



St Mary's School

Supporting Children With
Medical Needs Policy

1. Introduction

The school will properly support pupils at school with medical conditions, so that they have full access to education, including school trips and physical education. The school will also put in place procedures to deal with emergency medical needs.

This policy will be regularly reviewed by the school leadership team, and up-dated annually. The overall responsibility for the effective implementation of this policy is held by the headteacher.

The school will work together with local authorities, health professionals and other support services to ensure that children with medical needs receive a full education.

No child with a with a medical condition will be denied or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with our safeguarding responsibilities, we will ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases. We retain the right not to accept a child at school at times where it would be detrimental to the health of that child, or to others.

2. Procedures

The following procedures are to be followed when notification is received that a pupil has a medical condition.

A parent or a health care professional informs the school that a child:

- Has been newly diagnosed, or;
- Is due to attend a new school, or;
- Is due to return to school after a long-term absence, or;
- Has medical needs that have changed.

The inclusion leader coordinates a meeting to discuss the child's medical support needs, and identifies the member of school staff who will provide support to the pupil.

A meeting will be held to discuss and agree on the need for an Individual Healthcare Plan (IHCP). The meeting will include key school staff, child, parent, relevant healthcare professional and other medical/ healthcare clinician as appropriate (or to consider written reports written by them.)

An ICHP will be developed in partnership, and the meeting will determine who will take the lead on writing it. Input from a healthcare professional should be provided.

School staff training needs will be identified.

Healthcare professionals such as the school nurse delivers appropriate training and sign off that staff are competent. A review date for training should be agreed.

The IHCP will then be implemented and circulated to all relevant staff.

IHCP will be reviewed annually or when the medical condition changes. The parent or healthcare professional will initiate the review.

For new children starting school, arrangements should 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.

3. Individual Healthcare Plans

Not all pupils with medical needs will require an IHCP. The school together with the healthcare professional and parent will agree, based on evidence, whether a healthcare plan would be inappropriate or disproportionate. If a consensus cannot be reached, the Headteacher will take the final view.

The format of the IHCP will depend on the child/s condition and the degree of support needed. Where a child has SEN but does not have a statement, their special educational needs will be mentioned in their healthcare plan.

The following will be considered when deciding what information will be recorded on IHCPs:

- The medical condition, its triggers, signs, symptoms and treatment;
- The pupil's needs, including medication and other treatments;
- Specific support for the pupil's educational, social and emotional needs;
- The level of support needed (some children will be able to take responsibility for their own health needs) including emergencies;
- Who will provide this support, their training needs, expectation of their role and confirmation of proficiency, and cover arrangements for when absent;
- Who in school needs to be aware of the child's condition and required 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 pupil during school hours;
- Separate 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;
- Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and
- 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.
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4. Roles and responsibilities

Headteachers must:

- Ensure that their school's policy for supporting pupils with medical needs is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy and understand their role in its implementation.
- Ensure that all staff who need to know (including first aiders) are aware of the child's condition.
- Ensure sufficient staff are available to implement and deliver all IHCPs;
- Ensure the school nurse is aware of children with medical conditions.

School staff:

- May be asked to support pupils with medical conditions, including the administration of medicines and supportive procedures (e.g. catheterisation, feeding, etc.) although they cannot be required to do so;
- Should receive suitable and sufficient training and achieve the necessary level of competency before they take on responsibility to support children with medical needs;
- Should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

School nurse:

- Notifies the school when a child has been identified as having a medical condition which will require support in school;
- Support staff to implement the IHCPs and provide advice and training;
- Liaise with lead clinicians locally on support for child and associated staff training needs.

Other healthcare professionals:

- Liaise with the school nurse about children identified as having a medical condition that will require support at school.
- Provide advice on developing IHCPs.

Pupils:

- Should be involved in discussions about their medical support needs.
- Contribute to the development of, and comply with, IHCP.

Parents

- Provide the school with sufficient and up-to-date information about their child's medical needs;
- Contribute to the developments of the IHCP;
- Carry out any action they have agreed to as part of the IHCP implementation.

