will be properly supported so that students with medical conditions will fully engage with learning and not fall behind.

## **ROLES AND RESPONSIBILITIES**

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. Collaborative working arrangements and working in partnership will ensure that the needs of students with medical conditions are met effectively.

The governing body will ensure that the school develops and implements a policy for supporting students with medical conditions. It will ensure that sufficient staff have received suitable training and are competent before they take on the responsibility to support children with medical conditions. It will ensure that the appropriate level of insurance is in place to cover staff providing support to students with medical conditions.

The Headteacher will ensure that the school's policy is developed and effectively implemented with partners. She will ensure that all staff are aware of the policy and understand their role in its implementation. She will make sure that sufficient numbers of staff are available to implement the policy and deliver against all Individual Healthcare Plans, including in emergency and contingency situations. The Headteacher has the overall responsibility for the development of Individual Healthcare Plans. She will make sure that school staff are appropriately insured and are aware that they are insured to support students in this way. The Headteacher will contact the school nursing service in the case of any child who has a medical condition that may require support at school.

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

School nurses are responsible for notifying the school when a child has been identified as having a medical condition which will require support at school. School nurses may support staff on implementing a child's Individual Healthcare Plan and provide advice and liaison.

Other healthcare professionals, including GPs and paediatricians notify the school nurse when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans.

Students will be fully involved in discussions about their medical support needs and will contribute as much as possible to the development of their individual healthcare plan since they know best how their condition affects them. Other students in the school will be sensitive to the needs of those with medical conditions.

Parents/carers will provide the school with up-to-date information about their child's medical needs. They will be involved in the development and review of their child's individual healthcare plan. They will carry out any action they have agreed to as part of its implementation and ensure they or another nominated adult are contactable at all times.

Local authorities should work with schools to support students with medical conditions to attend full time.

Health services can provide valuable support, information, advice and guidance to schools and their staff to support children with medical conditions at school.

Clinical commissioning groups (CCGs) should ensure that commissioning is responsive to children's needs and that health services are able to co-operate with schools supporting children with medical conditions.

Ofsted – Inspectors consider the needs of students with chronic or long term medical conditions and also those of disabled children and students with SEN. The school will demonstrate that the policy dealing with medical needs is implemented effectively.

### **PROCEDURES TO BE FOLLOWED WHEN NOTIFICATION IS RECEIVED THAT A STUDENT HAS A MEDICAL CONDITION**

The school will follow the correct procedures when it is notified that a student has a medical condition. The procedures will also be in place to cover any transitional arrangements between schools, the process to be followed upon reintegration or when student's needs change and arrangements for any staff training or support.

For students starting at the school, arrangements will be in place in time for the start of the relevant school term. 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 put in place within two weeks.

In cases where a student's medical condition is unclear, or where there is a difference of opinion, judgements will be made about what support to provide based on available evidence which would normally involve some form of medical evidence and consultation with parents.

The school will ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life. The school will consider what reasonable adjustments it might make to enable students with medical needs to participate in school trips and visits or in sporting activities.

### **INDIVIDUAL HEALTHCARE PLANS**

Not all children will require an Individual Healthcare Plan. The school, healthcare professional and parent will agree when a healthcare plan would be appropriate, based on evidence. If consensus cannot be reached, the headteacher will take the final decision. A flow chart for identifying and agreeing the support a child needs and developing an Individual Healthcare Plan can be found at Annex A. Individual Healthcare Plans will often be essential in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex.

Individual Healthcare Plans will be accessible to all who need to refer to them, while preserving confidentiality. The plans capture the key information and actions that are required to support the child effectively. Where a child has SEN but does not have a statement or EHC plan, their special educational needs should be mentioned in their Individual Healthcare plan. Where a child has a special educational need identified in a statement or EHC plan, the Individual Healthcare Plan should be linked to or become part of that statement or EHC plan.

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 to the child. Plans will be drawn up in partnership between the school, parents and a relevant healthcare professional who can best advise on the needs of the child. Students will also be involved, whenever appropriate. Partners will agree who will take the lead in writing the plan however it is the responsibility of the school to ensure it is finalised and implemented.

The school will review plans at least annually or earlier if evidence is presented that the child's needs have changed.

Annex B provides a template for an Individual Healthcare Plan and the information that will be recorded on such plans.

### **STAFF TRAINING AND SUPPORT**

Any member of school staff providing support to a student with medical needs will receive suitable training. Staff must not give prescription medicines or undertake healthcare procedures without appropriate training.

Healthcare professionals, including the school nurse can provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

The school will make arrangements for whole school awareness training so that all staff, including new staff, are aware of the school's policy for supporting students with medical conditions and their role in implementing that policy. This training will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs. Parents can also contribute by providing specific advice.

