



## Supporting pupils at school with medical conditions policy

### Rationale

The Children of Success Schools Trust values the abilities and achievements of all its pupils, and is committed to providing for each pupil the best possible environment for learning. We actively seek to remove the barriers to learning and participation that can hinder or exclude individual pupils, or groups of pupils. This means that equality of opportunity must be reality for our children. We make this a reality through the attention we pay to the different groups of children within our Academies.

This policy is to be read in conjunction with our:

- SEN Policy;
- Safeguarding policy;
- Equality Policy;
- Behaviour and Anti Bullying policies;
- Curriculum and Teaching and Learning policies;
- Supporting school attendance through the effective administration of medicines;
- Health and Safety Policy.

### Introduction

The Children and Families Act 2014 states that arrangements for supporting pupils at school with medical conditions must be in place and those pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

Many children, at some point during their time at school, will have a medical condition which may affect their potential to learn and their participation in school activities. For most, this will be short term; perhaps finishing a course of medication or treatment; other children may have a medical condition that, if not properly managed, could limit their access to education.

### Aims and Objectives

- **To ensure that children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.**
- **To establish a positive relationship with parents and carers, so that the needs of the child can be fully met**  
Parents of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. This is because pupils with long-term and complex medical conditions may require on-going support, medicines and care while at school to help them manage their condition and keep them well. Other children may

require interventions in particular emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parents feel confident that their child's medical condition will be supported effectively in school and that they will be safe.

- **To work in close partnership with health care professionals, staff, parents and pupils to meet the needs of each child**

In making decisions about the support they provide, it is crucial that Academies consider advice from healthcare professionals and listen to and value the views of parents and pupils.

- **To ensure any social and emotional needs are met for children with medical conditions**

Children may be self-conscious about their condition and some may be subject to discrimination or bullying or develop emotional disorders such as anxiety or depression around their medical condition.

- **To minimise the impact of any medical condition on a child's educational achievement**

In particular, long term absences due to health problems affect children's educational attainment, impact on their ability to integrate with their peers and affect their general wellbeing and emotional health. Reintegration back into school should be properly supported so that children with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short term absences, including those for medical appointments, (which can often be lengthy), also need to be effectively managed.

- **To ensure that a Health Care Plan is in place for each child with a long term or complex medical condition and for some children who may be disabled or have special educational needs, that their Education, Health and Care Plan is managed effectively.**

## **Responsibilities**

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. Partnership working between Academy staff, healthcare professionals, and parents and pupils will be critical.

### *The Governors*

- Ensuring that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life.
- Ensuring members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

### *The Headteacher is responsible for:*

- Ensuring that a policy is in place to meet the needs of children with medical conditions;
- Ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation;
- Ensuring that all staff who need to know are aware of the child's condition;
- Ensuring that sufficient trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations;

- Ensuring that the school is appropriately insured and that staff are aware that they are insured to support pupils in this way;
- Ensuring that the school nursing service is contacted in the case of any child who has a medical condition that may require support at school but who has not yet been brought to the attention of the school nurse;
- Ensuring that staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.

#### *Parents*

- Parents have a duty to provide the school with sufficient and up to date information about their child's medical needs.
- Parents should be involved in the development and implementation of the Healthcare plan.

#### *Pupils*

- Pupils are often the best placed to provide information about how the condition affects them and should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of , and comply with, their individual healthcare plan.

#### *School staff:*

- Understand that any member of school staff may volunteer or be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.
- Understand the role they have in helping to meet the needs of a child with a medical condition;
- Work towards/complete targets and actions identified within the Health Care Plan or the SEN Education, Health and Care Plan.

#### *Healthcare professionals including school nurse:*

- Notifying the Academy when a child has been identified as having a medical condition who will require support in school;
- Take a lead role in ensuring that pupils with medical conditions are properly supported in school, including supporting staff on implementing a child's plan;
- Work with Headteachers to determine the training needs of Academy staff and agree who would be best placed to provide the training;
- Confirm that Academy staff are proficient to undertake healthcare procedures and administer medicines.

#### *Local Authority*

- Duty to promote co-operation between relevant partners such as governing bodies of schools clinical commissioning groups and NHS England with a view to improving the wellbeing of children with regard to their physical and mental health and their education, training and welfare.
- LA and clinical commissioning groups must make joint commissioning arrangements for education, health and care provision for children and young families
- LA should provide support, advice and guidance including suitable training for school staff to ensure that the support specified within individual healthcare plans can be delivered effectively.
- Where a child is not able to access and education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements.

