

MIDSOMER NORTON PRIMARY SCHOOL

Medical Conditions Policy

Rationale

At Midsomer Norton Primary School, we believe that pupils with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

This policy sets out the arrangements that are in place within our school to support those pupils with medical conditions. Senior leaders will ensure that they consult with health and social care professionals, pupils and parents to ensure that the needs of the child are met.

Some children with medical conditions may be disabled. The Governing Body will ensure that the school complies with their duty under the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement or an Education and Health Care Plan (EHCP) which brings together health and social care needs, as well as their SEN provision. For pupils with SEN, this policy should be read alongside the school's Special Educational Needs Policy.

The Role of the Governing Body

The Governing Body will ensure that arrangements are in place to support pupils with medical conditions. In doing so, they will ensure that such children can access and enjoy the same opportunities at school as other children.

The Governing Body will take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others. The Governing Body will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.

The Governing Body will ensure that their arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. The arrangements should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. They will ensure that staff are properly trained to provide the support that pupils need.

The Governing Body have decided that the **Headteacher** should have overall responsibility for the implementation of this policy.

The Role of the Headteacher

The Headteacher will ensure that all staff are aware of the policy for supporting children with medical conditions. The Headteacher will also ensure that sufficient staff are suitably trained and that all staff are made aware of the child's condition.

In the absence of key staff, the Headteacher will make appropriate arrangements so that a member of staff is always available to support a child with medical conditions.

The Headteacher, along with key staff, will ensure that risk assessments are completed for school visits, residential activities and other activities outside of the normal timetable.

The Headteacher, along with health care professionals will monitor and evaluate individual health care plans. The Headteacher will also contact the school nurse in the case of any child who has a medical condition that may require support at school.

Receiving Notification that a Pupil has a Medical Condition

Once the school receives notification of a child's medical condition the school will:

- contact the child's parents and ask them to complete a Health Care Plan, which is then shared with the school nurse. The Health Care Plan will then be reviewed annually, or earlier, if there are changes to be made to the child's needs
- contact health care professionals, including our school nurse for guidance
- attend Team Around the Child (TAC) meetings
- if required, contact the Local Authority to make sure that the school complies with accessibility arrangements
- if necessary, make arrangements for staff training

The Role of School Staff

Any member of school staff may be asked to provide support for pupils with medical conditions, including the administration of medicines, although they cannot be required to do so. School staff should receive sufficient and suitable training before they take on the responsibility of supporting a child with medical conditions. All members of staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

The Role of the School Nurse

Midsomer Norton Primary School has access to a School Nurse. The school nurse will notify the school when a child has been identified as having a medical condition which requires support in school. They will also help the school in implementing the child's individual Health Care Plan.

The Role of other GPs and Paediatricians

GPs and paediatricians will notify the school nurse when a child has an identified medical condition.

The Role of Parents

Parents will provide the school with up-to-date information about their child's medical needs. They will also be involved in the review of the child's Health Care Plan.

The Role of Pupils

Where appropriate, children with medical conditions may be able to provide information about how their condition affects them.

Transition Arrangements

If a child is due to start school or leave for another school, a TAC meeting will be held to ensure a smooth transition from one setting to another.

Individual Health Care Plans

The Governing Body will ensure that the Headteacher is responsible for the development of Individual Health Care Plans (see Appendix A). The plans provide clarity about what has to be done, when and by whom. It is the responsibility of the school, healthcare professionals and parents to agree if a health care plan would be appropriate. If a consensus cannot be reached it is the Headteacher who will take the final view.

Health Care plans will be reviewed in consultation with the Headteacher, parents and the health care professional involved. The Governing Body must ensure that plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed.

Staff Training and Support

Any member of school staff providing support to a child with medical needs should have received suitable training. This will be the responsibility of the Headteacher to liaise with Health Care professionals to ensure that training is appropriate and available. This will be identified during the development or review of individual healthcare plans.

The Headteacher will make arrangements for whole school awareness training so that all staff are aware of the school's policy for supporting pupils with medical conditions and their role in implementing this policy. Induction arrangements for new staff should be included. Health Care professionals should be able to advise on training that will 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 when a problem occurs.

The Child's Role in Managing Their Own Medical Needs

Where appropriate, arrangements should be made for children who are competent to manage their own health needs and medicines. After discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be reflected within individual healthcare plans.

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. If this a long term medical condition that requires long term administration of medicine then this should be in a **care plan** and recorded on the appropriate forms(in office).

Staff are not contracted to administer medicines e.g. antibiotics etc. It is advised that where these need to be taken in the middle of the day a parent or named adult comes into school to administer. Older children (year 5 & 6) with **written parental consent** may self-administer medicine and it is the parents/carers responsibility to remind them to do so.

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

Children at Midsomer Norton Primary School will not be given prescription or non-prescription medicines without their parent's written consent (see form).

A child should never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed.

We 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.

All medicines are stored safely. Children should know where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available and not locked away.

Staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions. The Governing Body will ensure that the school keeps a record of all medicines administered to individual children (see forms), stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school will be noted.

When no longer required, medicines should be returned to the parent to arrange for safe disposal.

Emergency Procedures

Where a child has an individual healthcare plan, 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 (see forms). Other pupils 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 taken to hospital by ambulance.

Day Trips, Residential Visits and Sporting Activities

The Governing Body will ensure that the school's arrangements are clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. Teachers should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. The school will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.

The school will consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. Risk assessments are carried out so that planning arrangements take account of any steps needed to ensure that children with medical conditions are included. This will require consultation with parents and children and advice from the relevant healthcare professional to ensure that the child can participate safely.

Unacceptable Practice

The Governing Body recognises that although 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;
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition eg 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, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

Monitoring and Review

This policy will be reviewed at any time on request from the governors, or at least once every two years.

Agreed:

To be reviewed:

Appendix A: Individual Health Care Plan

Appendix B: Parental Request for the School to Administer Medication

Appendix C: Record of Medicine Administered to an Individual Child

Appendix D: Contacting Emergency Services