

Policy Reviewed: June 2021

Next Review: June 2024



## **SHEEN MOUNT PRIMARY SCHOOL**

### **Supporting Pupils with Medical Conditions Policy**

#### **INTRODUCTION**

Sheen Mount Primary School is an inclusive community that aims to support and welcome children with medical conditions in the same way it welcomes others to the school. The school understands that it has a responsibility to support pupils with medical conditions who currently attend and to support those who may enrol in the future. The school aims to provide all children with the same opportunities at school and to provide an environment that is inclusive and favourable to children with medical conditions.

At Sheen Mount Primary School we acknowledge that there may be social and emotional implications associated with certain medical conditions. Children may be self-conscious about their condition, therefore as a school we will endeavour to provide appropriate support to limit the impact on the child's emotional and general wellbeing.

Parents/carers of children with medical conditions should also feel secure with the care their children receive at school. The school takes measures to ensure that all staff are appropriately trained and understand their duty of care to children and feel confident in knowing what to do in the event of an emergency.

This policy should be read in conjunction with the school's Health and Safety and Equality Policies.

#### **KEY STAKEHOLDERS**

This policy has been reviewed in consultation with a range of key stakeholders within both the school and health settings, including:

- Parents of children with medical conditions
- School nurse
- Head teacher
- Inclusion Manager
- School Business Manager
- Governors

#### **COMMUNICATION PLAN**

This policy is supported by a clear communication plan for staff, parents and other stakeholders to ensure its full implementation.

Parents are informed and reminded about this policy:

- At the start of the school year when communication is sent out about Individual Healthcare Plans (IHP);

- When their child is enrolled as a new pupil; and
- Via the school website.

School staff are informed and regularly reminded about this policy:

- At the handover meeting between teachers if the child has an (IHP) and is already in school;
- At the first staff meeting of the school year and at scheduled medical conditions training;
- Through the key principles of the policy being displayed in prominent staff areas; and
- By informing all supply and temporary staff of the policy and their responsibilities.

All other external stakeholders are informed about this policy via the school's website and Smart Log (which is the platform used to share key documents with new members of staff as part of their induction).

## **RIGHTS AND RESPONSIBILITIES**

- The Children and Families Act 2014 includes a duty for schools to support children with medical conditions.
- Where children have a disability, the requirements of the Equality Act 2010 will also apply. Where children have an identified special need, the SEN Code of Practice 2015 will also apply.
- All children have a right to access the full curriculum, adapted to their medical needs and to receive the on-going support, medicines or care that they require at school to help them manage their condition and keep them well.
- We recognise that medical conditions may impact social and emotional development as well as having educational implications.
- Sheen Mount Primary School will build relationships with healthcare professionals and other agencies and in order to support effectively children with medical condition.
- We recognise the importance of promoting good mental health and wellbeing throughout the school.
- We recognise that some children may have developmental needs that impact on their independent toileting. Therefore, we would follow our Intimate Care Policy/Protocol/Procedures.

## **ROLES AND RESPONSIBILITIES**

The Named Person responsible for children with medical conditions is our Inclusion Manager – Laura Jeffery. She is responsible for:-

- Informing relevant staff of medical conditions.
- Arranging training for identified staff.
- Ensuring that staff are aware of the need to communicate necessary information about medical conditions to supply staff and where appropriate delegating the responsibility of this communication of information to the Phase Leader.
- Assisting with risk assessment for school visits and other activities outside of the normal timetable.
- Developing, monitoring and reviewing Individual Healthcare Plans (IHPs) with support from the school's welfare teaching assistant and an allocated member of the administration team.
- Working together with parents, children, healthcare professionals and other agencies.

The Governing Board is responsible for

- Determining the school's general policy and ensuring that arrangements are in place to support children with medical conditions.

The Headteacher is responsible for

- Overseeing the management and provision of support for children with medical conditions.

- Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver IHPs, including to cover absence and staff turnover.
- Ensuring that school staff are appropriately insured and are aware that they are insured.

Teachers and Support Staff are responsible for

- The day to day management of the medical conditions of children they work with, in line with training received and as set out in IHPs.
- Working with the named person, to ensure that risk assessments are carried out for school visits and other activities outside of the normal timetable.
- Providing information about medical conditions to supply staff who will be covering their role where the need for supply staff is known in advance.

The school nurse is responsible for

- Notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible this should be done before the child starts at our school.
- Providing support for staff on implementing a child's IHP and providing advice and liaison including with regard to training.

Parents/Carers are responsible for

- Providing the school with sufficient and **up-to-date** information about their child's medical needs.
- Reviewing and updating their child's IHP, with support from health care professionals if needed.
- Providing school with the necessary medicines and equipment to meet their child's medical needs and work with school to ensure medicines are within date.
- Ensuring that they or another nominated adult are contactable **at all times**.

## **PROCEDURE WHEN NOTIFICATION IS RECEIVED THAT A PUPIL HAS A MEDICAL CONDITION**

- The Inclusion Manager will liaise with relevant individuals, including as appropriate parents, the individual pupil, health professionals and other agencies to decide on the support to be provided to the child.
- Where appropriate, an IHP will be drawn up.

## **INDIVIDUAL HEALTHCARE PLANS**

- An IHP will be written for children with a medical condition that is long term and complex.
- Where necessary an IHP will be developed in collaboration with the pupil, parents/carers, the Inclusion Manager, and medical professionals.
- IHPs will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. In the event that photos are displayed consent will be sought from parents/carers.
- An IHP will clarify what needs to be done, when and by whom and include information about the child's condition, special requirements, medicines required, what constitutes an emergency, and action to take in the case of an emergency.
- IHPs will be reviewed annually, or earlier if evidence is provided that a child's needs have changed.
- Where a child has an Education, Health and Care Plan (EHCP) the IHP will be a linked document.

## **ADMINISTRATION OF MEDICINES**

- Written consent from parents must be received before administering **any** medicine to a child at school.

- Medicines will only be accepted for administration if they are:
  - Prescribed
  - In-date
  - Labelled
  - Provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage
  - The exception to this is insulin which must be in date but will generally be available inside an insulin pen or pump, rather than in its original container.
- Written records will be kept of all medicines administered to children.
- Where medicines need to be delivered in a very specific way training will be delivered by the relevant health professional.
- All staff attending off-site visits are aware of any pupil with medical conditions on the visit. They will read through the child's IHP before commencement of the trip.
- Parents at Sheen Mount, understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.

## STORAGE OF MEDICATION

- All medication (e.g. inhalers, epi-pens) is stored in zipped, named wallets with the child's IHP in a labelled year group drawer in the welfare room. **The exception to this is when a child is prescribed a controlled drug; this medication is stored in a locked cupboard in the welfare room.**
- A member of staff checks the expiry dates on all medication stored at school on a regular basis.
- All medication is stored in accordance with instructions, paying note to temperature.
- All medication is sent home with children at the end of the school year.
- It is the parents/carers responsibility to ensure new and in-date medication comes in to school on the first day of the new academic year.
- Parents/carers are asked to collect out-of-date medication.

## ACTION IN EMERGENCIES

A copy of this information will be displayed in the school office:

- Request an ambulance – dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat information if asked.
  1. The school's telephone number: 020 8876 8394
  2. Your name
  3. Your location: Sheen Mount – SW14 7RT
  4. Provide the exact location of the patient within the school
  5. Provide the name of the child and a brief description of their symptoms
  6. Inform ambulance control of any medication that has already been administered to the child and repeat to the ambulance crew when they arrive on site
  7. Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient
- Ask office staff to arrange to open relevant gates for entry.
- Contact the parents to inform them of the situation.
- A member of staff should stay with the pupil until the parent/carer arrives. If a parent/carer does not arrive before the pupil is transported to hospital, a member of staff should accompany the child in the ambulance.

## **ACTIVITIES BEYOND THE NORMAL CURRICULUM**

- Reasonable adjustments will be made to enable children with medical needs to participate fully and safely in day trips, residential visits, sporting activities and other activities beyond the usual curriculum.
- When carrying out risk assessments parents/carers, children, and healthcare professionals will be consulted where appropriate.

## **UNACCEPTABLE PRACTICE**

The following items are not generally acceptable practice with regard to children with medical conditions, although the school will use discretion to respond to each individual case in the most appropriate manner:

- preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- assuming that every child with the same condition requires the same treatment.
- ignoring the views of the child or their parents, or ignoring medical evidence or opinion (although this may be challenged).
- sending children with medical conditions home frequently or preventing them from staying for normal school activities, including lunch, unless this is specified in their IHPs.
- if the child becomes ill, sending them to the school office or medical room unaccompanied or with someone unsuitable.
- preventing children from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- requiring parents, or otherwise making 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.
- preventing children from participating, or creating unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

## **COMPLAINTS**

- An individual wishing to make a complaint regarding the school's actions in supporting a child with medical conditions should discuss this with the school in the first instance.
- If the issue is not resolved, then a formal complaint may be made, following the complaints procedure as set out in the Complaints Policy.

NB. Any teacher or support staff member may be asked to provide support to a child with a medical condition, including administering medicines. However, no member of staff can be required to provide this support.