

St. George's Mission Statement

'We learn, we love, we look after our world.

We strive to be the best that we can be, following in the footsteps of Jesus.'



St. George's Catholic School

Supporting pupils with medical conditions

Introduction

Most pupils will have a medical condition at some time which could affect their participation in school activities. For the majority this will be short term. Pupils who have long-term or recurrent medical conditions which are not managed well may be disadvantaged by limited access to education.

The Department for Education has published statutory guidance "Supporting pupils at school with medical conditions" issued under Section 100 of the Children and Families Act 2014 which places a duty on governing bodies of schools to make arrangements for supporting pupils at their school with medical conditions. This policy is written to comply with that guidance, also taking into account duties with regard to the Education Act 1996, Equality Act 2010, and the SEN code of practice, and the Governing Body will ensure that it is properly and effectively implemented.

Roles and Responsibilities

The Governing body will ensure that arrangements are in place to support pupils with medical conditions, working together with the local authorities, health professionals and other support services. They will ensure that the focus is the needs of the individual child.

The Governing body will ensure that staff are properly trained to provide the support that pupils need.

Kate Saunders, is the named person with overall responsibility for policy development and implementation. She will also:-

Ensure that sufficient staff are suitably trained.

Ensure that all relevant staff are made aware of the child's condition.

Ensure cover is always available in cases of absence or staffing changes.

Ensure supply teachers are made aware of any pupil with a medical condition.

Arrange risk assessments for all school activities outside of the normal timetable.

Monitor individual healthcare plans developed by the School Nurse.

Ensure appropriate insurance for all school staff, and make staff aware they are insured.

Contact the school nursing service when a pupil who may require support at school has not yet been brought to the attention of the school nurse.

School staff. Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.

School staff should only take on the responsibility of supporting pupils with medical conditions after receiving sufficient and suitable training to achieve the necessary level of competency.

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.

The Senco will liaise with external agencies where appropriate to develop individual health care plans.

Parents should provide the school with sufficient and up to date information about their child's medical needs.

Parents should be involved in the development and review of their child's individual healthcare plan. They should facilitate the implementation of the plan, for example by providing medicines and equipment.

Parents should ensure they or another nominated adult are contactable at all times.

Pupils with medical conditions should be fully involved in discussions about their medical needs, and the development of, and compliance with their individual healthcare plan.

Other agencies. It is the responsibility of the Local Authority to provide support, advice and guidance in the implementation of this policy. It is expected that appropriate healthcare professionals will identify and inform the school nurse of a child with a medical condition. The school nurse will then be a source of advice, support and liaison with the other healthcare professionals.

Individual Health Care Plans (IHCP)

An IHCP will identify the level of support needed for a child with a medical condition. It will clarify for staff, parents and the child the help that the school can provide. It will be reviewed annually, or sooner as required.

The IHCP will include:

- The medical condition, its triggers, signs, symptoms and treatments.
- The child's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues.
- Specific support for the educational, social and emotional needs, e.g. rest periods, management of absences, support to catch up with lessons, extra time for tests
- The level of support needed, including in emergencies. If a child is self-managing medication, this should be stated, with appropriate arrangements for monitoring.
- Who will provide this support and what their training needs will be. What is expected of their role, and how their proficiency will be confirmed with the support of a healthcare professional. How cover will be arranged when the designated person is unavailable.
- Who in the school needs to be aware of the child's condition and the necessary support.
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the child during school hours.

- Arrangements and risk assessments required for school trips or other school activities outside the normal timetable to enable the child to participate.
- Designated individuals to be entrusted with information about the child's condition bearing in mind the issue of confidentiality.
- Action to take in an emergency including whom to contact, and contingency arrangements. In some cases an emergency healthcare plan made by the lead clinician may be needed. This could facilitate development of the IHCP.

A copy of the IHPC will be given to the parents / carers, class teachers and childcare practitioners. A copy will be retained in the medical needs file and in the child's individual file. A general medical information sheet held by all staff will indicate that the child has an IHCP. See Appendix A for a model process to develop an IHCP

Staff Training and Support

All staff will receive first aid training at regular intervals and records are kept to ensure staff first aid training is updated at the correct time. All Teaching Assistants and Club Supervisors undertake Paediatric First aid training, as well as the EYFS teacher, and a member of the MDSA team.

Staff will be supported by the school nurse and other external agencies involved with individual pupils.