### **THE CHILD'S ROLE IN MANAGING THEIR OWN MEDICAL NEEDS**

Some children are competent to manage their own health needs and medicines. The school, after discussion with parents, will encourage such children to take responsibility for managing their own medicines and procedures. This will also be reflected within Individual Healthcare Plans.

Wherever possible and if appropriate, children will be allowed to carry their own medicines and relevant devices. Children should be able to access their medicines for self-medication quickly and easily. Those children who take their medicines themselves or manage their own procedures may require an appropriate level of supervision.

If a child refuses to take medicine or carry out a necessary procedure then they should not be forced by staff. The procedure agreed in the Individual Healthcare Plan should be followed and parents informed so that alternative options can be considered.

### **MANAGING MEDICINES ON THE 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 under 16 will be given prescription or non-prescription medicines without their parents' written consent

- a child under 16 should never be given medicines containing aspirin unless prescribed by a doctor
- the 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 will generally be available to schools inside an insulin pump, rather than in its original container)
- all medicines will be stored safely in Student Services. Children should know where their medicines are at all times and be able to access them immediately.
- medicines and devices such as blood glucose testing meters and adrenaline pens will be stored in the medical room cupboard where both class teacher and child know how to access them. Asthma inhalers will be located in the child's classroom.
- during school trips, the member of staff in charge of first aid will carry all medical devices and medicines required
- The school will keep controlled drugs that have been prescribed for a student securely stored in a non-portable container and only named staff will have access. Controlled drugs should be easily accessible in an emergency
- Staff administering a controlled drug 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, when and by whom. Any side effects should also be noted. These procedures are outlined in Annex C and Annex D.
- Sharp boxes should always be used for the disposal of needles and other sharps. When no longer required, medicines should be returned to the parent to arrange for safe disposal.

## **EMERGENCY PROCEDURES**

As part of general risk management processes, the school has arrangements in place for dealing with emergencies. Students should know what to do in general terms, such as informing a teacher immediately if they think help is needed. A student under 16 who is taken to hospital by ambulance should be accompanied by a member of staff who will stay with the child until the parent arrives.

## **UNACCEPTABLE PRACTICE**

Each child's case will be judged on its own merit and with reference to the child's Individual Healthcare Plan, however it is not generally acceptable practice to:

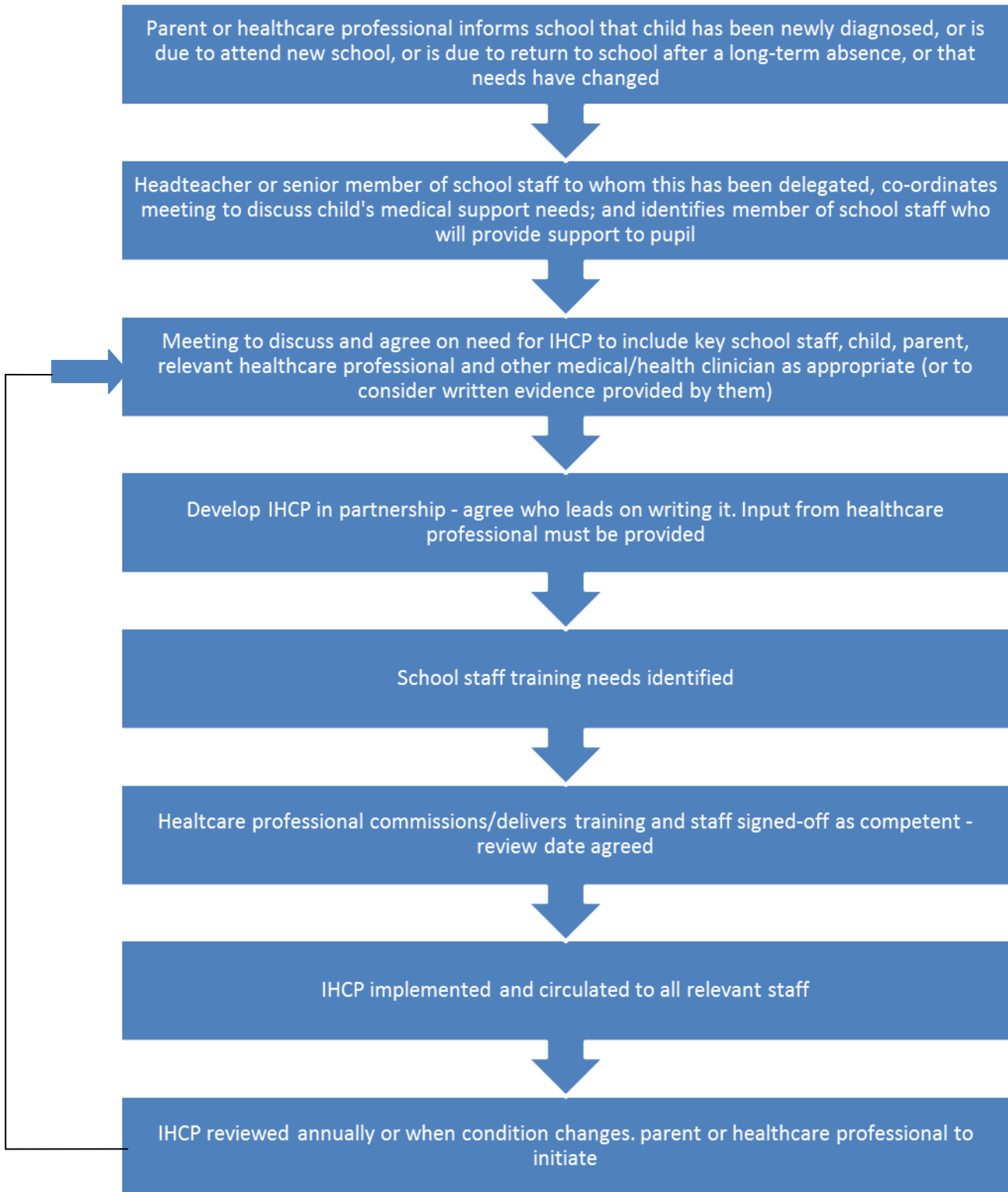
- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- assume that every child with the same condition requires the same treatment

