



Safeguarding Policies

No 1. Supporting Pupils at School with Medical Conditions - 2018-2019

Rationale

Most pupils will have at some time a medical condition that may affect their participation in school activities. For many this will be short-term; perhaps finishing a course of medication.

Hayes School has a duty under Section 100 of the Children and Families Act 2014 to make arrangements for supporting pupils at school with medical conditions. The governing body will ensure that arrangements are in place to support pupils with medical conditions, in doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child. The School will ensure that arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. Hayes School will ensure that staff are properly trained to provide the support that pupils need.

Some pupils have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and with some support from school, can take part in most normal school activities. However, staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

There will be some pupils whose access to the curriculum is impaired, not so much by the need to take medication but that their condition brings with it a level of dependency on adult support to meet their personal needs. This policy seeks to include these pupils and their needs. The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. This policy will be reviewed regularly and will be readily accessible to parents/carers through our website.

Definition of Medical Conditions

Pupil's medical needs may be broadly summarised as being two types:

1. Short-term affecting their participation in School activities because they are on a course of medication.
2. Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

Purpose

Children with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition should be denied admission (see School Admissions Code 2012) or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, governors do not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so, to keep in line with the School's safeguarding duties.

Hayes School will ensure that the focus is on the needs of each individual child and how their Medical condition impacts on their schooling.

General guidelines

When Hayes School is notified that a child has a medical condition, procedures will be put in place to ensure that the child has a sufficient transitional period between schools/settings and that appropriate training or support will be arranged for staff. Hayes School does not have to wait for a formal diagnosis before providing support to a pupil; however more support will be available with a formal diagnosis. In cases where by the pupils medical condition is unclear, judgments will be needed to be made about what support to provide, based on the evidence that is available. Consideration will also be given to how children will be reintegrated back into school after long periods of absence. Staff will not administer medicines or undertake healthcare procedures without appropriate training. Healthcare professionals, including the school nurse, who we have regular access to, will provide training and subsequent confirmation of the proficiency of staff in a medical procedure, or in providing medication.

Roles and Responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility for one person. Hayes School will work in partnership with healthcare professionals, social care professionals, parents and pupils. Confirmation of the proficiency of staff in a medical procedure, or in providing medication will be provided by Healthcare professionals, including the school nurse, who is regularly in school.

Governing body

The governing body will make arrangements to support children with medical conditions in school and ensure that a policy is developed and implemented. The governing body will ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.

The Headteacher will ensure that:

- The school's policy is developed and effectively implemented
- All staff are aware of the policy and understand their role in its implementation
- All staff who need to know are aware of the child's condition
- There are sufficient trained numbers of staff available to implement the policy and deliver against all Individual Healthcare Plans (IHPs) including in contingency and emergency situations
- Staff have had sufficient training for administering prescribed medicines

School Staff

- May be asked to provide support to children with medical conditions, including administration of medicines (although they cannot be required to do so).
- Will receive sufficient and suitable training and achieve the necessary level of competency before they take on the responsibility to support children with medical conditions.
- Will ensure that where possible the same opportunities will be provided for all children including those with medical needs
- Will be responsible for the child's development and ensuring that their medical needs are supported in school to help ensure progress.
- Will demonstrate an understanding of how medical conditions impact on a child's ability to learn.
- Will help the child to increase their confidence and promote self-care.

School Nurse

Every school has access to school nursing services. They are responsible for:

- notifying the school when a child has been identified as having a medical condition which will require support in school
- liaising with lead clinicians locally on appropriate support for the child and associated staff training needs
- providing advice and liaising with staff on the implementation of a child's IHP

Other Healthcare Professionals including GPs and Pediatricians

- They should notify the school nurse when a child has been identified as having a medical condition that will require support at school.
- Specialist local health teams may be able to provide support in schools for children with particular conditions (eg asthma, diabetes)

Children

Will be fully involved in discussions about their medical support needs and contribute, and comply with, their IHP as appropriate.

Parents

- Will provide the school with sufficient and up to date information about their child's medical needs and how these needs can be met.
- Will be involved in the development and review of their child's IHP
- Will provide medicines and equipment and ensure they, or another nominated adult, are contactable at all times.
- Will support their child at home.

Providers of Health Services

Providers of Health Services should co-operate with school in providing valuable support, information, advice and guidance.

Individual Healthcare Plans (IHP)

(See Annex A and also Healthcare Plan proforma).

Individual Healthcare Plans (IHP) will help school effectively support pupils with medical conditions. They will provide clarity about what needs to be done, when and by whom.

Not all children with a medical condition will need an IHP, Healthcare professionals will advise the School on which children will need a Healthcare plan.

If a child needs an IHP it will be drawn up in partnership between school, parents and a relevant healthcare professional e.g. School or Specialist Nurse. Pupils will also be involved whenever it is appropriate.

Every IHP will be reviewed at least annually or earlier if evidence is presented that the child's needs have changed.

Where a child has a special educational need identified in a statement or Educational Health and Care Plan (EHC), the individual Healthcare Plan (IHP) will be linked to, or become part of that statement or EHC.

When an IHP is written the points to be considered are:

The medical condition, its triggers, signs, symptoms and treatments

- Specific support for the child's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete tests,

additional support in lessons, counseling sessions.

- The level of support needed, including in emergencies. Some children will be able to manage their own health needs.
- Who will provide the support the child needs, their training needs, expectations of their role and confirmation of proficiency from a Health professional. Arrangements for cover if this member of staff is unavailable will also be stated.
- Who in school needs to be aware of the child's condition and the support required.
- Arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff during school hours.
- Separate procedures for school trips or other school activities outside of the normal school timetable that will ensure that the child can participate e.g. risk assessments.
- Where confidentiality issues are raised by the parent of a 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 procedures.

