

	<p style="text-align: center;">The <b>TILIAN PARTNERSHIP</b> <i>Inspire to achieve</i></p>	<p><b>Policy Document</b> Agreed: Nov 24 Review: 1 year Signature: Nov 25</p>
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## Supporting Pupils with Medical Conditions Policy

### Rationale

The Tilian Partnership values the abilities and achievements of all its pupils, and is committed to providing for each pupil the best possible environment for learning. We actively seek to remove the barriers to learning and participation that can hinder or exclude individual pupils, or groups of pupils. This means that equality of opportunity must be reality for our children. We make this a reality through the attention we pay to the different groups of children within our schools.

This policy is to be read in conjunction with the school's policy for:

- Administration of Prescribed Medicines
- Policy for Asthma
- SEN Policy;
- Safeguarding policies;
- Behaviour Policy
- Anti Bullying policy.

### Introduction

The Children and Families Act 2014 states that arrangements for supporting pupils at school with medical conditions must be in place and those pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

Many children, at some point during their time at school, will have a medical condition which may affect their potential to learn and their participation in school activities. For most, this will be short term; perhaps finishing a course of medication or treatment; other children may have a medical condition that, if not properly managed, could limit their access to education.

This policy includes managing the administration of medicines, supporting children with complex health needs and first aid. The school makes every effort to ensure the wellbeing of all children, staff and adults on site.

## **Aims and Objectives**

- To ensure that 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.
- To establish a positive relationship with parents and carers, so that the needs of the child can be fully met - Parents of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. This is because pupils with long-term and complex medical conditions may require on-going support, medicines and care while at school to help them manage their condition and keep them well. Other children may require interventions in particular emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parents feel confident that their child's medical condition will be supported effectively in school and that they will be safe.
- To work in close partnership with health care professionals, staff, parents and pupils to meet the needs of each child – In making decisions about the support they provide, it is crucial that schools consider advice from healthcare professionals and listen to and value the views of parents and pupils.
- To ensure any social and emotional needs are met for children with medical conditions – Children may be self-conscious about their condition and some may be bullied or develop emotional disorders such as anxiety or depression around their medical condition.
- To minimise the impact of any medical condition on a child's educational achievement – in particular, long term absences due to health problems affect children's educational attainment, impact on their ability to integrate with their peers and affect their general wellbeing and emotional health - reintegration back into school should be properly supported so that children with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short term absences, including those for medical appointments, (which can often be lengthy), also need to be effectively managed.
- To ensure that a Health Care Plan is in place for each child with a medical condition and for some children who may be disabled or have special educational needs, that their Education, Health and Care Plan is managed effectively.

## **Responsibilities**

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 parents and pupils will be critical.

The CEO is responsible for:

- Ensuring that a policy is in place to meet the needs of children with medical conditions;
- Ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation;
- Ensuring that the school is appropriately insured and that staff are aware that they are insured to support pupils in this way;

The Headteacher is responsible for:

- Ensuring that all staff who need to know are aware of the child's condition;
- Ensuring that sufficient trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations;
- Ensuring that the school nursing service is contacted 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;

- Ensuring that staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.

School staff are responsible for:

- Understanding that any member of school staff may volunteer or be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so;
- Understanding the role they have in helping to meet the needs of a child with a medical condition;
- Working towards/completing targets and actions identified within the Health Care Plan or the SEN Education, Health and Care Plan.

Healthcare professionals are responsible for:

- Notifying the school when a child has been identified as having a medical condition who will require support in school;
- Providing the medical information required for the healthcare plan
- Take a lead role in ensuring that pupils with medical conditions are properly supported in school, including supporting staff on implementing a child's plan;
- Work with the school's Head to determine the training needs of school staff and agree who would be best placed to provide the training;
- Confirm that school staff are proficient to undertake healthcare procedures and administer medicines.

### **Assisting Children with Long Term or Complex Medical Needs**

A proactive approach is taken towards children with medical needs. Every child with a long term or complex medical need will be offered a meeting with Headteacher and/or class teacher at the onset of condition or change in condition. This enables the school / parents to identify potential issues/difficulties before a child returns to school. Issues identified in the past have included access to classrooms, toilet facilities, additional adult support, lunchtime procedures and emergency procedures.

An [Individual Healthcare Plan](#) will be produced for any child with long term/complex medical needs and will be reviewed on a regular basis.

To assist children with long term or complex medical needs, the school will also consider whether any/all of the following is necessary:

- Adapting equipment, furniture or classrooms to enable the child to access a particular aspect of the curriculum or area of the school. Involving the home and hospital support service.
- Working in partnership with medical agencies and receiving advice/support from other professionals including the School Nurse;
- Arranging for additional adult support throughout specific parts of the school day;
- Adapting lesson plans;
- Establishing a phased attendance programme;
- Ensuring that there are procedures in place for the administration of medicine;
- Training for Support Staff/Teachers on a specific medical condition;
- Providing a programme of work for children who are absent from school for significant periods of time; Providing appropriate seating during assembly/carpet time;
- Ensuring there is adequate supervision during play times so that the health and safety of all children is not compromised;
- Ensuring that arrangements are made to include a child with medical needs on school visits.

## Individual Health Care Plans

An Individual Healthcare Plan is a document that sets out the medical needs of a child, what support is needed within the school day and details actions that need to be taken within an emergency situation. They provide clarity about what needs to be done, when and by whom. The level of detail within the plans 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.

Individual healthcare plans must be drawn up by medical professionals e.g. a specialist nurse, who will be able to determine the level of detail needed in consultation with the school, the child and their parents. Plans should be reviewed at least annually or earlier if the child's needs change. They should be developed in the context of assessing and managing risks to the child's education, health and social well-being and to minimise disruption. Where the child has a special educational need, the individual healthcare plan should be linked to the child's statement or EHC plan where they have one.

