

Supporting Pupils with Medical Needs Policy



Governors Review Body:
Curriculum, Faith and Standards Committee

Reviewed: October 2023

Next Review Date: October 2025

***Let it be known to all who enter here that
Christ is the reason for this school,
the unseen but ever present teacher in its classes,
the model for its children, the inspiration for its staff.***

At The Sacred Heart Catholic Primary School we aim to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full time curriculum or as much as their medical condition allows. This policy has been developed in line with the Department for Education's statutory guidance released in April 2014 [last updated in August 2017]– "Supporting Pupils at School with Medical Conditions" under a statutory duty from section 100 of the Children and Families Act 2014. The statutory duty came into force on 1st September 2014. The school will have regard to the statutory guidance issued. We take account of it, carefully consider it and we make all efforts to comply.

1) Key Roles and Responsibilities

a) The Local Authority (LA) is responsible for:

- Promoting co-operation between relevant partners regarding supporting pupils with medical conditions.
- Providing support, advice /guidance and training to schools and their staff to ensure Individual Healthcare Plans (IHP) are effectively delivered.
- Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

b) The Governing Body of The Sacred Heart Catholic Primary School is responsible for;

- Ensuring arrangements are in place to support pupils with medical conditions.
- Ensuring the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
- Ensuring that the `Supporting Pupils with Medical Conditions Policy` does not discriminate on any grounds including, but not limited to the protected characteristics; ethnicity/national/ origin, religion or belief, sex, disability and so on.
- Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.
- Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential.

- Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials.
- Ensuring written records are kept of, any and all, medicines administered to pupils.
- Ensuring the policy sets out procedures in place for emergency situations.
- Ensuring the level of insurance in place reflects the level of risk.
- Handling complaints regarding this policy.

c] The Head Teacher is responsible for:

- Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy.
- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures of The Sacred Heart Catholic Primary School.
- Liaising with healthcare professionals regarding the training required for staff.
- Identifying staff who need to be aware of a child's medical condition.
- Designating the role of developing Individual Healthcare Plans (IHPs) to a suitable qualified and experienced member of staff.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of staff for the purpose of delivering the commitments made in this policy. Ensuring more than one staff member is identified, to cover holidays / absences and emergencies.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- Continuous two way liaison with school nurses and school in the case of any child who has or develops an identified medical condition.
- Ensuring confidentiality and data protection
- Assigning appropriate accommodation for medical treatment/ care
- The maintenance of the on-site defibrillator which is kept in the Welfare room.
- Voluntarily holding 'spare' salbutamol asthma inhalers for emergency use in some sample policies and referred to in guidance but not essential]
- Voluntarily holding 'spare' Epi-Pens (0.15mg and 0.3mg) for emergency use.
- Ensuring that appropriate Personal Protective Equipment [PPE] is available for staff who are providing intimate and personal care for a child – in line with the school's 'Intimate Care and Toileting Policy'.

d] Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help.
- Knowing where controlled drugs are stored and where the key is held [should this be relevant].
- Taking account of the needs of pupils with medical conditions in lessons and making appropriate adjustments.

- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility, [an example of this would be the training for using a diabetic pump and measuring glucose levels for a child with diabetes].
- Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DFE guidance.

e) School nurses are responsible for:

- Collaborating on developing an IHP in anticipation of a child with a medical condition starting school.
- Notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career.
- Supporting staff to implement an IHP and then participate in regular reviews of the IHP. Giving advice and liaison on training needs.
- Liaising locally with lead clinicians on appropriate support. Assisting the Headteacher in identifying training needs and providers of training.

f) Parents and carers are responsible for:

- Keeping the school informed about any new medical condition or changes to their child/children's health.
- Participating in the development and regular reviews of their child's IHP.
- Completing a parental consent form to administer medicine or treatment before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine.
- Carrying out actions assigned to them in the IHP with particular emphasis on, themselves or a nominated adult, being contactable at all times.

g) Pupils may be responsible for [dependent on age and ability]:

- Providing information on how their medical condition affects them.
- Contributing to their IHP
- Complying with the IHP and self-managing their medication or health needs including carrying medicines or devices, if judged to be appropriate by a healthcare professional and agreed by parents].

