



# Thomas Gray Primary School

## Supporting Pupils with Medical Conditions

### **Policy statement**

This policy is governed by the statutory guidance and has statutory advice set out in the document 'Supporting Pupils At School With Medical Conditions'-DFE April 2014. Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions.

### **Key points for Thomas Gray Primary School:**

At Thomas Gray Primary School, we ensure that all pupils with medical conditions are supported to enable them to have full access to all aspects of the education provided and have the same opportunities as other pupils.

All pupils with medical conditions, in terms of either physical or mental health, will be properly supported so that they can play a full and active role at school, remain healthy and achieve their academic potential.

The school will consult and work in partnership with health and social care professionals, pupils and parents (including foster parent, carer, guardian or local authority) to ensure the needs of pupils with medical conditions are effectively met.

The school will ensure that there is a focus on the needs of each individual pupil and how their medical condition impacts on their school life.

The school will ensure staff are provided with appropriate training to provide whatever support pupils require, including training in what to do in an emergency.

All staff have a clear understanding that medical conditions should not be a barrier to learning and that they have a duty of care to pupils.

The named persons with overall responsibility for pupils with medical needs are the School Nurse and the schools SENDCOs.

If a Parent is unhappy with the care/support their child is receiving from school for their medical needs then this either needs to be raised with the head of Thomas Gray Primary School or the School SENDCOs where it will be dealt with appropriately.

Please refer to the complaints procedure on the school website for further information..

Thomas Gray Primary understands that pupils with long-term and complex medical conditions may require on-going support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parents feel confident that the school will provide effective support for their child's medical condition and that the children feel safe.

In addition to the educational impacts, there are social and emotional implications associated with medical conditions. Children may be self-conscious about their condition and some may be bullied or develop emotional disorders such as anxiety or depression around their medical condition. Long-term absences due to health problems affect children's educational attainment, impact on their ability to integrate with their peers and affect their general wellbeing and emotional health. Reintegration back into school should be properly supported so that children with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short-term and frequent absences, including those for appointments connected with a pupil's medical condition (which can often be lengthy), also need to be effectively managed and appropriate support put in place to limit the impact on the child's educational attainment and emotional and general wellbeing.

### **Policy implementation:**

#### **1. Consultation and Communication**

This policy has been shared in consultation with key stakeholders within the school and is available on the school website or a copy can be requested from the school office. The school recognizes the importance of providing feedback to those involved in the development of this policy and is committed to acknowledging input from others and taking account of suggestions or advice received.

In addition, staff training will continue to be provided, which will take account of the need for specialist training (when required) for some key members of the staff team, as well as generic training for all staff. In addition, all new staff, including supply and temporary staff, will be informed of the policy and their responsibilities.

#### **2. Staff Awareness, Training and Support**

All staff in the school are made aware of any pupils with additional medical needs and the systems in place to support them. This information is regularly updated.

All staff understand their duty of care to pupils at all times and in the event of an emergency. Action required in an emergency for the common serious conditions is displayed in prominent locations for staff (classroom, staff room and care plan/SEN plans and folders). All staff supporting pupils with medical needs will receive relevant training. Training provided will be planned in conjunction with

the school lead and relevant external medical professionals. Training for staff will be at a level which ensures staff members are competent and have confidence in their ability to support pupils effectively in a medical emergency and to fulfill the requirements set out in their individual healthcare plans. Training will be refreshed on an annual basis or as required and record will be kept by the school detailing training provided and who attended. The record will be reviewed at least annually to ensure staff are suitably trained.

If there is a need for a child to be taken to hospital the parent will be informed, a member of staff (wherever possible someone familiar to the child) will always accompany the child and stay with them until a parent or responsible family member arrives. The school will ensure a copy of the child's healthcare plan is taken to the hospital with the child to ensure they have an instant reference to the child's medical need.

All staff accompanying children on off-site visits will be made aware of pupils with medical conditions involved in the trip, as part of the trips risk assessment and the child will always be accompanied by a member of staff that has had training on their condition.

### **3. Notification that a pupil has a medical condition; process for ensuring support is put in place and individual healthcare plans**

Notification may come through a statement of SEN, an Education, Health and Care (EHC) plan, from a medical practitioner or from the parent / carer of the child. When a pupil is starting at our school at the usual transition points, and has an identified medical condition, we will ensure that arrangements are in place in time for the start of the relevant school term. The usual process for supporting a pupil with medical needs will be by establishing an Individual Healthcare plan including a SEN plan if required. Individual Healthcare plans help to ensure that pupils with medical needs are effectively supported. The plan provides clarity about what needs to be done, when and by whom.

The level of detail within the Individual Healthcare plan will depend on the complexity of the child's condition and the degree of support needed. The school recognizes that different children with the same health condition may require very different support.

Individual Healthcare plans may be initiated by the School Nurse, SENDCo or healthcare professional involved in providing care to the child. Their Individual Healthcare plan will be linked to the child's statement or EHC plan.

Individual Healthcare Plans will include the following information:

- The medical condition, its triggers, signs, symptoms and treatments.
- The pupil's resulting needs, including medication (its side-effects and its storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues.
- Specific support for the pupil's educational, social and emotional needs, including how absences will be managed.
- Who will provide this support, their training needs and cover arrangements in their absence.
- Who in the school needs to be aware of the child's condition and the support required?

- Written permission for medication to be administered by a member of staff, or self-administered by individual pupils during school hours.
- 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 e.g risk assessments.
- Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition.
- What to do in an emergency, including who to contact and contingency arrangements.
- 

Responsibility for the wellbeing of the pupil will not be left to one person; a team of people will be identified to ensure that the pupil's health, safety and emotional wellbeing are supported. Close liaison between the school and the relevant healthcare providers will be developed to ensure that the needs of the pupil are fully catered for and reasonable adjustments made to ensure inclusion.

Individual healthcare plans are used by the school to ensure that pupils with medical conditions are effectively supported to access the curriculum and wider school life. They are developed in the context of assessing and managing risks to the child's education, health and social well-being and to minimize time out of school / learning.

#### **4. Record keeping, Healthcare Plan register and reviews**

The School Nurse and SENDCO for the school will ensure that robust records are kept relating to pupils with medical conditions including:

- Their Individual Healthcare Plans, key staff involved and the review processes.
- Administration of medication.
- Training.
- Emergency procedures.
- Parental permission forms.

All records will be kept in the child's SEN folder and documented in the SEN section of My Concern.

#### **Parents**

Parents are asked if their child has any health conditions or health issues and if so these should be recorded appropriately when the child is admitted to the school. Parents are expected to update the school if their child's medical needs change. Care plans, staff training and all information needed must be in the school, before the child starts to attend, for safeguarding reasons.

#### **Staff**

All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.

When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of pupils in their care.

Staff at the school will also use opportunities such as teacher-parent consultations and home school diaries to ensure information held is accurate and updated where needed.

Parents and pupils will always be provided with a copy of the pupil's current plan.

#### **5. Consent to administer medicines, storage and administration of medication at**

See Thomas Gray Primary School - MEDICINES IN SCHOOL POLICY.

#### **6. Residential visits and School Trips**

Parents are sent a school trips form to be completed and returned to school shortly before their child leaves for a school trip. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors so that they can fully support the child's medical needs. This also includes information about medication not normally taken during school hours.

All school trip forms are taken by the relevant staff member on visits and for all out-of school hours activities where medication is required. These are accompanied by a copy of the pupil's Healthcare Plan.

All parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medications. If the form includes current issues of medication - a discussion is held with the parent about how the medical condition will be managed whilst on the trip.

Full health and safety risk assessments are carried out prior to any out-of-school visit and medical conditions are considered during this process.

Factors we consider include: how all pupils will be able to access the activities proposed how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

The school understands that there may be additional medication, equipment or other factors to consider when planning residential visits.

#### **7. Health and safety, including common triggers that can make medical conditions worse or can bring on an emergency**

The school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

School staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.

Healthcare Plans are used to identify individual pupils who are sensitive to particular triggers. The school has these details noted in the child's health care plan to ensure these individual pupils remain safe during all lessons and activities throughout the school day.

## **Roles and responsibilities**

This school works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, employer, healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

The School will ensure that arrangements are in place to support pupils with medical conditions and that they are enabled to access the fullest possible participation in all aspects of school life. The school will ensure all staff have received the appropriate level of training and are competent to support pupils.

Governors will receive annual updates as to the effective working of the policy, will review this carefully and ensure implementation of any changes or recommendations arising from the review.

The SENDCOs and the Headteacher have lead responsibility for the implementation and review of the policy and will ensure that:

- The school is inclusive and welcoming.
- The policy is in line with national guidance and expectations, is put into action and maintained
- Liaise with other interested and relevant parties (including parents and pupils, school health, community and acute health services, the local authority services etc).
- Ensure information held by the school is accurate and up to date and good. communication and information sharing systems are in place
- Ensure pupil confidentiality is respected.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all staff are aware of the policy, including supply teachers and new staff.
- Delegate tasks appropriately to named members of staff.
- Monitor and review the policy at least once a year, with input from relevant staff and external stakeholders and update it as and when necessary.
- Report back to governors and to all key stakeholders about the implementation of the medical conditions policy.

All staff at the school have a responsibility to;

- Be aware of and understand the school's medical conditions policy.
- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan.
- Allow all pupils to have immediate access to their emergency medication when necessary.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom.
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.

- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in, and understand the impact a medical condition may have on a pupil and make any reasonable adjustments to accommodate this.

Specific responsibilities of key staff:

- The SENDCOs for the school will keep an overview of any pupils whose medical needs impact on their learning, will advise staff working directly with them and ensure appropriate strategies are put in place to support them.
- Staff with first aid training will give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school and when necessary ensure that an ambulance or other professional medical help is called.
- Staff, with support from the School Nursing team will ensure all medication is correctly stored and labelled, regularly reviewed, in date and that parents provide new medication as needed.

School nurse and School SENDCOs will be involved in the healthcare planning for pupils with medical needs as appropriate. This may include:

- Informing the school of pupils in need of a health care plan.
- Initiating healthcare plans when relevant.
- Contributing to healthcare plans and their review.
- Ensuring parental consent is obtained and recorded.
- Help in providing regular training for school staff in managing the most common medical conditions at school as well as the more specific training such as administering Epipens, Buccal Midazolam, inhalers and oxygen.
- Advising on training on less common conditions, including providing information about where the school can access other specialist training.
- Collating relevant health information to support pupil, family and school to inform the healthcare plan.
- Supporting pupils and parents as appropriate.

Individual doctors and specialist healthcare professionals caring for pupils who attend this school have a responsibility to:

- Where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours.
- Ensure the Parents/child or young person knows how to take their medication effectively
- Ensure children and young people have regular reviews of their condition and their medication.
- Provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil/parents).

The parents/guardians of a child at this school have a responsibility to:

- Tell the school if their child has a medical condition.
- Ensure the school has a complete and up-to-date Healthcare Plan for their child and this is signed and dated by the parent.
- Inform the school about the medication their child requires during school hours.
- Inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities.
- Tell the school about any changes to their child's medication, what they take, when, and how much (along with providing a Doctors letter regarding the medication changes if possible).
- Inform the school of any changes to their child's condition.
- Ensure their child's medication and medical devices are labelled with their child's full name and from a UK Doctor.
- Provide the school with appropriate spare medication labelled with their child's name
- Ensure that their child's medication is within expiry dates.
- Keep their child at home if they are not well enough to attend school.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.
- Ensure school has a copy of every clinic letter that you attend.
- Ensure school have a copy where possible of clinic appointments to confirm school absences for medical reasons.
- Ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.
- Ensure that school receives written letters for medical appointments.

### **Unacceptable practices**

"Unacceptable practice:

- To prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- To assume that every child with the same condition requires the same treatment;
- To ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged);
- Supporting pupils with medical conditions policy
- To 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, to send them to the school office or medical room unaccompanied or with someone unsuitable;
- To penalise children for their attendance record if their absences are related to their medical condition eg hospital appointments;
- To prevent pupils from drinking, eating or taking toilet or other breaks



- whenever they need to in order to manage their medical condition
- effectively;
- To 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.

### **Policy review**

This policy is regularly reviewed and updated, taking account of guidance issued by the government. The school will seek feedback from all stakeholders both within the school and other partners.

Date drafted: September 2022

Last Revision:

Review Date: September 2022

Authors: Miss McGaw and Miss Briscoe (SEND COs)

Agreed by Headteacher :

Signed: \_\_\_\_\_

Agreed by governors:

Signed: \_\_\_\_\_