

ARCHBISHOP RUNCIE CHURCH of ENGLAND (VA) FIRST SCHOOL

SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

1. Introduction

This Policy sets out how our Governing Body will fulfil its obligation under Section 100 of the Children and Families Act 2014 which requires it to make “*arrangements for supporting children with medical conditions*”. The purpose of the obligation is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

This policy is intended to apply to pupils with a recognised medical condition which restricts access to education and often requires on-going support, medicines or care while at school to help them to manage their condition and keep them well, including monitoring and intervention in emergency circumstances. It is important that parents feel confident that the school will provide effective support for their child's medical condition and that pupil's feel safe. This policy is not intended to cover a short term illnesses which are commonly suffered by children such as minor coughs and colds.

2. Policy Statement

Our school:-

- ❖ is an inclusive community that welcomes and supports pupils with medical conditions and provides all pupils with any medical condition the same opportunities as other pupils at school.
- ❖ makes sure all staff understand their duty of care to children and young people in the event of an emergency.
- ❖ ensures that all staff feel confident in knowing what to do in an emergency.
- ❖ understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed and or misunderstood.
- ❖ understands the importance of medication and care being taken as directed by healthcare professionals and parents.
- ❖ ensures that all staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils.
- ❖ ensures that no child with a medical condition is denied admission, or prevented from taking up a place in school because arrangements for their medical condition have not been made.

A Detailed Policy Framework is set out in **Appendix 1** and Template Forms are set out in Appendix 2.

3. Implementation

The Headteacher is responsible for this medical conditions policy and its implementation.

The SENCo, Mrs B Armstrong, will be responsible in conjunction with parents and or carers, for drawing up, implementing and keeping under review the Individual Healthcare Plan for each pupil and making sure relevant staff are aware of these plans. Reviews will take place annually or earlier if circumstances change.

All members of staff are expected to show a commitment and awareness of children's medical conditions and the expectations of this policy. All new members of staff will be inducted into the arrangements and guidelines in this policy upon taking up their post as part of their induction process.

This Policy does not apply to our Nursery where we shall continue to apply the Statutory Framework for the Early Years Foundation Stage.

4. Relevant Legislation

This policy is written in line with the requirements of both Section 100 of the Children and Families Act 2014 and the Statutory Guidance provided by the Department for Education for Governing Bodies which includes the guidance entitled "Supporting pupils at school with medical conditions" which was issued in September 2014. A copy of this document can be found on our website.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/349435/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf

5. Relevant Policies

Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case the School is required to comply with their duties under that Act. Some 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. For pupils who have medical conditions that require EHC plans the SEN and Disability Policy will apply and not this policy.

Other policies which may be relevant are the Intimate Care Policy and the Confidentiality Policy

6. Complaints

In the event that parents\carers are unhappy with any aspect of their child's care at Archbishop Runcie First School they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be addressed. If this does not resolve the problem or allay the concern, the problem should be brought to the attention of The Headteacher or in her absence, the SENCo. In the unlikely event of this not resolving the issue, the parent\carer must make a formal complaint using the Archbishop Runcie First School Complaints Procedure.

<http://www.archbishopruncie.firstschool.org.uk/policies/complaints2011.pdf>

7. Consultation

This policy has been developed by governors, staff, parents and healthcare professionals and will be reviewed annually.

Date of next review September 2016.

Appendix 1 - Policy framework

The policy framework describes in detail how our school can meet the needs of children attending our school with long-term medical conditions.

1. This school is an inclusive community that supports and welcomes pupils with medical conditions.

- ❖ This school is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
- ❖ This school will listen to the views of pupils and parents.
- ❖ Pupils and parents feel should be confident in the care they receive from this school and the level of that care meets their needs.
- ❖ Staff understand the medical conditions of pupils at our school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- ❖ All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- ❖ The whole school and local health community understand and support the medical conditions policy.
- ❖ Our school understands that all children with the same medical condition will not have the same needs. The school recognises that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to children with disability or medical conditions and are anticipatory.

2. This school's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.

- ❖ Stakeholders will vary depending on the individual but will usually include pupils, parents, school nurse, headteacher, teachers, school staff, Special Educational Needs Co-ordinator, first aiders, governors, relevant local health services and relevant supporter organisations.

3. The medical conditions policy is supported by a clear communication plan for staff, parents* and other key stakeholders to ensure its full implementation.

- ❖ Parents, carers and families will be informed and reminded about this policy
 - A copy of the policy will be made available on the School's website;
 - At the start of the school year when a communication is sent out about Healthcare Plans.
 - When a pupil joins the school after the start of the academic year.
- ❖ School staff are informed and regularly reminded about this policy:-
 - at scheduled medical conditions training;
 - the policy being made available in the staffroom;
 - through induction training for staff and where appropriate volunteers;
 - all supply and temporary staff are informed of this policy and their responsibilities.

- ❖ Relevant local healthcare staff are informed and reminded about this policy by:-
 - Sending a copy of the policy at the beginning of the year to the School Nurse

4. All children with a medical condition should have an individual healthcare plan (IHP).

- ❖ An IHP details exactly what care a child needs in school, when they need it and who is going to give it. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex. However, not all children will require one.
- ❖ It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance. Plans will capture the key information and actions that are required to support the child effectively. The level of detail within the plan will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support.
- ❖ This should be drawn up with input from the child (if appropriate) their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.
- ❖ IHP's will be easily accessible to all who need to refer to them, while preserving confidentiality.
- ❖ IHP's are to be reviewed annually or earlier if evidence is presented that the child's needs have changed

5. All staff understand and are trained in what to do in an emergency for children with medical conditions at this school.

