



Burford School and Nursery

'Enjoy, Achieve, Succeed Together'

SUPPORTING CHILDREN WITH MEDICAL NEEDS POLICY

Date policy adopted by Governing Body: January 2024	Date of next review: <i>January 2027</i>
This policy will be subject to review every 3 years by the Governing Body or more frequently in the light of changes in legislation	

Statement of Intent

The school has a duty under Section 100 of the Children and Families Act 2014 to make arrangements for supporting pupils at school with medical conditions. The school will ensure that arrangements are in place to support pupils with medical conditions. In doing so they will ensure that such children can access and enjoy the same opportunities at school as any other child. The Deputy Headteacher has responsibility for inclusion and will ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life. The school will ensure that arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. The arrangements will 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. They will ensure that staff are properly trained to provide the support that pupils need.

Aims of Policy

To assist children with medical needs to achieve their full potential, and to be included in all aspects of school life.

Most children will, at some time have a medical condition that may affect their participation in school activities, for example a broken limb, for many this will only be short term. Other pupils may have long term medical conditions which could limit their access to education. These are regarded as having Children with Medical Needs.

Most children with medical needs are able to attend school regularly and with some support from the school, take part in most normal school activities. School staff may need to exercise extra care in supervising some activities, to ensure that these pupils with medical needs and others are not put at risk.

Roles and Responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility for one person. School will work in partnership with healthcare professionals, social care professionals, Local Authorities, Parents and Pupils. The school's designated person for medical needs is the Headteacher. The Headteacher

may delegate tasks to other appropriate members of staff. The designated person is responsible for ensuring that willing staff have appropriate training to support pupils with medical needs which is updated annually.

Governing Body

The governing body will monitor the arrangements in place to support children with medical conditions in school by ensuring that a policy is developed and implemented.

The governing body will ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.

Headteacher

The Headteacher will ensure that:

- The school's policy is developed and effectively implemented with partners.
- All staff are aware of the policy and understand their role in its implementation.
- All staff who need to know are aware of the child's condition.
- There are sufficient trained numbers of staff available to implement the policy and deliver against all Individual Health Plans including in emergency situations

School Staff

- May be asked to provide support to children with medical conditions, including administration of medicines (although they cannot be directed to do so).
 - Will receive sufficient and suitable training and achieve the necessary level of competency before they take on the responsibility to support children with medical conditions.
- Teachers who have children with medical needs in their class will understand the nature of the condition and when and where the child may need extra attention
- Staff will be aware of the likelihood of an emergency arising and what action to take if one occurs
- At different times of the day other staff may be responsible for children (i.e.; Lunchtime controllers). It is important that they are provided with training and advice
- If staff notice a deterioration in a child's health over time (or changes to regular routine), they should inform the Headteacher, who should in turn arrange for the parents to be informed.

School Nurse

Every school has access to school nursing services. They are responsible for:

- Notifying the school when a child has been identified as having a medical condition which will require support in school
- Liaising with lead clinicians locally on appropriate support for the child and associated staff training needs.
- providing advice and liaising with staff on the implementation of a child's IHP.

Other Healthcare Professionals including GPs and Paediatricians

- They should notify the school nurse when a child has been identified as having a medical condition that will require support at school.
 - Specialist local health teams may be able to provide support in schools for children with particular conditions (eg asthma, diabetes).

Children

- Will be fully involved in discussions about their medical support needs and contribute, and comply with, their IHP as appropriate.

Parent's and Carers role

- It is the parent's responsibility to make sure that their child is well enough to attend school. If the child is unwell, the parents should keep the child at home and inform the school each morning
- Parents must provide sufficient information about their child's medical condition, treatment and/or special care needed at school and let the school know of any changes to the prescription or the support needed
- Parents must ensure that medication is clearly labelled – on medication itself this should include: name of child, name of medication, dose and frequency. Medication will be provided in its original packaging.
- It is the responsibility of the parent/ carer to ensure that their child's medication is in date and to check periodically that there is sufficient medication in school.
- Parents must ensure they, or another nominated adult, are contactable at all times.

Points for consideration

- All staff are expected to use their best endeavours at all times, particularly in emergencies
- The school must make sure that correct procedures are followed; keeping accurate records for each child and each incident and liaise with parents accordingly
- The Headteacher is responsible for the day to day decisions taken about administering medication to children who have medical needs. **Only medication prescribed by a doctor can be administered by school staff. In Exceptional circumstances, and at the Head Teacher's discretion, non-prescription medication may be administered.**
- The Headteacher will make sure that staff follow the school's documented procedure, they should be fully covered by their employer's public liability insurance should a parent make a complaint
- School does not assume that every child with the same condition requires the same treatment.
- School will not send children with medical conditions home frequently, or prevent them from staying for normal school activities, unless this is specified in their IHP.
- If a child becomes ill, they will not be sent to the school office or medical room unaccompanied.
- School take into consideration hospital appointments when monitoring attendance.
- School does not prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- School will not require parents, or make them feel obliged, to attend school to administer medication or provide medical support to their child, including toileting issues. No parent will have to give up working because the school is failing to support their child's medical needs.
- School will not prevent children from participating in any aspect of school life, including school trips, by requiring parents to accompany.