- ignore medical evidence or opinion (although this may be challenged) or ignore the views of the child or their parents
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in the Individual Healthcare Plan
- if the child becomes ill send the child to the school office or medical room unaccompanied or with someone unsuitable
- penalise children for their attendance record if their absences are related to their medical condition eg hospital appointments
- prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- require parents or 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)
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trip, eg by requiring parents to accompany the child

## **COMPLAINTS**

Should parents or students be dissatisfied with the support provided they should discuss their concerns directly with the school. If the issue is not resolved, a formal complaint via the school's complaint procedure should be made. After other attempts at resolution have been exhausted, a formal complaint can be made to the Department for Education only if it comes under the scope of section 496/497 of the Education Act 1996.

## Annex A: Model process for developing Individual Healthcare Plans



## Annex B: Sacred Heart Catholic Primary School

### Individual Health Care Plan

#### Child/ Young person details

Child's name:			
Nursery/School/College			
Child's Address			
Year Group			
Date of birth			
Medical diagnosis		Diagnosed since	
Explanation of condition			
Other medical conditions			
Allergies			
Date			
Review date			

#### Family contact information

Name			
Relationship to child			
Telephone number	Home Work Mobile		
Email			
Address if different to child			
Name			
Relationship to child			
Telephone number	Home Work Mobile		
Email			
Address if different to child			

#### Other essential contacts:

Contacts	Contact number
General Practitioner	
Class teacher	
Health visitor/School nurse	
Special Educational Needs Co-ordinator (if applicable)	
Other relevant teaching staff (trained on diet)	
Other relevant non-teaching staff (trained on diet)	
Head teacher	



**Describe and give details of child's symptoms, triggers, signs, environmental issues etc**

**Name of treatment, medication, dose, method of administration, when to be taken, side effects, contraindications, administered by/self-administered with/without supervision**

**Daily care requirements**

**Specific support for the pupils educational, social and emotional needs**

**Arrangements for school visits/trips etc**

**Describe what constitutes an emergency, and the action to take if this occurs**

**Staff training needed/undertaken – who, what, when**

**Plan developed with and agreed by**

	Name	Signatures	Date
Young person/ child			
Parents/ Guardians			
School representative			
Health visitor/ School nurse			



## Sacred Heart Catholic Primary School

### Record of permission and medicine administered to an individual child

Name of school	Sacred Heart Catholic Primary School
Name of child	
Date medicine provided by parent	/ /
Group/class	
Quantity received	
Name and strength of medicine	
Expiry date	/ /
Quantity returned	
Dose and frequency of medicine	

Date	/ /	/ /	/ /	/ /
Time given				
Dose given				
Name of member of staff				
Staff initials				

Date	/ /	/ /	/ /	/ /
Time given				
Dose given				
Name of member of staff				
Staff initials				

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. I confirm the child has received a second dose and no allergic reaction has been found.

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

Author(s) Mrs C Hatch, Headteacher  
Mrs J Pepper, Appointed Person

Date Reviewed: December 2014

Date for full implementation: January 2015

Signed \_\_\_\_\_

Date \_\_\_\_\_

Position \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Position \_\_\_\_\_

Date of Review: December 2015