Department of Education

- Provides support, advice and guidance, including suitable training for school staff, to ensure that the support identified in the IHCP can be delivered effectively;
- Where a pupil could not receive a suitable education in a mainstream school because of their health needs, make other arrangements.

5. Staff Training and Support

Any member of school staff providing support to a pupil with medical needs will receive suitable training. The relevant healthcare professional will normally lead on identifying the type and level of training required. The training will be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions.

School staff will not give prescription medicines or undertake healthcare procedures without appropriate training.

All school staff will be made aware of the school's policy for supporting pupils with medical conditions and their role in implementing that policy.

6. The child' role in managing their own medical needs

Where a child is deemed competent to manage their own health needs and medicines, this should be reflected in their IHCP. Wherever possible children will be allowed to carry their own medicines and relevant devices, and to access their medicines for self-medication quickly and easily, but with an appropriate level of supervision.

7. Managing medicines on 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 none prescription medicines without their parents' written consent. Courses of antibiotics, etc. can normally be taken around the school day. Where antibiotics are to be taken four times a day, the school's senior first aider may agree to administer the dose as long as the medicine is prescribed by a doctor, the dosage is clearly visible on the pharmacist's label, and a parent has filled out the appropriate request form.

There will be very few circumstances where schools will consider that non prescribed medication will be administered in school. This would be considered only in exceptional circumstances, when it has been agreed as a part of a support plan for the child.

No child under 16 will be given medicine containing aspirin unless prescribed by a doctor. The exception for this is on off island school trips, where parents have given consent for Calpol to be administered in the event of illness. In this case, there must be two adults present and this must be logged in the trips administration of medicines log.

School will only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by a pharmacist (with the exception of insulin which may be in a pump or a pen) and include instructions for administration, dosage and storage. All medicines will be stored in a location which is known and accessible to the child. Where a child has been prescribed a controlled drug, this must be kept in the school office.

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. When no longer required, medicines will be returned to parents to arrange for safe disposal.

8. Emergency procedures

Each IHCP will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.

If a child is taken to hospital a member of school staff will stay with the child until the parent arrives.

9. Defibrillator Provision

A defibrillator is a machine to give an electric shock to restart a patient's heart when they are in cardiac arrest. The school has a defibrillator and only trained staff may use it.

10. Day Trips, Residential Visits and Sporting Activities

Pupils with medical conditions will be actively supported to participate in school trips and visits, or in sporting activities. The school will consider what reasonable adjustments may be required to enable children with medical needs to participate fully and safely on trips and visits. This will be considered as part of the activity risk assessment to take account of any steps needed to ensure that pupils with medical conditions are included.

11. Unacceptable practice

The following is regarded by the school as unacceptable practice:

- Preventing children from easily accessing their inhalers and medication;
- Assuming that every child with the same condition requires the same treatments;
- Ignoring the views of the child, parents or medical professionals;
- Sending children with medical conditions home frequently, or preventing them from staying for normal school activities;
- Penalising children for their attendance record if their absences are related to their medical condition;
- Preventing pupils from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively;
- Requiring parents to attend school to administer vital medications or to provide medial support for toileting issues;
- Preventing children from participating, or creating unnecessary barriers to children participating in any aspect of school life, including school trips.

12. Complaints or concerns

If parents or pupils are dissatisfied with the support provided by the school to pupils with medical conditions, they should discuss their concerns with the Headteacher. If the issue remains unresolved they may make a formal complaint via the schools Compliments, Concerns and Complaints Policy. A copy of this policy can be found on the school website, or requested from the school office.



Administration of Medication Request Form

Child's Name

Class

Name of medicine

How much to give (i.e. dose)

When to be given

Any other instructions

Name of persons able to administer
medication

Phone no. of parent or adult contact

Name of G.P.

G.P. Telephone Number

CONSENT

The above information is to the best of my knowledge accurate at the time of writing and I give my consent to school staff administering the medication in accordance with the school and the Education Department's policy.

The school will be notified immediately, of any changes to the above.