- ❖ All school staff, including temporary or supply staff, are made aware of the medical conditions at this school and understand their duty of care to pupils in an emergency. Supply staff are given a class file containing relevant information at the beginning of the day
- ❖ All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- ❖ A child's IHP should, explain what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

6. All staff understand and are trained in the school's general emergency procedures.

- ❖ All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.
- ❖ If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

7. This school has clear guidance on providing care and support and administering medication at school.

- ❖ This school understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- ❖ This school will make sure that there is more than one member of staff who has been trained to administer the medication and meet the care needs of an individual child. This includes escort staff for home to school transport if necessary. This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.
- ❖ This school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- ❖ This school will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent, while respecting their confidentiality.
- ❖ When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given. Parents will be informed. This school will not give a pupil under 16 aspirin unless prescribed by a doctor.
- ❖ This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
- ❖ Parents at this school understand that they should let the school know immediately if their child's needs change.

8. This school has clear guidance on the storage of medication and equipment at school.

- ❖ This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away. In school medication is stored in the main office. On off site visits it is held by the nominated first aider.
- ❖ Pupils and staff know to access medication from the school office.
- ❖ This school will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at this school can administer a controlled drug to a pupil once they have had specialist training.
- ❖ This school will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately.
- ❖ This school will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- ❖ Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
- ❖ This school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

9. This school has clear guidance about record keeping.

- ❖ Parents at this school are asked if their child has any medical conditions on the enrolment form.

- ❖ This school uses an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- ❖ This school has a centralised register of IHPs, and an identified member of staff has the responsibility for this register.
- ❖ IHPs are regularly annually or earlier if the pupil's needs change.
- ❖ The pupil (where appropriate) parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.
- ❖ This school makes sure that the pupil's confidentiality is protected.
- ❖ This school seeks permission from parents before sharing any medical information with any other party.
- ❖ This school meets with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's IHP which accompanies them on the visit.
- ❖ If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible and the school's disciplinary procedures are followed.
- ❖ This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- ❖ This school makes sure that all staff providing support to a pupil and other relevant teams have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence, and this school keeps an up-to-date record of all training undertaken and by whom.

10. This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- ❖ This school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out-of-school activities.
- ❖ This school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- ❖ All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- ❖ This school understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.
- ❖ This school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who

have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.

- ❖ This school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.
- ❖ This school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- ❖ All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This school will not penalise pupils for their attendance if their absences relate to their medical condition.
- ❖ This school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO/ALNCO/Special Educational Needs Advisor who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- ❖ Pupils at this school learn what to do in an emergency ie seek immediate help from the nearest adult
- ❖ This school makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

11. This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.

- ❖ This school is committed to identifying and reducing triggers both at school and on out-of-school visits.
- ❖ School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. It has a list of the triggers for pupils with medical conditions at this school, has a trigger reduction schedule and is actively working towards reducing/eliminating these health and safety risks.
- ❖ The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.
- ❖ This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

12. Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), this school will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.

- ❖ This school works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

13. Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

- ❖ This school works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- ❖ This school is committed to keeping in touch with a child when they are unable to attend school because of their condition.

14. The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.

- ❖ In evaluating the policy, this school seeks feedback from key stakeholders including pupils, parents, school healthcare professionals, and other relevant healthcare professionals, school staff, , governors. The views of pupils with medical conditions are central to the evaluation process.

*The term 'parent' implies any person or body with parental responsibility such as a foster parent, carer, guardian or local authority.

Appendix 2 – Template Documents

Individual Healthcare Plan

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)
Relationship to child
Clinic/Hospital
Contact Name
Phone no.
G.P.
Name
Phone no.
Who is responsible for providing support in school
Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc
Name of medication, dose, method of administration, when to be taken, side effects, contra-

indications, administered by/self-administered with/without supervision
Daily care requirements
Specific support for the pupil's educational, social and emotional needs
Arrangements for school visits/trips etc
Other information
Describe what constitutes an emergency, and the action to take if this occurs
Who is responsible in an emergency (state if different for off-site activities)
Plan developed with
Staff training needed/undertaken – who, what, when
Form copied to:

Parental agreement for Archbishop Runcie First School to administer medicine

Archbishop Runcie First School will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child Date of birth	
Class	
Medical condition or illness	
Medicine	
Name/type of medicine (as described on the container)	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	
Contact Details	
Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to the School Office.	
The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Archbishop Runcie First School staff administering medicine in accordance with the Archbishop Runcie First School policy. I will inform the Archbishop Runcie First School immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.	
Signature(s) _____ Date _____	

Record of medicine administered to an individual child

Name of child	
Date medicine provided by parent/carer	
Name of parent/carer	
Class	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	
Record Created by	

Staff signature _____

Signature of parent/carer _____

Date				
Time given				
Dose given				
Name of member of staff				
Staff Initials				
Date				
Time given				
Dose given				
Name of member of staff				
Staff Initials				
Date				
Time given				
Dose given				
Name of member of staff				
Staff Initials				

Record of medicine administered to all children

Archbishop Runcie First School

Date	Child's name Time	Name of Medicine	Dose given	Any reactions	Signature of Staff	Print name

Staff training record – administration of medicines and/or medical procedures

Archbishop Runcie First School

Name _____

Type of training received _____

Date of training completed _____

Training provided by _____

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____