



Grangetown Primary School

Supporting pupils with medical conditions Policy

Author	Grangetown Primary SLT
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Summary

On 1 September 2014 a new duty came into force. Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, to make arrangements for supporting pupils at their school with medical conditions. In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child.

- ✓ Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- ✓ Governing bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- ✓ Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

Introduction

The staff and Governors of Grangetown Primary School are wholly committed to pursuing a policy of inclusive education that welcomes and supports pupils with medical conditions. This policy is designed to support the management of medication and medical care in school and to support individual pupils with medical needs.

The policy is drawn up in consultation with a wide range of local key stake holdings within the school and health care setting and complies with DCFS guidelines for 'Supporting pupils at school with medical conditions (2014)'

In making our arrangements, Grangetown Primary School has taken 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. We therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.

Some children with medical conditions may be disabled. Where this is the case Grangetown Primary School will comply with our duties under the Equality Act 2010. Some children may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision.

Grangetown primary School ensures that our arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. Our arrangements 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. We also ensure that staff are properly trained to provide the support that pupils need.

Grangetown Primary School will ensure that the arrangements put in place are sufficient to meet our statutory responsibilities and we ensure that policies, plans, procedures and systems will be properly and effectively implemented. They will also be reviewed regularly and be readily accessible to parents (on the school website) and school staff.

Named person and responsibility

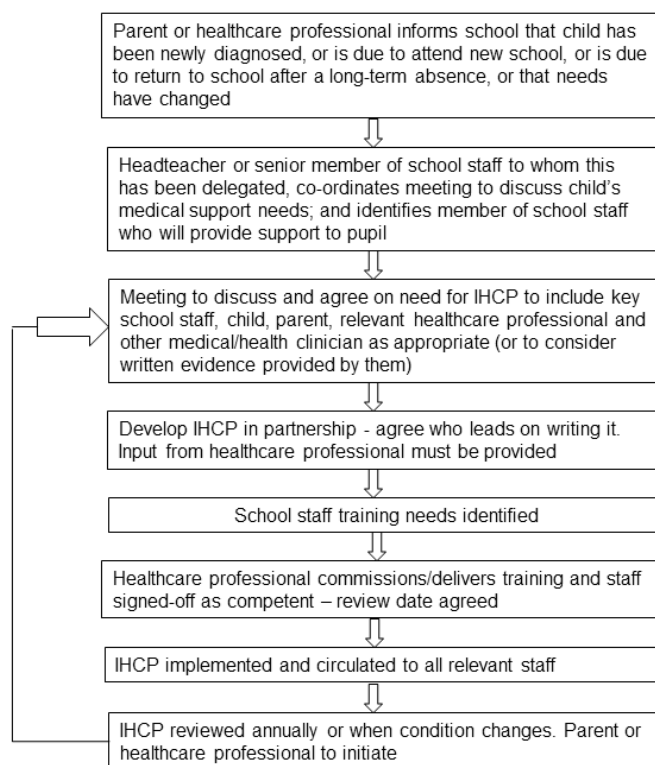
At Grangetown Primary School we believe that supporting a child with a medical condition during school hours is not the sole responsibility of one person. Partnership working between school staff, healthcare professionals (and where appropriate, social care professionals), local authorities, and parents and pupils is critical. We feel it is an essential requirement to work collaboratively between all those involved, we will work in partnership to ensure that the needs of pupils with medical conditions are met effectively.

At Grangetown Primary School we ensure that a pupil with medical conditions are supported to enable the fullest participation possible in all aspects of school life.

- ✓ **Grangetown Governing body** ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.
- ✓ **Jason Murgatroyd (Head Teacher)** ensure that Grangetown Primary School's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. Jason Murgatroyd ensure that all staff who need to know are aware of the child's condition. He also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. Jason also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. Jason Murgatroyd has further developed the role of the Pastoral Care Manager.
- ✓ **Lorraine Ackerley (Pastoral Care Manager)** role is to aid in all the above (in conjunction with the Head Teacher) and the in the development of individual healthcare plans. Lorraine has weekly contact with Val Smith (the school nursing service) in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse. Val also supports in the writing of Individual Healthcare Plans and their annual review. Lorraine Ackerley also works very closely with Charlotte Mott (Deputy Head and SENDCO) in developing the needs of children who have both medical and SEN needs.
- ✓ **School staff** any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they will take into account the needs of pupils with medical conditions that they teach. School staff will receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
- ✓ **Val Smith (School nurses)** 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, she will do this before the child starts at the school. Val Smith will support Lorraine Ackerley in implementing a child's individual healthcare plan and provide advice and liaison, for example on training. Val Smith will liaise with lead clinicians locally on appropriate support for the child and associated staff training needs.

- ✓ **Other healthcare professionals**, including GPs and paediatricians should notify the school nurse when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Specialist local health teams may be able to provide support in schools for children with particular conditions (eg asthma, diabetes).
- ✓ **Pupils** with medical conditions will often be best placed to provide information about how their condition affects them. They will be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Where possible children will be encouraged to manage their own medical needs with the support of staff.
- ✓ **Parents** will be expected to provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and will be involved in the development and review of their child's individual healthcare plan, and will be involved in its drafting. They will be expected to carry out any action they have agreed to as part of its implementation, eg provide medicines and equipment and ensure they or another nominated adult are contactable at all times.
- ✓ **Providers of health services** should co-operate with schools that are supporting children with a medical condition, including appropriate communication, liaison with school nurses and other healthcare professionals such as specialist and children's community nurses, as well as participation in locally developed outreach and training. Health services can provide valuable support, information, advice and guidance to schools, and their staff, to support children with medical conditions at school.
- ✓ **Ofsted** their inspection framework places a clear emphasis on meeting the needs of disabled children and pupils with SEN, and considering the quality of teaching and the progress made by these pupils. Inspectors are already briefed to consider the needs of pupils with chronic or long-term medical conditions alongside these groups and to report on how well their needs are being met. Schools are expected to have a policy dealing with medical needs and to be able to demonstrate that this is implemented effectively.

Procedures to follow when school is notified that a child has a medical condition



Grangetown Primary School does not always wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence. This would normally involve some form of medical evidence and consultation with parents. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place.

Individual Healthcare Plans

At Grangetown Primary School we develop Individual Healthcare Plans with the child's best interests in mind and ensure that we assess and manage risks to the child's education, health and social well-being and minimises disruption. They will be reviewed annually or earlier if evidence is presented that the child's needs have changed. However, not all children with a medical condition or need require an Individual Healthcare Plan and this will be discussed and decided on in a multi agency meeting involving Pastoral Care Manager, School Nurse, Parent and where appropriate the child. If a child does require an Individual Healthcare Plan it will include the following -

- ✓ The medical condition, its triggers, signs, symptoms and treatments;
- ✓ The pupil's resulting needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues eg crowded corridors, travel time between lessons;
- ✓ Specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;

- ✓ The level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;
- ✓ Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- ✓ Who in the 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 by the pupil 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, eg risk assessments;
- ✓ Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and
- ✓ What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

Staff training

Grangetown Primary is clear that any member of school staff providing support to a pupil with medical needs will have received suitable training. This should have been identified during the development or review of individual healthcare plans. Some staff may already have some knowledge of the specific support needed by a child with a medical condition and so extensive training may not be required. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed. The relevant healthcare professional will normally lead on identifying and agreeing with the school, the type and level of training required, and how this can be obtained. Grangetown Primary School may choose to arrange training ourselves and we will ensure this remains up-to-date and is reviewed if needs change.

Training will be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff must not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any individual healthcare plans). A first-aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including the school nurse, can provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

The family of a child will often be key in providing relevant information to school staff about how their child's needs can be met, and parents will be asked for their views.

Awareness of children's medical conditions

Grangetown Primary School additionally set out 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 that policy. Induction arrangements for new staff and supply teachers are also included. The relevant healthcare professional will be able to advice 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. If staff needed to be covered Grangetown Primary School ensures that there is an adequate amount of staff who are fully trained in dealing with a child's medical condition or need.

The child's role in managing their own medical needs

After discussion with parents, children who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be reflected within their individual healthcare plans. Wherever possible, children will be allowed to carry their own medicines and relevant devices or will be able to access their medicines for self-medication quickly and easily. Children who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, then relevant staff should help to administer medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, staff will not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents will be informed so that alternative options can be considered.

Day trips, residential visits and sporting activities

Grangetown Primary School is 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 will 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. We 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.

Grangetown Primary School will consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. It is best practice to carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. This will require consultation with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.

Managing medicine on the school site

Grangetown Primary School has the following procedures to managing medicine

- ✓ Medicine should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- ✓ No child under 16 should be given prescription or non-prescription medicines without their parent's written consent - except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality. Schools should set out the circumstances in which non-prescription medicines may be administered
- ✓ A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, eg for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed
- ✓ Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours
- ✓ Schools should 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. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container
- ✓ All medicines should be stored safely. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside of school premises eg on school trips
- ✓ A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary. Schools should otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held in school
- ✓ School 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. Schools should keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted
- ✓ When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps

Written records

At Grangetown Primary School written records are kept of all medicines administered to children. Records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents will be informed if their child has been unwell at school.

Emergency procedures

As part of general risk management processes, Grangetown Primary School has arrangements in place for dealing with emergencies.

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. 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 will stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance. Grangetown Primary School will ensure that the correct information is provided for navigation systems.

Unacceptable Practice

Grangetown Primary School is explicit about what practice is not acceptable. Although school 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, (although this may be challenged);
- ✓ 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 e.g. 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, e.g. by requiring parents to accompany the child.

Liability and Indemnity

Complaints

Should parents or pupils be dissatisfied with the support provided by Grangetown Primary School they should discuss their concerns directly with Jason Murgatroyd (Head Teacher). If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure. Please see the complaints procedure policy.

Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted.