



Grateley Primary School

A school where every child becomes a lifelong learner and realises their potential.

Supporting Pupils with Medical Needs Policy

Reviewed: October 2024

Next review: October 2025

Signed Chair of Governors: Vicky Rutherford

Supporting Pupils with Medical Needs Policy

In line with the duty to support pupils at school with medical conditions we are committed to ensuring that all children with medical conditions, in terms of both physical and mental health, are properly supported at Grateley Primary School so that they can play a full and active role in school life, remain healthy and achieve their academic potential. No child with a medical condition will be denied admission or prevented from taking up a place in our school because arrangements for their medical condition have not been made. We will ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases therefore we will not accept a child in school at times where it would be detrimental to the health of that child or others to do so.

This policy will be reviewed regularly and it is readily accessible to parents and school staff.

Policy Implementation

The named person, who has overall responsibility for policy implementation is the Head teacher.

They will

- Ensure that sufficient staff are suitably trained;
- Ensure that all relevant staff will be made aware of the child's condition;
- Cover arrangements in case of staff absence or staff turnover to ensure someone is always available;
- Brief supply teachers;
- Carry out risk assessments for school visits, holidays, and other school activities outside the normal timetable; and monitor individual healthcare plans.

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

At Grateley School when we are notified that a pupil has a medical condition, we will:

- make arrangements for any staff training or support
- make every effort to ensure that arrangements are put in place within two weeks
- not wait for a formal diagnosis before providing support to pupils
- complete an individual healthcare plan with the parents

Individual Healthcare Plans

Any parent reporting that their child has an ongoing medical condition such as asthma, epilepsy, diabetes or more complex medical condition will be asked to complete an Individual Healthcare Plan (IHP). It is a legal requirement that this is

updated annually. At our school, we will ensure that plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. We will assess and manage risks to the child's education, health and social wellbeing, and minimises disruption.

Our IHP requires information about:

- 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, e.g. 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 (NB 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;
- 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;
- 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.

Roles and responsibilities

At Grateley School, those people involved in arrangements to support pupils at school with medical conditions include:

Governors

The Governing Body responsible for: arranging support for pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. Governing bodies should ensure that pupils with medical conditions are

supported to enable the fullest participation possible in all aspects of school life. They should 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.

Head Teacher

The Head Teacher is responsible for ensuring that their 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. Head Teachers should ensure that all staff who need to know are aware of the child's condition. They should 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. This may involve recruiting a member of staff for this purpose. Head Teachers have overall responsibility for the development of individual healthcare plans. They should also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. They should contact 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.

Teachers and Support Staff

Any member of 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 should take into account the needs of pupils with medical conditions that they teach. School staff should 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 should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

School Nurse

The School Link Nurse 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, they should do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs; for example, there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition.

Staff training and support

Staff are supported in carrying out their role to support pupils with medical conditions through appropriate training. Training needs are assessed regularly and training will be accessed through an appropriate provider. Any member of school staff providing support to a pupil with medical needs will have received suitable training. No member of staff will give prescription medicines or undertake healthcare procedures without appropriate training or instruction (updated to reflect requirements within individual healthcare plans). The child's role in managing their own medical needs Where children are deemed competent to manage their own health needs and medicines by their parents and medical professional they will be supported to do this. We see this as an important step towards preparing pupils for the next stage of their education.

First Aid

There are members of staff in school that are first aid trained and Paediatric first aid trained. There is always a paediatric first aid trained member of staff available in Year Reception. When children are on visits, trips, residentials, a first aid member of staff will always be present.

Staff members appointed as first-aiders are trained in the use of CPR.

Defibrillator

In case of a cardiac arrest, there is a defibrillator on school site.

Managing medicines on school premises

At our school:

- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so
- No child will be given prescription or non-prescription medicines without their parent's written consent.
- We will never give medicine-containing aspirin unless prescribed by a doctor.
- Medication, e.g. for pain relief will never be administered without first checking maximum dosages and when the previous dose was taken.
- Parents will be informed.
- Where clinically possible, we will expect that medicines will be prescribed in dose frequencies which enable them to be taken outside school hours.
- We will only accept prescribed medicines if they are: are in-date, are labelled, are provided in the original container as dispensed by a pharmacist, include instructions for administration, dosage and storage. (NB 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 will be stored safely.
- Children will know where their medicines are at all times and will be able to access them immediately. Where relevant, they will know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be always

readily available to children and not locked away, including when pupils are outside the school premises, e.g. on school trips.

- When no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps.
- School staff will administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines will do so in accordance with the prescriber's instructions.
- We will 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 will be noted in school and communicated to parents.

Non-prescribed medicines

At our school, we will not administer non-prescription medicines. Emergency medicines will be stored in a safe location to ensure they are easily accessible in the case of an emergency.

Types of emergency medicines include:

- injections of adrenaline for acute allergic reactions
- Inhalers for asthmatics
- Injections of Glucagon for diabetic hypoglycaemia Other emergency medication i.e. Rectal diazepam or Buccal Midazolam for major seizures will be stored in accordance with the normal prescribed medicines procedures (see storage section).

Record keeping

We will ensure that written records are kept of all medicines administered to children. We recognise that 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

Our school's policy sets out what should happen in an emergency. Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and provide a process to follow. All relevant staff will be made aware of the emergency symptoms and procedures. We will ensure other children in the school know what to do in the event of an emergency i.e. informing a teacher immediately if they are concerned about the health of another child. Where a child is required to be taken to hospital, a member of staff will stay with the child until their parents arrives, this includes accompanying them to hospital by ambulance if necessary (taking any relevant medical information, care plans etc. that the school holds).

Day trips, residential visits and sporting activities

We always actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. As a school, we believe it to be unacceptable 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 for reasons associated with their medical condition 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
Maintained schools and academies with a SLA with HCC will be insured as long as all appropriate training and risk assessment has taken place
Proprietors of academies should ensure that either the appropriate level of insurance is in place or that the academy is a member of the Department for Education's Risk Protection Arrangement (RPA).

Home-to-school transport

This is the responsibility of local authorities, who may find it helpful to be aware of a pupil's individual healthcare plan and what it contains, especially in respect of emergency situations. This may be helpful in developing transport healthcare plans¹¹ for pupils with life-threatening conditions.

Complaints

If you have a complaint about how your child's medical condition is being supported in school please contact the Head Teacher in the first instance and the Chair of Governors if you are dissatisfied. (See complaints policy.)

Access to Education for School Aged Children and Young People with Medical Needs. The school has adopted the HCC Inclusion Support Services policy.