## **Assisting Children with Long Term or Complex Medical Needs**

- A proactive approach is taken towards children with medical needs. Every child with a long term or complex medical need will be offered a home visit from the Assistant Head for Inclusion and/or class teacher on starting school or at the onset of condition or change in condition. This enables the Academy / parents to identify potential issues/difficulties before a child returns to school.
- Issues that may arise include access to classrooms, toilet facilities, additional adult support, lunchtime procedures and emergency procedures.
- A Health Care Plan will be produced for any child with long term/complex medical needs and will be reviewed on a regular basis.
- To assist children with long term or complex medical needs, the school will also consider whether any/all of the following is necessary:
  - Adapting equipment, furniture or classrooms to enable the child to access a particular aspect of the curriculum or area of the school. Involving the home and hospital support service. Working in partnership with medical agencies and receiving advice/support from other professionals including the School Nurse;
  - Arranging for additional adult support throughout specific parts of the school day;
  - Adapting lesson plans;
  - Establishing a phased attendance programme;
  - Ensuring that there are procedures in place for the administration of medicine;
  - Training for Support Staff/Teachers on a specific medical condition;
  - Providing a programme of work for children who are absent from school for significant periods of time;
  - Providing appropriate seating during assembly/carpet time;
  - Ensuring there is adequate supervision during play times so that the health and safety of all children is not compromised;
  - Ensuring that arrangements are made to include a child with medical needs on school visits.

### **Individual Health Care Plans**

An Individual Healthcare Plan is a document that sets out the medical needs of a child, what support is needed within the school day and details actions that need to be taken within an emergency situation. They provide clarity about what needs to be done, when and by whom. The level of detail within the plans will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support. The school nurse and parent should agree based on evidence, when a healthcare plan would be inappropriate or disproportionate. If there is any disagreement the Headteacher will take the final view.

Individual healthcare plans should be initiated by the Assistant Head for Inclusion, the school nurse or another healthcare professional involved in providing care to the child.

Plans must be drawn up with input from such professionals e.g. a specialist nurse, who will be able to determine the level of detail needed in consultation with the school, the child and their parents.

Plans should be reviewed at least annually or earlier if the child's needs change. They should be developed in the context of assessing and managing risks to the child's education, health and social well-being and to minimise disruption. Where the child has a special educational need, the individual healthcare plan should be linked to the child's statement or EHC plan where they have one.

Parents will receive a copy of the Health Care Plan with the originals kept by the Inclusion Leader. The plan will be put on SIMS by the administration team, and a copy kept in the child's classroom in the medical needs folder on the class information board. Medical notices, including pictures and information on symptoms and treatment are placed in the office.

## **Administering Medicines**

See 'Supporting school attendance through effective management of the administration of medicines Policy.'

## **Emergency Procedures**

In emergency situations, where possible, the procedure identified on a child's Healthcare Plan will be followed. When this is not available, a qualified First Aider will decide on the emergency course of action. If it is deemed a child needs hospital treatment as assessed by the First Aider the following procedures must take place:

1. Stabilise the child
2. Dial 999
3. Contact parent/carer
4. Notify Head Teacher

The most appropriate member of staff accompanies child to hospital with all relevant health documentation (Inc. tetanus and allergy status if available) and clear explanation of the incident if witness does not attend. Senior member of staff should attend the hospital to speak to parents if deemed necessary.

## **Sporting Activities**

Some children may need to take precautionary measures before or during exercise. Staff supervising such activities should be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

## **Educational Visits**

We actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities but are mindful of how a child's medical condition will impact on their participation. Arrangements will always be made to ensure pupils with medical needs are included in such activities unless evidence from a clinician such as a GP or consultant states that this is not possible.

A risk assessment will be completed by the class teacher at the planning stage to take account of any steps needed to ensure that pupils with medical conditions are included. This will require consultation with parents and pupils and advice from the school nurse or other healthcare professional that are responsible for ensuring that pupils can participate. A copy of the child's health care plan should be taken with the child on an Educational Visit.

The class teacher must also ensure that medication such as inhalers and epi-pens are taken on all school trips and given to the responsible adult that works alongside the child throughout the day. A First Aid kit must be taken on all school trips. The Trip Leader must ensure that all adults have the telephone number of the Academy in case of an emergency.

A trained first aider should attend all school trips especially when a child with a specific medical need is going. The first aider provisions at the destination of the trip should be included as part of the risk assessment. The party leader must ensure that all necessary medicines are taken on the trip. This will mean checking the medical requirements of the class and ensuring that any child with a specific medical condition has access to prescribed medicine whilst on the trip. First Aid trained staff administering medication to children on school trips should follow the guidelines above.

## **After School Clubs**

It is the responsibility of school clubs (from outside providers) to liaise with the school office about any medical needs and ensure they follow any advice. The school must ensure that all

clubs know how to obtain medical assistance, where the medical room is, location of the medication and how to dial for an outside line if they need to call an ambulance.

## **Breakfast Club and After School Club**

Each club must have a trained First Aider and a first aid kit close at hand. Each club must also have access to the Academy's Medical room. On the booking forms parents must state any medical needs and allergies and provide a contact number in case of emergency.

## **Staff Training**

Any member of staff providing support to a pupil with medical needs must have received suitable training. It is the responsibility School Nurse to lead on identifying with other health specialists and agreeing with the school, the type and level of training required, and putting this in place. The school nurse or other suitably qualified healthcare professional should confirm that staff are proficient before providing support to a specific child.

Training must be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. They will need to understand the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff should not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect individual healthcare plans at all times) from a healthcare professional. A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.

## **Unacceptable practise**

Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- send 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;
- penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child.
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips.

## **Complaints**

If a parent has a complaint regarding the support provided to their child they should first raise it with the Headteacher. If they still feel that further action is required they should use the formal complaints procedure as set out on the website.