Staff will be trained in specific health care training (e.g. Epipen training) as and when required.

Staff are made aware of specific medical conditions at the start of an academic year and when pupils join the school; lists are held securely in each class, in the kitchen and with any other relevant member of staff.

Managing medication on school premises

- Prescription and non-prescription medication will only be administered in school when it would be detrimental to a child's health or school attendance not to do so.
- Any pain relief medicine will only be administered after checking maximum dosages and when the previous dose was taken. Parents will be informed when the school have issued a dose.
- Non-prescription pain relief will only be given if the school have written confirmation from the parent of the reason for medication and the school feels it is appropriate for the child to be in school.
- The school will only accept medicines which are labelled with the child's name, are in date, are in the original container and include dosage and storage instructions.
- No medication whether prescribed or non-prescribed, will be administered without the written consent of a parent or guardian.
- Parents will be encouraged to arrange medication dose frequencies enabling them to be taken outside school hours.
- Prescribed medicines will be stored safely. Children will be made aware of the location of their medication, and they will be able to access it immediately.

- Asthma inhalers, blood glucose testing machines, adrenalin pens and other such medicines and devices will always be readily available to children, and not locked away. This will also apply on school trips.
- The school will not accept any prescribed medicines which are out of date, or not in the original container as dispensed, including instructions for dosage, administration and storage. However, insulin will be accepted in a single pen or pump as long as it is still in date.
- Controlled drugs will be kept in a locked, non-portable container, and only named members of staff will have access. These drugs will be easily accessible in case of emergency. There will be a contemporaneous record kept of doses used and the amount of the drug in school.
- School staff will only administer a controlled drug to the child for whom it is prescribed, and fulfilling the prescription requirements.
- A contemporaneous record of all medicines administered to individual children will be kept in school. This will state what, how and how much was administered, to whom, by whom and when.
- Medication which is no longer required will be returned to the parent to arrange safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps

Emergency Procedures

Where a child has an IHCP it will define what constitutes an emergency, and it will explain what to do.

If a child needs to be taken to hospital, an appropriate staff member will stay with the child until the parent arrives, or will accompany a child taken to hospital by ambulance.

Unacceptable Practice

- Children will not be prevented from accessing their inhalers and medication where necessary.
- It will not be assumed that every child with the same condition needs the same treatment.
- The views of the child, the parent or the medical evidence or opinion will not be ignored (although they may be challenged)
- Children with medical conditions will not be sent home frequently, or prevented from staying for normal school activities including lunch, unless this is specified in their IHCP.
- An ill child will not be sent to the office or medical room unaccompanied or with an unsuitable person.
- A child will not be penalised for their attendance record if the absences relate to their medical condition.
- A child will not be prevented from drinking, eating or taking toilet or other breaks when necessary to manage their medical condition effectively.
- Parents will not be required to attend school to administer medication or to support their child in any way.
- No child will be discouraged or prevented from participating in any aspect of school life, for example by requiring a parent to accompany the child on a school trip.

Children with Health Needs who Cannot Attend School

The school will ensure that:

- Suitable education is arranged for pupils on roll who cannot attend school due to health needs
- Pupils, staff and parents understand what the school is responsible for when this education is being provided by the local authority

Arrangements for sending home and monitoring work and reintegration back into school will be a consultation process between the school (Senco, Family Support Worker, class teacher) and the child's parents.

If the school are unable to make suitable arrangements, Wiltshire Local Education Authority will become responsible for making suitable education arrangements.

Absences in excess of 10 days will be referred to the Educational Welfare Officer

In cases where the school has involved the Local Education Authority, the school will endeavour to:

- Work constructively with the local authority, providers, relevant agencies and parents to ensure the best outcomes for the pupil
- Share information with the local authority and relevant health services as required
- Help make sure that the provision offered to the pupil is as effective as possible and that the child can be reintegrated back into school successfully
- When reintegration is anticipated, work with the local authority to
 - Plan for consistent provision during and after the period of education outside the school, allowing the pupil to access the same curriculum and materials that they would have used in school as far as possible
 - Enable the pupil to stay in touch with school life (e.g. through newsletters, emails, invitations to school events or internet links to lessons from their school)
 - Create individually tailored reintegration plans for each child returning to school
 - Consider whether any reasonable adjustments need to be made

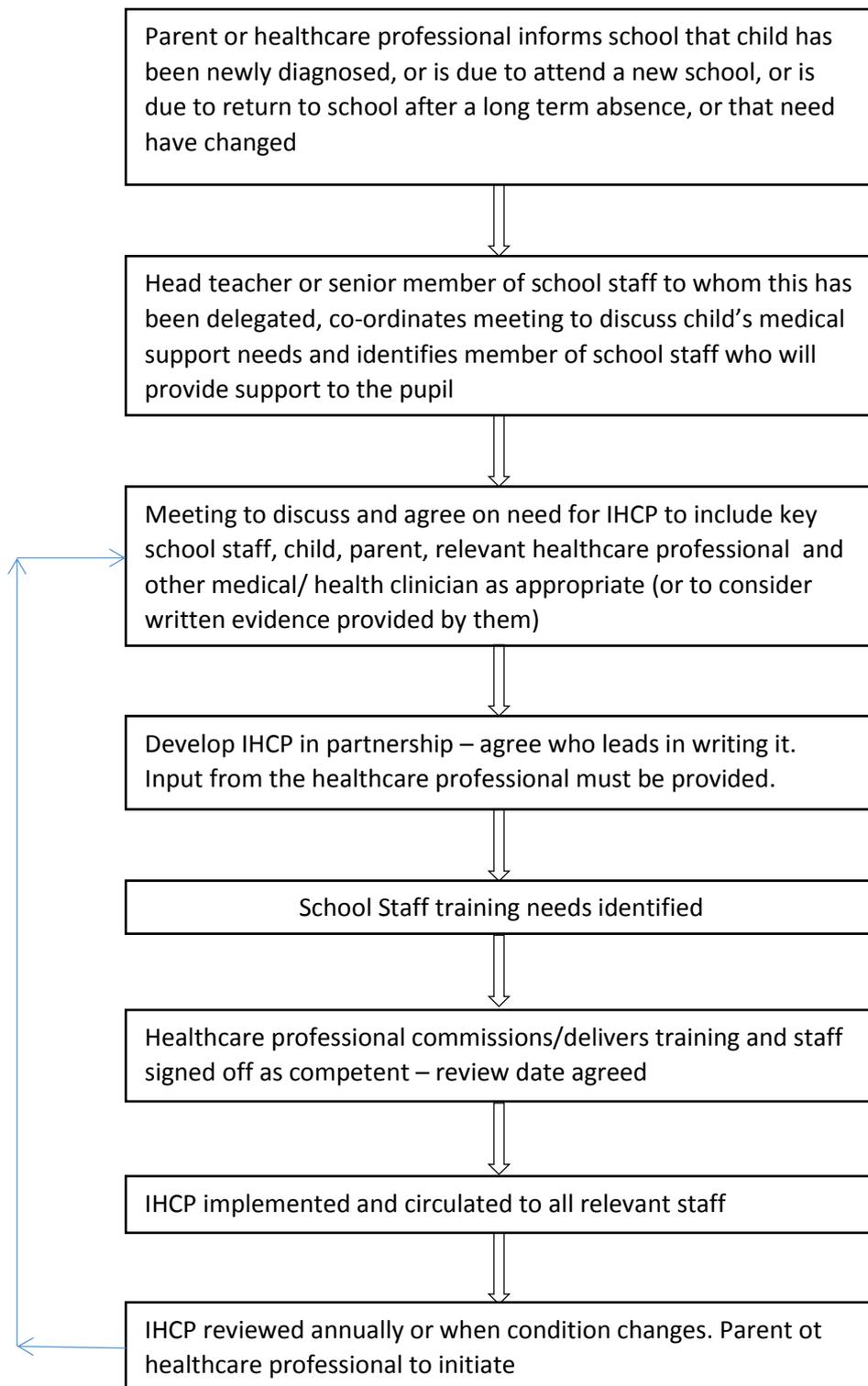
Date Policy Adopted: 7th June 2019

Approved By: Jayne Clarke

Latest review: June 2021

Date of next review: June 2022

Appendix A: A Model process for developing individual healthcare plans



Template A: individual healthcare plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

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

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Course completion date (if applicable)

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy & delivered to the School Office. It is the parent's responsibility to ensure medicine is collected from the office.

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

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.

Signature(s) _____

Date _____

Staff training record – administration of medicines

Name of school/setting	
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date

Contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely