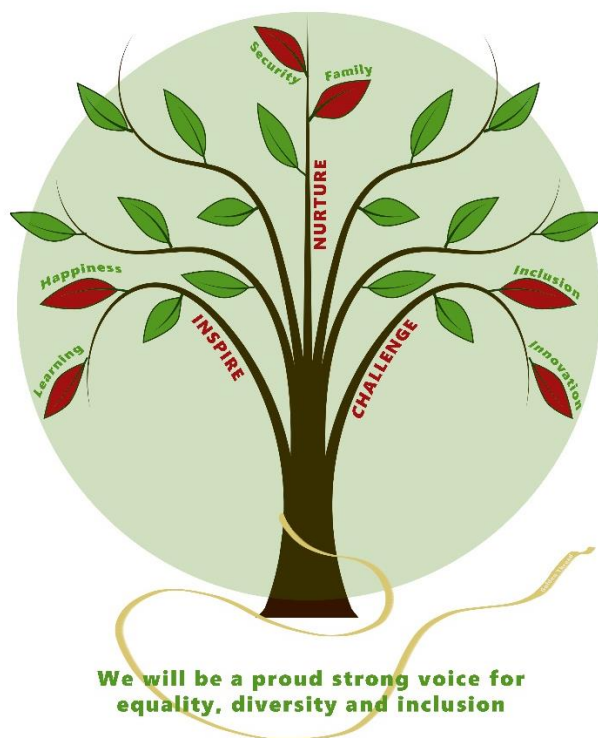


Dormansland Primary School



Supporting Children with Medical Conditions

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| Date adopted | Spring 2 2024 | Next review due | Spring 2 2026 |
| Review period | Annual | Status | Statutory |
| Written by | Mr M Cook Mrs F Davies | Governor review by | Noted |

Rationale

Most pupils at some time have a medical condition, which could affect their participation in school activities. This may be a short term situation or a long term medical condition which, if not properly managed, could limit their access to education. Individual schools are required to develop their own Health and Safety Policies to cover a wide variety of issues and it is suggested that in a similar way schools should develop policies and procedures for supporting pupils with medical needs, including the safe management of medication.

The Director of Education and Cultural Services March 2002

SUPPORTING CHILDREN WITH MEDICAL CONDITIONS

Teachers are not required to administer medication or to support pupils with medical needs as part of their employment contract but they may volunteer to do so. All staff may wish to discuss this with their particular Teacher Association and County Council regarding their indemnity policy. In some cases the contracts for non-teaching staff or special support assistants may include references to the administration of medication and/or the undertaking of medical procedures. Such contracts will of course be agreed on an individual basis.

This policy has been developed according to the latest DfE Guidance (December 2015): *Supporting Pupils at School with Medical Conditions*. The contents of this document concentrate primarily on medical issues but Dormansland School is aware of the wider context created by the extension of the requirements of the Disability Discrimination Act 1995 to the field of education in general and the new Disability Code of Practice. We are therefore developing this policy and putting into place the relevant procedures to ensure we are a fully **inclusive** school.

Action in Emergencies

This policy does not replace the protocol and procedures already in place in school for emergency situations. Failure to act in an emergency situation could result in a teacher or other member of school staff being found in breach of the statutory duty of care. (See Health and Safety Policy)

Introduction

Dormansland School wishes to provide a fully inclusive educational and pastoral environment for learning for every child in our care. To do this we need to ensure that correct procedures and protocols are in place to enable any child with a long-term medical condition to be able to attend school or have minimum disruption to their education.

Aims

- To ensure as little disruption to our pupils education as possible.
- To develop staff knowledge and training in all areas necessary for our pupils.
- To strengthen our links with all outside agency support systems including hospital teachers, Surrey Education Medical Service, Surrey Educational Inclusion Service and specific support groups.
- To ensure safe storage and administration of agreed medication.
- To provide a fully inclusive school environment.

Definition

This is not a policy for short-term illness and related medication, for example antibiotics or paracetamol for a cold or eye infection, etc. The school works closely with parents and carers in these circumstances to ensure that any disruption to the child's education is kept to a minimum, provided the parents provide written authorisation for a member of the school staff team to supervise the administration of these drugs, should there be no-one else available to do it. The school makes it clear that any child who is **infectious** or too poorly should not attend school until they are well enough.

This policy relates to children who have a recognised medical condition, which will last longer than 15 days and will require the child to have a care plan protocol in school. In such cases a Surrey Education Authority suggested protocol (Individual Health Care Plan) would generally be adopted in school with the parents' consent. Occasionally a National Health Service Plan may be used.

Identification

We will work with the parents and medical professionals to ensure that we have specific protocols in place as soon as the child starts school. This may take the form of information sharing, developing specific care plans, organising training, employing new staff or reorganising classroom facilities. We will also regularly send out medical questionnaires to parents to ensure all our records are up to date.

Provision and Organisation

The school will follow the guidance given by Surrey Education Authority and by the DfE regarding supporting pupils with medical needs in school. This policy will be kept alongside that guidance to provide a management strategy to fully support the needs of all staff, pupils and parents.

Training regarding specific conditions will be delivered as required. This is usually within the term of a new pupil beginning school, but if necessary before they commence their education at Dormansland School. General training on awareness of medical conditions and their possible medication implications will occur annually. This will run in parallel with the school's first aid training, which will continue to be under the guidance of the Health and Safety Policy. Pupils requiring continuous support for a medical condition will be given an Individual Health Care Plan (IHCP).

Individual Health Care Plans (IHCP)

The main purpose of an IHCP is to identify the level of support that is needed at school for an individual child. The IHCP clarifies for staff, parents/carers and the child the help the school can provide and receive. These plans will be reviewed annually as a minimum, or more frequently at the request of parents/carers or the school, or as required.

An IHCP will include:

- Details of the child's condition
- What constitutes an emergency
- What action to take in an emergency
- What not to do in the event of an emergency
- Who to contact in an emergency
- The role of staff
- Special requirements e.g. dietary needs, pre-activity precautions
- Potential side effects of medicines

When drawing up an IHCP, the following considerations will be taken into account:

- the medical condition, its triggers, signs, symptoms and treatments;
- the child's resulting needs, including medication (its side-effects and its storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and any specific environmental issues
- the level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their own medication, this should be clearly stated with appropriate arrangements for monitoring;

- who will provide this support, their training needs, expectations of their role, cover arrangements for when they are unavailable and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional;
- who in the school needs to be aware of the child's condition and the support required
- written permission from parents and the head teacher at your school for medication to be administered by a member of staff, or self-administered by individual pupils 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
- what to do in an emergency, including whom to contact, and contingency arrangements. Other pupils in the school should know what to do, such as informing a teacher immediately if they think help is needed. If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

Annex A below sets out the process for identifying a specific medical need and working in partnership with parents/carers to make appropriate, tailored provision in school.

A copy of the IHCP will be given to parents/carers, class teachers and a copy will be retained in the medical needs file in the office and the child's individual file. The general medical information sheet, including a recent photo of the child that is given to all staff will indicate that the child has an IHCP.

All trained staff will ensure they are aware of the protocols and procedures for specific pupils in school through attending training provided and reading care plans devised for individual pupils.

Children will not be able to carry any medication with the exception of inhalers for asthma control, or care plan specified medication. No child is allowed to have any non-prescription drugs in school; this is to ensure that no child unwittingly or otherwise gives another child his or her medication. This approach is supported in school through our PSHE curriculum.

Medication is stored in the medical needs cupboard in the back office. On rare occasions, some short-term medication that requires refrigeration is stored in the staffroom fridge, where it is clearly labelled. Parents are responsible for collecting this medication at the end of each day so that it is not on the school site overnight. All EpiPens are stored in the medical cupboard. Children with a prescription inhaler for asthma should have this stored in the teacher's cupboard in their classroom.

Emergency medical supplies will remain stored in the medical room and remain organised under the Health and Safety Policy.

Plans will be reviewed at least annually or earlier if the child's needs change.

Roles and Responsibilities

The ultimate responsibility for the management of this policy in school is with the Head Teacher and Governing Body.

The SENCO will manage the policy on a day-to-day basis and ensure all procedures and protocols are maintained.

School Visits

When preparing risk assessments, staff will consider any reasonable adjustments they might make to enable a child with medical needs to participate fully and safely on visits.

Additional safety measures may need to be taken for outside visits and it may be that an additional staff member, a parent/carer or other volunteer might be needed to accompany a particular child. Arrangements for taking any medicines will need to be planned or as part of the risk assessment and visit planning process. A copy of IHCP should be taken on trips and visits in the event of information being needed in an emergency.

When the administration of non-emergency medication is required, staff may exercise their voluntary right to not administer, this right maybe selective on the grounds of the type of medication in question. The members of staff willing to administer the medication to a pupil should be recorded in the individual care plan and this voluntary responsibility can be withdrawn at any time.

Other Support

Outside agencies such as:

- ☞ School Health Advisor
- ☞ Medical specialists relating to pupil
- ☞ Social Care Team
- ☞ SEN Advisory and Assessment Team
- ☞ Specialist Support Groups
- ☞ Parent Partnership
- ☞ Educational Psychology Team
- ☞ Child Protection Team
- ☞ Inclusion Team
- ☞ Hospital Teachers
- ☞ Home Tutors
- ☞ Behaviour Support

Any of these may be consulted to support and advise school in the devising and management of this policy.

Annex A: model process for developing individual healthcare plans

