

Supporting Pupils with Medical Conditions Policy

In line with the duty, which came into force on 1st September 2014, to support pupils at school with medical conditions, we are committed to ensuring that all children with medical conditions, both physical and mental health, are properly supported at Bushy Leaze so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

We will ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases therefore we will not accept a child in school at times where it would be detrimental to the health of that child or others to do so.

This policy will be reviewed 3 yearly and it is readily accessible to parents and school staff.

Policy implementation

The named person, who has overall responsibility for policy implementation, is Becky Hussey (Headteacher) responsibility is delegated to Tammy Parrott (Business Manager) for staff training. Additional risk assessments will be conducted for any activities offsite and Individual Healthcare Plans (IHPs) will be monitored by Sarah Ameer-Beg, SENDCO. Responsibility for Family Support Team activities is delegated to Jess Anton.

They will

- ensure that sufficient staff are suitably trained;
- ensure that all relevant staff will be made aware of the child's condition;
- cover arrangements in case of staff absence or staff turnover to ensure someone is always available;
- brief supply practitioners;
- carry out risk assessments for school visits, holidays, and other school activities outside the normal timetable;
- monitor individual healthcare plans.

Individual healthcare plans

Our school will send home a health questionnaire. Any parent reporting that their child has an ongoing medical condition such as asthma, epilepsy, diabetes or more complex medical condition will be asked to complete an Individual Healthcare Plan (IHP). It is a legal requirement that this is updated annually. At our school we will ensure that plans are reviewed at least annually, or earlier if evidence is presented that the child's needs have changed. We will assess and manage risks to the child's education, health and social wellbeing, and minimises disruption.

Our IHP requires information about:

- the medical condition, its triggers, signs, symptoms and treatments;
- the pupil'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, e.g. crowded corridors, travel time between lessons;
- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, use of rest periods or additional support; adaptation of equipment/activities; counselling sessions;
- the level of support needed (no children at Bushy Leaze will self manage their medication)
- who will provide this support, training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional, which will given at time of training (signature sheet as evidence); and cover arrangements for when they are unavailable;
- who in the school needs to be aware of the child's condition and the support required;
- arrangements for written permission from parents/carers and the headteacher for medication to be administered by a member of staff. arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments;
- what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

Roles and responsibilities

At our school those people involved in arrangements to support pupils at school with medical conditions include:

- Nursery practitioners
- Support Staff
- Senior Leadership Team
- Lunch time staff

Staff training and support

Staff are supported in carrying out their role to support pupils with medical conditions through appropriate training. Training needs are assessed regularly and training will be accessed through HTLC.

Any member of school staff providing support to a pupil with medical needs will have received suitable training.

No member of staff will give prescription medicines or undertake healthcare procedures without appropriate training or instruction (updated to reflect requirements within individual healthcare plans).

Managing medicines on school premises

At our school:

- 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/carer's written consent. This will include when previous dose was taken and instructions for administration.
- Parents/carers will be informed if medication is given
- where clinically possible, we will expect that medicines will be prescribed in dose frequencies which enable them to be taken outside school hours
- we will only accept prescribed medicines if they are:
 - in-date
 - labelled
 - provided in the original container as dispensed by a pharmacist
 - include instructions for administration, dosage and storage. *(NB The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container)*
- all medicines will be stored safely.
- Practitioners will know where their medicines are at all times and will be able to access them immediately. Where relevant, they will know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be always readily available to children and not locked away, including when pupils are outside the school premises, e.g. on school trips
- when no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps. The nearest sharps box is located at Anstey Junior School.

- *Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held. School staff will administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines will do so in accordance with the prescriber's instructions.*
- We 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 of the medication to be administered at school will be noted in school

Non-prescribed medicines

Non-prescribed medicines will not normally be administered by staff. In exceptional circumstances the Head or designated staff will complete the appropriate medical protocol and obtain the parent's written consent

Record keeping

We will ensure that written records are kept of all medicines administered to children.

We recognise that records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents will be informed if their child has been unwell at school.

Emergency procedures

Our school's policy sets out what should happen in an emergency situation.

Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and provide a process to follow. All relevant staff will be made aware of the emergency symptoms and procedures. We will ensure other children in the school know what to do in the event of an emergency i.e. informing an adult immediately if they are concerned about the health of another child.

Where a child is required to be taken to hospital, a member of staff will stay with the child until their parents arrives, this includes accompanying them to hospital by ambulance if necessary (taking any relevant medical information, care plans etc. that the school holds).

Trips and sporting activities

We always actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and do not prevent them from doing so.

Best Practice

As a school we believe it is best practice to;

- allow staff easy access to children's inhalers and medication so that they can administer their medication when and where necessary;
- view every child as an individual and not assume that every child with the same condition requires the same treatment;
- take into account the views of the child or their parents; and respect medical evidence or opinion (although this may be challenged);
- do everything we can to prevent sending children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- keep a child who becomes unwell with a known and familiar member of staff whenever possible
- support children who may have absences that are related to their medical condition, e.g. hospital appointments;
- allow children to drink, eat or take toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- support a child's medical condition, including toileting issues and that no parent/carer should have to give up working because the school is failing to support medical needs;
- support children to participate, and break down unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child

Emergency Asthma Inhalers

Since 2015 schools may hold asthma inhalers for emergency use. This is entirely voluntary, and the Department of Health has published a protocol which provides further information. At Bushy Leaze we have not agreed to purchase and keep emergency inhalers. Asthma inhalers will only be used for those children who are already prescribed them

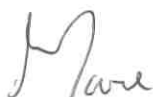
Liability and indemnity

Maintained schools and academies with a SLA with HCC will be insured as long as all appropriate training and risk assessment has taken place

Complaints

If you have a complaint about how your child's medical condition is being supported in school please contact the Headteacher and the Chair of Governors in the first instance.

Adopted by FGB

A handwritten signature in black ink, appearing to read 'Mare'.

Date: 24/02/23 Revised February 2023

Review Date Spring Term 2025

