

# Cupernham Infant School

## Supporting Pupils with Medical Conditions Policy

Next Review Date: October 2021



*“Together We Care, We Learn and We Achieve”*

### **Policy Statement**

The aim of our policy is to ensure that all children with medical conditions, in terms of both their 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.

It is our policy to ensure that all medical information will be treated confidentially by the Headteacher and staff in full compliance with GDPR regulations.

All administration of medicines is arranged and managed in accordance with the *Supporting Pupils with Medical Needs document*. All staff have a duty of care to follow and co-operate with the requirements of this policy. Please also refer to our *Administration of Medicines Policy*.

We will endeavour to ensure that children with medical conditions are properly supported so that they have full access to education, including school trips and physical education.

### **Definition of ‘medical conditions’**

Pupils’ medical needs may be broadly summarised as being two types:

- **Short term:** affecting their participation in school activities because they are on a course of medication or *have a temporary ailment such as a sprain or break*
- **Long term:** potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

## **Aims and Objectives (the opposite of which would be unacceptable practice)**

Our support for children with medical needs is achieved by:

- Listening to the views of pupils and parents
- Ensuring the policy is put into action with good communication to all
- Ensuring staff understand their duty of care to children in the event of an emergency and feel confident in implementing agreed procedures
- Liaising with relevant parties including the pupil, parents, school staff, SENCo, teaching assistants, the school nurse and specialist healthcare professionals
- Organising training for staff to manage specific medical conditions
- Agreeing individual healthcare plans with outside agencies and parents where appropriate
- Ensuring reasonable cover arrangements in case of staff absence so that the child is supported throughout the school day and supply staff are fully briefed
- Ensuring individual needs have been considered and planned for within risk assessments for school visits and other school activities
- Ensuring that all staff are aware that children with the same medical condition may not have the same needs
- Ensuring all staff are sensitive to the fact that pupils with medical needs may experience additional social and emotional problems and to anticipate and reduce any area of difficulty

## **Key Roles and Responsibilities**

- The Governing Body is responsible for ensuring that our policy is implemented and that staff are trained and competent prior to taking on support roles.
- The Headteacher is responsible for: ensuring that the policy is efficiently implemented through proactive involvement with parents and professional agencies. The Headteacher should ensure that sufficient staff have been training to make reasonable provision for emergency cover and support.
- Teachers and Support Staff are responsible for fulfilling defined and agreed roles following training and as set out in individual care plans. All staff should be aware of medical needs and of what to do/ whom to seek in case of an emergency. All staff are to respect confidentiality of medical records.
- The SENCo is responsible for reviewing IHPs and for reviewing training needs. She will ensure regular liaison (such as with paediatric diabetes nurse or the school nurse) with professionals providing training and support.
- We recognise that parents play a vital role in sharing information and in working to develop individual healthcare plans. They should provide agreed medicines and ensure that they or a nominated adult are contactable at all times.

## **Our Arrangements for Identifying and Supporting children with medical conditions:**

- We will aim to identify children with medical needs on entry to the school by working in partnership with parents/ carers and following the process outlined in the document '*Process for identifying children with a health condition*' produced by the Southern Health School Nursing Team in conjunction with the Children's Services Health and Safety Team.
- We will use the 'Health Questionnaire for Schools' to obtain the information required for each child's medical needs to ensure that we have appropriate arrangements in place prior to the child commencing at the school to support them accordingly.
- We will work proactively with pre-schools (such as as INCo liaison and setting up IPA meetings) in order to prepare where possible for a child's needs prior to admission.
- Where a formal diagnosis is awaited or is unclear, we will plan to implement arrangements to support the child, based on the current evidence available for their condition. We will ensure that every effort is made to involve some formal medical evidence and consultation with the parents.
- We will plan ahead with all agencies to ensure smooth transition such as to Cupernham Junior School. The Governing Body is responsible for ensuring that our policy is implemented and that staff are trained and competent prior to taking on support roles.
- All staff understand that the frequent absence or symptoms such as limited concentration or frequent tiredness may be due to a pupil's medical condition. We will not penalise pupils for attendance where absence relates to their medical condition.

## **Individual Healthcare Plans**

- We recognise that Individual Healthcare Plans are recommended in particular where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long term and complex. However, not all children will require one. The school, healthcare professional and parent will agree based on evidence when a healthcare plan would be inappropriate or disproportionate.
- Where children require an individual healthcare plan it will be the responsibility of the SENCo/ Inclusion manager (in liaison with the Headteacher) to work with parents and relevant healthcare professionals to write the plan.
- A healthcare plan (and it's review) may be initiated in consultation with the parent/carer, by a member of school staff or by a healthcare professional involved in providing care to the child.
- Where a child has a special educational need identified in a statement or Educational Health Care (EHCP) plan, the individual healthcare plan will be linked to or become part of that statement or EHCP plan.

- We may also refer to the flowchart contained within the document 'Process for identifying children with a health condition' for identifying and agreeing the support a child needs and then developing the individual healthcare plan.
- We will use the individual healthcare plan template produced by the DfE to record the plan or one most suited to the child's identified medical condition.
- The IHP will detail an individual pupil's specific triggers, resource requirements and how to ensure that the pupil remains safe throughout the school day (with risk assessments being carried out for all off-site school activities).
- If a child is returning following a period of hospital education or alternative provision (including home tuition), that we will work with Hampshire County Council and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.
- The Governing Body will ensure that all plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. The SENCo will anticipate and plan for changes such as within school year groups or in anticipating transition to a junior or primary school.
- Due to the age of our pupils self-management of medicines and procedures is unlikely although we will work with professionals and parents to support increasing independence where practicable.

### **Staff Training**

- Any member of staff providing support to a child with medical needs will first receive adequate training and support in carrying out their role through careful preparation and discussion between parents and medical professional as lead by our SENCo.
- The level and type of training will be agreed and delivered by medical professionals (&/or the child's parent in consultation with medical professionals).
- The effectiveness of training will be reviewed and assessed by the SENCo and, in consultation with senior leadership and parents, any adaptations planned for.
- Training reviews will take place each time the IHP is revised and at least annually prior to transition.
- Staff must not administer prescription medicines or undertake any health care procedures without the appropriate training
- All new staff will be inducted on the policy when they join the school through our induction schedule and records of this training will be stored (under H&S checklist)
- All nominated staff will be provided with awareness training on the school's policy for supporting children with medical conditions which will include what their role is in implementing the policy. This training will be carried out annually or as prompted by policy review/ major staffing change

- The awareness training will be provided to staff by an induction session and where appropriate follow up documentation.
- We will retain evidence that staff have been provided the relevant awareness training on the policy by recording attendance on training register sheets.
- Where required we will work with the relevant healthcare professionals to identify and agree the type and level of training required and identify where the training can be obtained from. This will include ensuring that the training is sufficient to ensure staff are competent and show confidence in their ability to support children with medical conditions. The training will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs and therefore allow them to fulfil the requirements set out in the individual healthcare plan.
- Any training undertaken will form part of the overall training plan for the school and refresher awareness training will be scheduled at appropriate intervals agreed with the relevant healthcare professional delivering the training.
- A 'Staff training record- administration of medicines' form will be completed to document the type of awareness training undertaken, the date of training and the competent professional providing the training.

### **Managing medicines on school premises**

- Please refer to our **Administration of Medicines Policy** which provides clear guidance on the management of medication at school including the administration of medication, storage of medication and records that we keep to monitor the administration of medication.
- Parents will be asked to sign an agreement for the school to administer any prescribed medication.

### **Concerns**

Should parents have any issues or be dissatisfied with the support provided they can discuss their concerns directly with the Headteacher. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.