

The Croft Primary School  
Policy for Supporting Children with Medical Conditions



The Croft Primary School wishes to ensure that all pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full time education curriculum or as much as their medical condition allows.

This policy has been developed in line with the DFE guidance updated in December 2015 'Supporting Children with Medical Conditions' and should be read in conjunction with SCC Medication and Supporting Needs Guidance for Children and Young People 2017

### Key Roles and Responsibilities

#### **The Local Authority is responsible for:**

- Promoting co-operation between relevant partners regarding supporting pupils with medical conditions
- Providing support, advice and guidance to schools and their staff
- Working with school to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school

#### **The Governing Body is responsible for:**

- Ensuring arrangements are in place to support pupils with medical conditions
- Ensuring that the school policy is developed collaboratively and does not discriminate on any grounds (see equal opportunities policy)
- Ensuring that relevant training is delivered to appropriate members of staff and that staff have access to information, resources and materials
- Ensuring that written records are kept where appropriate of any medicines administered to pupils

**The Head teacher is responsible for:**

- Ensuring that the school's policy is developed effectively with reference to relevant documents
- Communicating policy and procedures to staff
- Liaising with healthcare professionals where needed
- Developing and communicating Individual Healthcare Plans with appropriate partners - staff, parents and healthcare professionals
- Ensuring that staff receive appropriate training to enable them to implement the policy and deliver support
- Ensuring that appropriate records are kept
- Ensuring the confidentiality and data protection of the pupils

**Staff members are responsible for:**

- Taking appropriate steps to support pupils with medical conditions and familiarising themselves with procedures and information contained on individual healthcare plans
- Knowing where medication is stored
- Taking into account the needs of pupils with medical conditions in lessons
- Undertaking training to enable them to support those pupils with medical conditions

**Parents and carers are responsible for:**

- Keeping the school informed of any new medical conditions or changes to their child's health
- Participating in the review of IHCP
- Completing a parental consent form to administer medicine or treatment
- Providing the school with the medication their child requires and keeping it up to date
- Providing emergency contact details and keeping them up to date

### **Children are responsible for:**

- Managing their own health needs where appropriate - this may include recognising when they are feeling unwell and need to tell an adult, using their own inhaler or physically unable to carry out an activity

### **Staff Training**

Staff who are responsible for supporting pupils with medical needs will receive sufficient training to do so.

Newly appointed teachers, supply or agency staff and support staff will receive training on the 'Supporting Pupils with Medical Conditions' Policy as part of their induction.

Advice will be sought from health care professionals as to the level of training required for individual children and help deliver training where appropriate.

An audit of training needs will be undertaken by the SMT each year or when a new medical needs presents itself.

Regular training updates will take place for asthma, allergies & EpiPen and first aid.

The school makes use of the school nurse service for training requirements alongside specific healthcare professionals for example the diabetes nurse assigned to a child.

### **Medical Conditions Register**

Schools admissions forms request information on pre-existing medical conditions.

A medical conditions list or register will be kept, updated and reviewed regularly by staff. Each class / form tutor should have an overview of the list for the pupils in their care, within easy access. This will be updated as and when new information is shared with the school.

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 register 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.

### **Individual Healthcare Plans**

Not all children who have medical needs will require an individual plan. The main purpose of IHP are to identify the level of support a particular child may need, who will carry out support and what training needs have been identified.

Individual Healthcare Plans will be drawn up with the school staff, partners, healthcare professionals and the children as appropriate lead by the SENCo.

The content of plans will vary from child to child depending on level of need and support.

Where staff have agreed to support a child with medical needs or to administer medicine , they should receive appropriate training /instruction.

Separate risk assessments may need to be carried out when a child with an IHP is due to take part in off-site education to ensure continuity of care and support.

IHPs will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality.

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 or special needs statement, 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 provider and school is needed to ensure that the IHP identifies the support the child needs to reintegrate.

## Medicines

- Where possible, unless advised 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 without written parental consent except in exceptional (emergency situations) circumstances.
- Only prescription medicines will be administered
- Medicines **MUST** be 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.
- On a trip or outing medicine and record forms will be in the possession of the teacher in charge of the trip, who will administer the medicine
- All medicines that have been administered will be recorded on a Medication Record Sheet - located in the main school office
- A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary. Schools should otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency.
- Medications will be stored in the School Office/staffroom.
- Any medications left over at the end of the course will be returned to the child's parents.
- Pupils will never be prevented from accessing their medication.
- Emergency salbutamol inhaler kits may be kept voluntarily by school in the staffroom.
- 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.

- Staff will be given appropriate training where relevant in order to administer medication
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**For more detailed information please refer to *Medication and Supporting Medical Guidance for Children and Young people***

### **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 such as telling a teacher.

IHP will state the procedures to be followed in an emergency- not all cases will be dealt with the same.

If a pupil needs to be taken to hospital, a member of staff will remain with them until their parents arrive

### **Daytrips, residential visits and sporting activities**

Unambiguous 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.

### **Asthma**

The Croft acknowledges that asthma is a condition increasingly prevalent in children and several children at The Croft suffer from the condition.

- A register is kept of those children who have been diagnosed with asthma and have been prescribed an inhaler to relieve their symptoms.
- Children's inhaler are stored in their classroom, are clearly labelled and are readily available if the children require them.
- An emergency inhaler is available in school for those children whose parents have given consent to receive the inhaler in an emergency
- Written consent has to be received before the emergency inhaler can be administered
- Staff receive regular training updates from the School Nurse Service on how to support and meet the needs of children diagnosed with asthma.

### **Anaphylaxis**

Many children have allergies a severe reaction to a trigger can result in an anaphylactic shock.

- Children who are known to be susceptible will have a care plan outlining triggers, treatment and what to do and who to contact in case of an emergency
- Staff are made are of all those children with a food allergy to ensure that they do not gain access to food which may trigger a reaction
- Treatment for an anaphylactic shock is an injection of adrenaline - epi pen
- Staff at The Croft receive regular training updates on how to administer an epi pen and emergency procedures to follow.

*See Medication and Supporting Medical Guidance for Children and Young people for symptoms of asthma and anaphylaxis plus more information on other medical conditions that staff in school may come across.*

It is important at The Croft that all children can access the same opportunities at school as any other child and therefore every

effort is made not too discriminate against children who have a medical need.

The following behaviour is unacceptable at The Croft Primary School:

- Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the medical room or school office alone or with an unsuitable escort if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

### **Complaints**

If a parent has a concern or complaint they should raise them with the school in the first instance.

Details on how to make a formal complaint can be found in the school's Complaint Policy which is available on the school website

[www.croft.staffs.sch.uk](http://www.croft.staffs.sch.uk)

This policy will be reviewed regularly by the school and take into account any updates to statutory guidance provided by the DFE and Staffordshire County Council.



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