2) Training of Staff

- The clinical lead for each training area/session will be named on each IHP.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and signed off as competent.
- School will keep a record of medical conditions supported, training undertaken and a list of teachers qualified to undertake responsibilities under this policy. All medical information for pupils is recorded on the `Medical Tracker` computer system and is kept updated by our school Welfare Officer.

3] Medical Conditions Register /List

- School's admissions forms should request information on pre-existing medical conditions. Parents must have easy pathway to inform school at any point in the school year if a condition develops or is diagnosed. Consideration could be given to seeking consent from GPs to have input into the IHP and also to share information for recording attendance.
- A medical conditions list or register should be kept, updated and reviewed regularly by the nominated member of staff. Each class / form tutor should have an overview of the list for the pupils in their care, within easy access.
- Supply staff and support staff should similarly have access on a need-to-know basis. Parents should be assured data sharing principles are adhered to.
- For pupils on the medical conditions list key stage transition points meetings should take place in advance of transferring to enable parents, school and health professionals to prepare IHP and train staff if appropriate.

4] Individual Healthcare Plans (IHPs)

- Where necessary an Individual Healthcare Plan (IHP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Inclusion Manager, medical professionals and designated staff members.
- IHPs will be easily accessible to all relevant staff. These will be stored securely on the school computerised system - `Medical Tracker` and access to these files given to relevant staff. All GDPR guidelines and regulations will be followed to protect this pupil information.
- IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an Education, Health and Care Plan, the IHP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA /AP provider and school is needed to ensure that the IHP identifies the support the child needs to reintegrate.
- Where a child requires support with their personal care on a regular basis due to their medical needs, staff must have due regard for the school's `Intimate Care and Toileting Policy`. Appropriate personal protection equipment [PPE] must be worn and the appropriate record of care given should be recorded.

5) Education Health Needs (EHN) referrals

- All pupils of compulsory school age who are absent because of illness, lasting 15 days or more, who would not otherwise receive a suitable full-time education, are provided for under the local authority's duty to arrange educational provision for such pupils.
- In order to secure the most appropriate provision for a child who cannot attend school because of his or her medical needs [supported by a medical professional], school will seek support from Hillingdon Local Authority, who have a duty of care as outlined by the Department for Education in their statutory guidance ;
- <https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school>
`Education for Children with Health Needs who Cannot Attend School`.

6] Medicines

- Where possible, unless advised that it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental consent to administration of medicine form.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- No child under 12 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines MUST be prescribed, in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of four weeks' supply of the medication may be provided to the school at one time.
- If a pupil is prescribed controlled drugs, these drugs will be securely stored in non-portable container and only named staff would have access.
- Medications will be stored in the Welfare room and classrooms for individual children [epi-pens/inhalers].
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children.
- The Sacred Heart Catholic Primary School cannot be held responsible for side effects that occur when medication is taken correctly.
- Staff will not force a pupil, if the pupil refuses to comply with their health procedure, and the resulting actions will be clearly written into the IHP which will include informing parents.

7) Emergencies

- Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms.
- Pupils will be informed in general terms of what to do in an emergency.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive. A senior staff member who has appropriate insurance cover will drive a pupil to hospital if deemed necessary. They will be accompanied by another suitably trained staff member –who can support and assess the child's needs.

8) Day Trips, Residential Visits and Sporting Activities

- Arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.
- To comply with best practice risk assessments should be undertaken, in line with H&S executive guidance on school trips, in order to plan for including pupils with medical

conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day IHP requirements for the school day.

9) Insurance

- Full written insurance policy documents are available to be viewed. Those who wish to see the documents should contact the Headteacher.

10) Complaints

- All complaints should be raised with the school in the first instance.
- The details of how to make a formal complaint can be found in the School Complaints Policy.

Definitions

- 'Parent(s)' is a wide reference not only to a pupil's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of, a pupil.
- 'Medical condition' for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. Being 'unwell' and common childhood illnesses are not covered.
- 'Medication' is defined as any prescribed or over the counter treatment.
- 'Prescription medication' is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.
- A 'staff member' is defined as any member of staff employed at The Sacred Heart Catholic Primary School.