Individual Healthcare Plans (IHPs)

IHPs will help school effectively support children with medical conditions. They will provide clarity about what needs to be done, when and by whom. Plans will be drawn up in partnership between school, parents and a relevant healthcare professional e.g. School or Specialist Nurse. Children may be involved whenever appropriate. Plans will be reviewed at least annually or earlier if evidence is presented that the child's needs have changed. Where a child has a special educational need identified in an Educational Health and Care Plan (EHCP), the Individual Healthcare Plan (IHP) will be linked to, or become part of that statement or EHCP.

Points considered when developing an IHP

- The medical condition, its triggers, signs, symptoms and treatments.
- Specific support for the child's educational, social and emotional needs eg how absences will be managed, requirements for extra time to complete tests, 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, and expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a Health 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 for medication to be administered by a member of staff or self-administered by the child during school hours.
- Separate arrangements or procedures for school trips or other school activities outside of the normal school timetable that will ensure that the child can participate, e.g. risk assessments.
- Where confidentiality issues are raised by the parent of a child, the designated individuals are to be entrusted with information about the child's condition.
- What to do in an emergency, including whom to contact and contingency arrangements.

Administering Medication

Any member of staff who agrees to accept responsibility for administering prescribed medication to a child should have proper training and guidance and should check the following: -

- The pupil's name
- Written instructions provided by doctor on label of medication
- Prescribed dose and frequency as detailed in instructions
- Expiry date

He or she will be aware of possible side effects of the medication and what to do if they occur

School staff will **not give** any non-prescribed medication to children i.e. aspirins, paracetamol. A child under 12 should never be given aspirin, unless prescribed by a doctor. If a child suffers from acute pain i.e. Migraine, the parents should authorise and supply appropriate painkillers prescribed by a doctor, with written instructions about when the child should take the medication. The dosage will be in line with the instructions on the package. A member of staff will supervise the child taking the medication and notify the parents on the day that painkillers are taken

No pupil under 16 will be given medication without his/her parent's written consent

It is good practice to allow children with medical needs to manage their own medication from a relatively early age (parents should state this on health care plan). If doing so, staff should supervise them at all times

If a child refuses to take medication, staff will not force them to do so. The school should inform the parent as a matter of urgency, and if necessary call the emergency services

Some medicine needs to be refrigerated. Refrigerated medicines should be clearly marked and can be kept in the refrigerator in the medical room. Controlled drugs will be stored in the medical room in a locked box.

Medicines will be stored safely but accessible to those it is prescribed for.

Parents will collect medicines held at school from the office and are responsible for the disposal of date expired medication

There is no legal duty which requires school staff to administer adhoc medication even if this is prescribed by a doctor, this is a voluntary role.

Hygiene/Infection Control

All staff will be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures

Staff will have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment

Emergency Procedures

- Where a child has an IHP 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 children 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 should stay with the child until the parent arrives or accompany a child to hospital in an ambulance if asked to.
- All staff will know the school procedures for calling the emergency services
- All staff will know who is responsible for carrying out emergency procedures in the event of need
- Staff will not take pupils to hospital in their own cars.
- A copy of any health care plans will accompany the child to A&E

Day, Residential and Sporting Trips and Activities

- The school will ensure that arrangements are clear and unambiguous about the need to support children with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. School will make arrangements for the inclusion of children in such activities with any adjustments as required unless evidence from a clinician states that this is not possible.
- A risk assessment will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included.

School Trips

It is good practice for schools to encourage all children to participate in school trips wherever safety permits. Staff supervising day excursions and overnight trips should always be aware of any (additional) medical needs and relevant emergency procedures and refer to a child's IHP to ensure the trip is risk assessed accordingly. For example, to check if the setting or season may trigger a condition, such as asthma. It may be appropriate for an additional supervisor to accompany a particular pupil with medical needs

Sporting Activities

Most pupils with medical conditions can participate in extra-curricular sport or in the PE curriculum, which is sufficiently flexible for all pupils to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and wellbeing

Some pupils may need to take precautionary measures before or during exercise and-or need to be allowed immediate access to their medication, if necessary

Staff supervising sporting activities will always be aware of any medical needs and relevant emergency procedures

Liability and Indemnity

- School has an Insurance Policy that provides liability cover relating to the administration of medication.
- Any parents of pupils dissatisfied with the support provided should discuss their concerns directly with the Headteacher. If this cannot be resolved parents may make a formal complaint via the schools complaints procedure.
- The Headteacher will have overall responsibility that this Policy is implemented and that risk assessments for school visits are undertaken.

Burford School Individual Healthcare Plan

Name of school/setting	Burford School
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

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

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Arrangements for school visits/trips etc

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Other information

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

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

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Plan developed with

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Staff training needed/undertaken – who, what, when

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Form copied to

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History/Updates

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