



St Peters C of E Primary School

Supporting Pupils with Medical Needs Policy

Our Vision:

'For the children to realise their God-given gifts and talents, and grow following the example of Jesus.' Matthew 19:26- But Jesus looked at them and said, "With man this is impossible but with God all things are possible"

September 2021

To be reviewed September 2022

Mission statement

At St Peter's C of E Primary School we are committed to ensuring equality of education and opportunity for all pupils; we are an inclusive community that welcomes and supports all pupils.

1.Introduction

Section 100 of the Children & Families Act places a duty on all schools to make arrangements for supporting children with medical conditions and to have regard for the Department for Education's 'Supporting Children at School with Medical Conditions' (1st September 2014 and updated 11th December 2015). This policy outlines how St Peter's C of E Primary School will ensure that all children with medical conditions will be supported to ensure they can play a full and active role in school life, remain healthy and achieve their academic potential.

This policy should be read in conjunction with the:

- SEND Policy
- Safeguarding Policy
- Admissions Policy

Principles

We have adopted the key principles of 'Supporting pupils at school with Medical Conditions' (DfE) for our aims and objectives. Wherever possible we will endeavour to:

- Ensure students with medical conditions are properly supported so they have full access to education, including school trips and physical education.
- Ensure arrangements are in place to support pupils at school with medical conditions, including the use of risk assessments and health care plans.
- Work with health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.
- Ensure all staff understand the medical conditions of pupils at St Peter's and understand that they may be serious and adversely affect a child's quality of life and impact on their ability to learn.

Individual Health Care Plans

Pupils at St Peter's who have medical needs have an individual healthcare plan. The SENCO works with parents/carers, the child (if appropriate) and healthcare professional to develop healthcare plans. Not all children with medical needs require a plan, but this will be jointly decided with parents and healthcare professionals. Healthcare plans are reviewed annually, or sooner, if the child's medical needs have changed.

An Individual Healthcare Plan:

- Details the care a child needs in school, when they need it and who is going to provide it.
- States what to do in an emergency.
- Includes information about the possible impact of any health condition on a child's learning, behaviour or classroom performance.
- Will go with a child if they need to go to hospital.

Roles and responsibilities

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

Every member of staff must know what to do and respond accordingly when they know a child with a medical condition needs help.

Parents/Carers are responsible for:

- Providing the school with sufficient and up-to-date information about their child's medical needs.
- Participating in the development and review of their child's individual healthcare plan.
- Carrying out any actions they have agreed to as part of the plan's implementation (e.g. provide medicine).
- Ensuring that written records are kept of all medicines administered to children.
- Ensuring they, or another nominated adult, is contactable at all times and contact information is kept up-to-date.

The Governors are responsible for:

- Making arrangements to support children with medical conditions in school, including making sure that this policy is in place.
- Ensuring a sufficient number of staff receive suitable training and are competent before they take on the responsibility of supporting children with medical conditions.
- Ensuring that the school's procedures are explicit about what practice is not acceptable.
- Making sure it is clear how complaints may be made and will be handled concerning the support provided to children with medical conditions.
- Ensuring the school's policy clearly identifies the roles and responsibilities of those involved in the arrangements they make to support children at school with medical conditions.

The Headteacher is responsible for:

- Promoting this policy with the whole staff team, parents/carers, children and external agencies.
- Ensuring there are trained First Aiders, as well as individual members of staff with responsibility for individual children.
- Ensuring all staff who provide support to an individual pupil receive suitable training and ongoing support so they are confident in fulfilling the requirements set out in a child's healthcare plan. This should be provided by the specialist nurse, school nurse or other suitably qualified healthcare professional and/or the parent.
- Keeping an up to date record of all training undertaken and by whom.
- Monitoring the provision of individual healthcare plans for those children who require one.

The SENCO is responsible for:

- Ensuring all children who need medical support in school have a healthcare plan; that it is kept up-to-date; is shared with all the individuals who need to know about it; and review it at least annually with parents and the relevant healthcare professionals. This information will be stored in a medical folder in the class tray and on 'Medical Tracker' and all teachers (supply, cover, PE and Spanish teachers) have a responsibility to read it.
- Arranging cover to ensure individual children's needs are always met.
- Maintains a centralised register of all healthcare plans.

Teachers and Support Staff are responsible for:

- Being aware of the medical conditions of children at St Peter's and understanding their duty of care for pupils in an emergency.
- Supporting any child they work with in working towards being able to self-manage their own condition.
- Conducting risk assessments for school visits, including York week and any other school activities outside of the normal timetable.
- Implementing actions identified in individual healthcare plans.

Parents are responsible for:

- Providing the school with sufficient and up-to-date information about their child's medical needs.
- Working with the school and health professionals to develop and review their child's individual healthcare plan.
- Carrying out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensuring they or another nominated adult are contactable at all times.

Emergency procedures

A child's individual healthcare plan defines what constitutes an emergency and explains what to do, including ensuring all relevant staff are aware of emergency symptoms and procedures. If a child needs to be taken to hospital, a member of staff will stay with the child until the parent/carer arrives.

Administering medication in school

At St Peter's, we understand that it is important for medication to be taken and care received as detailed in a child's healthcare plan. In order to administer medication safely in school, we will:

- Ensure there is more than one member of staff who has been trained to administer the medication and meet the care needs of an individual child.
- Not give medication (prescription or non-prescription) to a child without a parent's written consent except in exceptional circumstances.
- Ensure a trained member of staff accompanies a pupil who has a medical condition on an off-site visit, including overnight stays.

Parents are requested to let the school know immediately if their child's needs or medication changes.

Storage of medication

At St Peter's, we have clear guidance on the storage of medication and equipment at school:

- We ensure all staff understand what constitutes an emergency for an individual child and make sure that emergency medication/equipment is readily available and is not locked away.
- Controlled drugs are stored securely and named staff have access.
- Staff can administer a controlled drug to a pupil once they have had specialist training.
- Medication that is in date and labelled in its original container can be stored at school. 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.
- If needles and other sharps are necessary to care for a child's health care needs, they are disposed of in line with local policies. Sharps boxes will be kept securely at school and will accompany a child on off-site visits. They will be collected and disposed of in line with local authority procedures.
- Each child's asthma pump will be kept in their classroom. Emergency pumps will be kept in the medical room.

At St Peter's we keep an accurate record of all medication administered, including the dose, time, date and supervising staff.

Extra-curricular activities

At St Peter's, all staff are fully committed to actively supporting pupils' medical needs so they are able to participate in all areas of school life, including trips and visits. Individual healthcare plans clearly outline how a child's medical condition will impact on their participation, but there is flexibility for all pupils to participate according to their own abilities and with reasonable adjustments (unless evidence from a clinician states that this is not possible). Risk assessments are carried out to ensure students with medical conditions are included. This includes consultation with the child, the parents/carers and any relevant external agency involved in the care of the child.

Unacceptable practice

In order to keep all pupils safe and well, we are very clear that all staff understand what is not acceptable practice. It is not acceptable practice (unless there is evidence included in the child's individual healthcare plan from a medical professional) to:

- Prevent children from easily accessing their inhalers and medication.
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents or medical evidence or opinion.
- Send pupils with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plan.
- Send a child unaccompanied to the school office or medical room, if a pupil becomes ill.
- Penalize children for their attendance record, if their absences are related to their medical condition.
- Prevent children from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition.
- Require parents/carers to attend school to administer medication or provide medical support to their child.
- Prevent children from participating in any aspect of school.

Support for children with allergies and medical conditions

On receiving information regarding allergies or medical conditions, all staff are immediately made aware of a child's allergy or medical need. The SENCO then liaises with families and professionals to develop an Individual Healthcare Plan and implement relevant staff training.

Epipens

If a child has anaphylaxis, parents/carers must provide two Epi-Pens. One epipen should be kept in the child's classroom and the other held centrally in the medical room. The SENCO will check Epi-Pens routinely to ensure they are 'in date', but this is primarily the child's parents' responsibility. Epi-Pens must be taken on school trips and visits and held by an adult who is trained to administer it. Teachers, LSAs and

MDAs will be trained on how to use an Epi-Pen. The SENCO keeps a list of the staff trained and the nature of their training.