



Star Primary School Supporting Pupils with Medical Conditions Policy

School Mission Statement:

At Star Primary School we believe that everyone is equally loved and accepted.

Acknowledging the diversity of our community, we...

- *Provide a broad and balance curriculum encouraging every child to take the opportunity to achieve their full potential;*
- *Nurture positive home, school and community relationships;*
- *Promote tolerance and respect for all people and the world we live in.*



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Supporting Pupils with Medical Conditions Policy

Aims of this Policy

- This policy is written in regard to Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions.
- To ensure pupils at school with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.
- To ensure that students health is not put an unnecessary risk, e.g. from infectious diseases, in line with our safeguarding duties. The school does not have to accept a child identified as having a medical condition at times when it would be detrimental to the health of that child or others to do so.

Procedure

The person named above is responsible for ensuring that whenever the school is notified that a pupil has a medical condition:

- sufficient staff are suitably trained.
- all relevant staff are made aware of a child's condition.
- cover arrangements in case of staff absence/turnover is always available.
- cover teachers are briefed as appropriate.
- risk assessments for visits and activities out of the normal timetable are carried out.
- individual healthcare plans are monitored (at least annually).
- transitional arrangements between schools are carried out.
- if a child's needs change, the above measures are adjusted accordingly.

Expectations

Where children are joining Star Primary at the start of a new academic year, these arrangements should be in place for the start of term. Where a child joins mid-term or a new diagnosis is given, arrangements should be in place as soon as possible, ideally within two weeks.

Any pupil with a medical condition requiring medication or support in school should have an individual healthcare plan which details the support that child needs. If the parents, healthcare professional and school agree that a healthcare plan is inappropriate or disproportionate, a record of the child's medical condition and any implications for the child will be kept in the school's medical record and the child's individual record.

Healthcare Plans (IHPs)

The following information should be considered when writing an individual healthcare plan:

- the medical condition, its triggers, signs, symptoms and treatments.
- the pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues.
- specific support for the pupil's educational, social and emotional needs.
- the level of support needed including in emergencies.
- who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements.
- who in school needs to be aware of the child's condition and the support required.

- arrangements for written permission from parents and the head teacher for medication to be administered by a member of staff or self-administered (children who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision).
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate.
- confidentiality.
- what to do if a child refuses to take medicine or carry out a necessary procedure.
- what to do in an emergency, who to contact and contingency arrangements.
- where a child has SEN but does not have an Education, Health and Care plan, their special educational needs should be mentioned in their individual healthcare plan

Roles and Responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the child.

The Governing Body must:

- make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented.
- must ensure sufficient staff receive suitable training and are competent to support children with medical conditions.
- must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk

The Head Teacher:

- should ensure all staff are aware of this policy and understand their role in its implementation.
- should ensure all staff who need to know are informed of a child's condition.
- should ensure sufficient numbers of staff are trained to implement the policy and deliver IHPs, including in emergency and contingency situations, and they are appropriately insured.
- is responsible for the development of IHPs.
- should contact the school nursing service in the case of any child with a medical condition who has not been brought to the attention of the school nurse

School Staff:

- any staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.
- should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions.
- any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
- prior to administering medicine staff check to ensure it is prescribed; it is for the correct child; the specified dosage and the expiry date.
- check the expiry dates of asthma pumps/creams/epi-pens etc. stored in the office on a monthly basis and alert parents when replacements are needed

School Nurses:

- are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school.
- may support staff on implementing a child's IHP and provide advice and liaison.

Other healthcare professionals:

- should notify the school nurse when a child has been identified as having a medical condition that will require support at school.
- may provide advice on developing healthcare plans.
- specialist local teams may be able to provide support for particular conditions (e.g. Asthma, diabetes).

Pupils:

- should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP.

Parents:

- must provide the school with sufficient and up-to-date information about their child's medical needs.
- are the key partners and should be involved in the development and review of their child's IHP.
- should carry out any action they have agreed to as part of the IHP implementation.

Notes

The following protocols are considered good practice:

- allowing children to easily access their medication and administering it when and where necessary.
- acknowledging that children with the same condition may require different treatment.
- taking into account the views of the child, their parents and medical advice or opinion.
- enabling children with medical conditions to stay in school for normal school activities (unless specified in IHP).
- understanding that children's medical conditions recognised under this policy may impact on their attendance record.
- encouraging children to drink, eat or take toilet breaks whenever they need to in order to manage their medical condition effectively.
- ensuring that parents are aware that staff have been trained to administer medication or provide medical support to their child, including toileting issues.
- supporting children to participate in any aspect of school life, including school visits.
- detailed reporting and recording procedures are in place, (see appendices).

Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

Other policies dealing with the treatment of children with medical conditions include:

Equal Opportunities Policy

Positive Handling Policy

Anti-Bullying Policy

Staff Handbook (medicine in school)

Equalities Duty Policy

Teaching and Learning Policy

Child Protection Policy

Complaints Procedure

Inclusion Policy

Vulnerable Children Policy

Health and Safety

Intimate Care

Appendix A: Individual Healthcare Plan

Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing support in school

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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

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Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix C - Medical Information Notification Form

Child's Name: _____ Class: _____ Date of Birth: _____

 GP Name & Address:

 Telephone: _____

Medical Conditions

Epilepsy Diabetes Asthma
 Eczema
 Arthritis Multiple Sclerosis Tuberculosis None
 Other Please _____
 State: _____
 Notes:

Medical Events

Event Type:
 Accident Medical Inspection Immunisation Illness
Description:
 Accident Whooping Cough Flu Measles
 Medical Inspection Mumps Rubella Polio
 Chicken Pox Small Pox Tetanus
 Other Please State: _____

 Notes:

Parent Name: _____ Signature: _____ Date: _____

ACTION – Office Use Only

Updated on SIMS _____ Informed Teacher _____ copy in medical file copy in pupil

Medication Form

Record of Medicine administered by an individual child and supervised by an adult.

This form must be completed if a child needs and form of medication whilst at school

Name of child:		
Class:		
Date medicine was provided by parent:		
Name and strength of medicine:		
Dose and frequency of medicine:		
Expiry Date:		
Quantity received:		
Quantity returned:		
Procedure for child taking medicine: <ul style="list-style-type: none"> • • • • 		
Name of staff member responsible for supervising child taking medicine:	Signature:	Date:
Name of parent:	Signature:	Date:

Appendix E: record of medicine administered to all children

Name of school/setting

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Date	Child's name	Time	Name of medicine	Dose given	Any reactions

Appendix F: Medical Information Booklet

This document is regularly updated and contains confidential information

By order of the Governing Body of Star Primary School

(Signed) _____ Dated _____
(Head Teacher)

(Signed) _____ Dated _____
(Governor)

Policy Date: March 2016

Review Date: March 2018