



## SOUTHWICK CE PRIMARY SCHOOL

### Supporting Children with Medical Conditions Policy

#### RATIONALE

Parents/carers of children with medical conditions e.g. diabetes, epilepsy, asthma etc. are often concerned that their child's health will deteriorate when they attend school as children with long-term/complex medical conditions often require on-going support, medicines or care or even interventions in emergency circumstances. It is therefore important that parents/carers feel confident that we will provide effective support for their child's medical condition.

#### AIMS

- To ensure that children with a medical condition can access and enjoy the same opportunities at school as any other child;
- to ensure that children do not feel self-conscious or anxious about their condition;
- to effectively manage children's absences associated with a medical condition;
- to limit the impact of medical conditions on children's educational attainment and emotional well-being by overcoming potential barriers to learning.

#### IMPLEMENTATION

##### **Procedure to be followed when notification is received that a pupil has a medical condition**

When reasonable notification has been received that a child with a medical condition is joining Southwick School, the school will endeavour to ensure that arrangements are in place for the start of the relevant school term.

If a child transfers to the school mid-term or a new diagnosis is received, every effort will be made to ensure that, where possible, arrangements are put in place within two weeks.

NB. The above will be heavily dependent on the school's ability to access the support of the relevant healthcare professionals.

##### **Individual Healthcare Plans**

Individual Healthcare Plans (IHP's) can help schools to ensure that they provide effective support for children with medical conditions, although not all children may require one, by providing clarity about what needs to be done, when and by whom. The school, parents/carers and healthcare professional should agree, based on evidence, when and if an IHP is needed (see flow chart for identifying and agreeing the support a child needs in Appendix A).

The format of IHP's may vary however, they should capture the key information and actions that are required to support the child effectively and be accessible to all who need to refer to them, whilst preserving confidentiality (see examples in Appendix B).

For children with SEN, who do not have a statement or EHP, reference to their special educational need should be made in their IHP.

IHP's (and their review) may be initiated in consultation with parents/carers, by a member of school staff or a healthcare professional involved in providing care for the child.

IHP's will be reviewed at least annually, or earlier if evidence is presented that the child's needs have changed.

## **Roles and Responsibilities**

The Governing Body must:

- ensure that the Policy for Supporting Children with Medical Conditions in school is implemented;
- ensure that sufficient staff have received suitable training and are competent in supporting children with medical conditions;
- ensure that staff who provide support have access to information and other support materials as needed;
- ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk to those supporting children with medical needs.

The headteacher (or the deputy head in the absence of the headteacher) will assume overall responsibility for the policy and must ensure that:

- all staff are aware of the policy and understand their role in its implementation;
- all relevant staff are aware of the child's condition;
- sufficient numbers of staff are given suitable training to provide the support that pupils need;
- cover is provided and/or supply teachers are briefed in the absence of key staff;
- advice is sought from relevant healthcare professionals as needed and healthcare plans are in place and reviewed;
- risk assessments will be carried out for school visits, residential trips and other activities outside the normal timetable;
- reasonable adjustments are made to enable children with medical needs to fully participate fully and safely during trips and residential;
- school staff are appropriately insured and are aware that they are insured to support pupils with medical conditions;
- the school nurse is contacted if a child arrives in school with a medical condition of which they are not yet aware.

School staff will be asked to administer the arrangements of the IHP on a daily basis (though they are not required to do so). They must ensure that:

- they have received suitable training and have the necessary level of competency to take on the responsibility of supporting a child with a medical condition;
- they have familiarized themselves with what to do, and respond accordingly, when they become aware that a child with a medical condition needs help.

School nurses and other healthcare professionals are responsible for:

- notifying the school when a child has been identified as having a medical condition;
- providing advice on the development of IHP's;
- supporting staff to implement a child's IHP;
- providing advice and training.

Pupils should be fully involved in discussions about their support needs as they are often best placed to provide information about how their condition affects them.

Parents/carers are key partners and as such are responsible for:

- providing the school with sufficient and up-to-date information about their child's medical needs;
- contributing to the development and review of their child's IHP;
- providing medicines and equipment as agreed in the plan;
- ensuring that they, or another responsible adult, are contactable at all times.

Local authorities should

- provide support, advice and guidance, including suitable training, to ensure that the support specified in IHP's can be delivered effectively;
- work with schools to support children with medical conditions to attend full time.

### **Staff Training and Support**

Any member of staff providing support to a child with a medical need will be given suitable training, at the earliest opportunity, to ensure that they are competent and have confidence in their ability to provide the level of support needed. This will include an understanding of the condition they are dealing with, its implications for the child and any preventative measures.

Training needs will be identified during the development or review of IHP's by the relevant healthcare professional and, where possible, training will be given to all staff, or at least sufficient staff, to ensure that cover can be provided in the case of staff absence. This training will be updated on a regular basis.

Staff who have not undergone appropriate training must not give out prescription medicines or undertake healthcare procedures.

### **The Child's Role in Managing Their Own Medical Needs**

After discussions with parents/carers, children who are considered competent to do so, should be encouraged to take responsibility for managing their own medicines and procedures.

Wherever possible, children should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily.

Other children should be given an appropriate level of supervision when taking medication or carrying out medical procedures.

If a child refuses to take medicine or carry out a necessary procedure, staff should follow the procedure agreed in the IHP. Parents/carers should be informed at the earliest opportunity.

### **Record Keeping**

A record will be kept of all medicines administered to children.

### **Emergency Procedures**

IHP's will define what constitutes an emergency and explain what to do in its event (this will differ from child to child). Staff should familiarize themselves with procedures for dealing with emergencies.

Children should be made aware that they should always find an adult if they think someone needs help.

If a child needs to be taken to hospital, they will be accompanied by a member of staff who will remain with the child until the arrival of a parent/carer.

**NB.** A defibrillator is available at The Farmhouse Inn, Southwick.

### **Unacceptable Practice**

It is not generally acceptable practice to:

- prevent children from readily accessing inhalers and medication and administering medication when and where necessary;
- assume that every child with a particular condition requires the same treatment;
- ignore the views of parents/children or ignore medical evidence;

- send children with medical conditions home frequently or prevent them from staying for normal school activities unless specified in their IHP;
- send children who are unwell to the school office, unaccompanied;
- penalize children for their attendance if their absences are related to their medical condition;
- prevent children from eating, drinking or taking toilet breaks if these are needed to manage their condition effectively;
- require parents, or make them feel obliged, to attend school to administer medication or provide support linked to their medical needs (including toileting);
- prevent, or create barriers to prevent, children from participating in any aspect of school life.

### **Liability and Indemnity**

Southwick School buys into the county policy through Right Choice. Staff are insured through Zurich Municipal.

### **Complaints**

Parents/carers who are dissatisfied with the support their child has received should discuss their concerns directly with the school. If concerns are not addressed or issues resolved, a formal complaint may be made to the Chair of Governors using the school's complaints procedure.

### **Review**

This policy will be reviewed annually in the Autumn Term and will be made accessible to all staff and parents/carers. This policy will also be included in staff induction packs.

This policy should be read in conjunction with the following policies:

- Equalities
- Administration of Medicines
- Health and Safety Policy
- Child Protection
- Child Protection record keeping
- Code of Conduct for Safe Practice for Staff and Volunteers
- Confidentiality
- First Aid
- Safeguarding
- Volunteer Adults in School
- Whistleblowing