Staff Training and support

The relevant healthcare professional will normally lead on identifying and agreeing with the school, the type and level of training required and how this can be obtained. However, Hayes School may wish to choose to arrange training and ensure this remains up to date.

- Training will be sufficient to ensure that staff are competent and have confidence in their ability to support children. This includes an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures. A record of the staff training will be kept. (See Annex B)

Staff will not give prescription medicines or undertake healthcare procedures without appropriate training

Staff training will be updated to reflect any IHP. A first-aid certificate does not constitute appropriate training in supporting children with medical needs. Healthcare professionals, including the school nurse, can provide confirmation of the proficiency of staff in a medical procedure, or in providing medicine.

- School will have arrangements in place for whole school awareness training regarding supporting children with medical conditions (eg. Twilight sessions, induction arrangements) to help ensure that all medical conditions affecting pupils in the school are understood fully, this includes preventative and emergency measures so that staff can recognise and act quickly.

The child's role in managing their own medical needs

- The governing body will ensure that arrangements are made, for children who are competent, to manage their own health needs and medicines. This should be reflected in their IHP.
- Children within Key Stage 2 will be encouraged to manage the use of their inhalers and the recording of this, whilst being supervised by their class teacher.
- For most children, managing their own health needs and medicines is not appropriate.
- At Hayes School we recognise that children who can take their medicines themselves or manage procedures will require an appropriate level of supervision.
- If a child refuses to take medicine or carry out a necessary procedure, staff will not force them to do so. Parents will be informed when the medication has not been administered.
- Children will be informed that medicines will be stored in the fridge/locked cupboard in Reception and epi-pens in the medical cupboard in the staff room. This is to ensure that the safeguarding of other children is not compromised.

Managing medicines on school premises

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- No child will be given prescription or non-prescription medicines without their parent's written consent. Forms are available from the office. (See Annex C)
- No child will be given medicine unless prescribed by a doctor. Medication, e.g. for pain relief, will never be administered without first checking maximum doses and when the previous dose was taken. Parents will be informed when the dose was given.
- School will only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage (exception to this is insulin, which must still be in date but may be available inside an insulin pen or a pump, rather than in its original container).
- All medicines will be stored safely. Children will be informed where their medicines are and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children in their class or a known storage place (consideration of this will be taken when off school premises e.g. school trips)
- School will keep controlled drugs that have been prescribed for a pupil securely stored and only named staff will have access. Controlled drugs will be easily accessible in an emergency. A record will be kept of any dosage used and the amount of the controlled drug held in school.
- School staff may administer a controlled drug to whom it has been prescribed in accordance with the prescriber's instructions. School will keep a record of all medicines administered to individual children stating what, how and how much was administered, when and by whom. (See Annex D) Any side effects will be noted.
- When no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharp boxes will always be used for the disposal of needles and other sharps.
- We will not administer non-prescription medicines to a child, if a parent/carer wishes a child to have non-prescription medicines administered during the day; they will need to come to school to administer it themselves.
- Hayes School is not obliged to administer all prescribed medicines. We reserve the right to say no. After a request to administer a child's medication has been made the school has 24 hours to grant permission to do so. (See Annex E) During this 24 hour period parents are more than welcome to come into school to administer the medication themselves.

Record Keeping

Written records will be kept of all medicines administered to children. Parents will be informed if their child has been unwell in school. Use of inhalers will be recorded by the teacher in Key Stage 1 and by the pupil in Key Stage 2.

Emergency Procedures

- Where a child has an IHP this 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. Other children in the school should know what to do in general terms 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 to hospital in an ambulance.

When local emergency services are called staff will give precise details of which entrance to use (See Annex F).

Day trips, Residential visits and sporting activities

The Governing body will ensure that arrangements are clear and unambiguous about the need to support children with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. School will make arrangements for the inclusion of children in such activities with any adjustments as required; unless evidence from a clinician states that this is not possible.

A risk assessment will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included (refer to guidance on school trips)

Points for consideration

- School does not assume that every child with the same condition requires the same treatment
- School will not send children with medical conditions home frequently as a result of their condition, or prevent them from staying for normal school activities, unless this is specified in their IHP. Hayes School will check with both the pupil and the parent if they feel that a child needs to be sent home.
- If a child becomes ill, they will not be sent to the school office unaccompanied.
- School take into consideration hospital appointments when monitoring attendance.
- School does not prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- School will not require parents, or make them feel obliged, to attend school to administer medication or provide medical support to their child, including toileting issues. No parent will have to give up working because the school is failing to support their child's medical needs.
- School will not prevent children from participating in any aspect of school life, including school trips, by requiring parents to accompany.

Liability and indemnity

School has an Insurance Policy that provides liability cover relating to the administration of medication.

Any parents of pupils dissatisfied with the support provided should discuss their concerns directly with the school. If this cannot be resolved parents may make a formal complaint via the schools complaints procedure. The Headteacher will have overall responsibility that this Policy is implemented and that risk assessments for school visits are undertaken.

The SENCO, Business Manager, Pastoral Manager and School First Aider will ensure that sufficient staff are suitably trained, cover arrangements are in place, supply teachers are briefed and IHP's are monitored.

Next review due:	December 2018
Committee responsible:	FGB/Chair of Govenors
Community Owner	D Torpey
Document location	Dropbox and online

Version 1	Approved by	Date approval	Key change
1	FGB	December 2017	No change