In situations where the school is not provided with a individual healthcare plan by a medical professional, the school will meet with the parents to complete the [template Healthcare Plan](#) (schools may choose to use a different version containing the same information). On completion the parents will be asked to check that the healthcare plan is acceptable with the child's GP or consultant. **If the healthcare plan has not been agreed then the school will follow emergency procedures by calling 999.**

Parents will receive a copy of the Health Care Plan with the originals kept by the school. Medical notices, including pictures and information on symptoms and treatment are placed in the staff room and classroom for quick identification, together with details of what to do in an emergency.

## Administering Medicines

Please see the school's policy for the administration of medication (available on the school website)

## Emergency Procedures

In emergency situations, where possible, the procedure identified on a child's Healthcare Plan will be followed. When this is not available, a qualified First Aider will decide on the emergency course of action. If it is deemed a child needs hospital treatment as assessed by the First Aider the following procedures must take place:

1. Stabilise the child
2. Dial 999
3. Contact parent/carer
4. Notify Head Teacher

The most appropriate member of staff accompanies the child to hospital with all relevant health documentation (Inc. tetanus and allergy status) and clear explanation of the incident if the witness does not attend. A senior member of staff should attend the hospital to speak to parents if deemed necessary.

## **Hygiene and Infection Control**

All staff should be aware of normal precautions for avoiding infections and follow basic hygiene procedures e.g. basic hand washing. The first aid point in each school has full access to protective disposable gloves and care is taken with spillages of blood and body fluids.

## **Sporting Activities**

Some children may need to take precautionary measures before or during exercise. Staff supervising such activities should be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures (e.g. see Tilian Asthma Policy)

## **Educational Visits**

We actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities but are mindful of how a child's medical condition will impact on their participation.

Arrangements will always be made to ensure pupils with medical needs are included in such activities unless evidence from a clinician such as a GP or consultant states that this is not possible. A risk assessment will be completed at the planning stage to 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 school nurse or other healthcare professional that are responsible for ensuring that pupils can participate. A copy of the child's health care plan should be taken with the child on an Educational Visit.

The class teacher must also ensure that medication such as inhalers and epi-pens are taken on all school trips and given to the responsible adult that works alongside the child throughout the day. A First Aid kit must be taken on all school trips. The Visit Leader must ensure that all adults have the telephone number of the school in case of an emergency.

A trained first aider should attend all school trips where no first aid provision is provided at the destination. When a child with a specific medical need is going, a risk assessment will identify the requirements for staffing. The first aid provision at the destination of the trip should be included as part of the risk assessment.

The visit leader must ensure that all necessary medicines are taken on the trip. This will mean checking the medical requirements of the class and ensuring that any child with a specific medical condition has access to prescribed medicine whilst on the trip. Staff administering medication to children on school trips should follow the guidelines above.

## **After School Clubs (external providers)**

It is the responsibility of school clubs to liaise with parents/carers and to send home a medical form for completion. schools must ensure that all clubs know how to obtain medical assistance, where the first aid point in each school is and the location of any associated medication.

## **Breakfast Club and After School Club**

Each club must have a trained First Aider and a first aid kit close at hand.

Each club must also have access to the school's first aid point in each school. On the booking forms parents must state any medical needs and allergies and provide a contact number in case of emergency.

Any child who requires medicine must have written confirmation from the parent.

### **Staff Training**

Any member of school staff providing support to a pupil with medical needs must have received suitable training. It is the responsibility of the School Nurse to lead on identifying with other health specialists and agreeing with the school, the type and level of training required, and putting this in place. The school nurse or other suitably qualified healthcare professional should confirm that staff are proficient before providing support to a specific child.

Training must 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 to understand the specific medical conditions they are being asked to deal with, their implications and preventative measures. Staff should not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect individual healthcare plans at all times) from a healthcare professional.

A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.

It is important that all staff are aware of the school's policy for supporting pupils with medical conditions and their role in implementing that policy. Each school should ensure that training for conditions which they know to be common within their school is provided (asthma, epi pen, diabetes for example)

Parents can be asked for their views and may be able to support school staff by explaining how their child's needs can be met but they should provide specific advice, nor be the sole trainer.

### **Anaphylaxis**

Many pupils will have intolerances or minor allergic reactions to a variety of products, e.g. food, or environmental conditions, e.g. pollen allergy, which can be managed with a range of prescribed medicines. However, some pupils have an extreme allergic reaction to particular items, e.g. nuts, which can cause anaphylaxis. Anaphylaxis is a severe and potentially life-threatening reaction to a trigger such as an allergy. In these cases it will be necessary to inform all parents and staff members of the school of the allergens and ask them to check that products they send into school do not contain these allergens (a template for this is provided at the end of this policy). We recommend that this is sent out in hard copy, by email and a short text message sent to inform them of an important letter and that termly reminders are sent.

## Template Letter for all parents re a pupil with a severe allergy

[On school headed notepaper]

### IMPORTANT

Dear Parents

One of our pupils has a severe \_\_\_\_\_ allergy. If this pupil comes into contact with \_\_\_\_\_ [or comes into contact with a pupil who has eaten \_\_\_\_\_] then this could lead to an anaphylactic reaction. Anaphylaxis is a **severe and potentially life-threatening** reaction to a trigger such as an allergy.

Because of this the **school cannot accept products containing** \_\_\_\_\_ to be provided in lunch boxes or for eating at other times.

We would therefore ask you to check that items in packed lunches are free from \_\_\_\_\_ and to avoid the following specific products:

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Due to the severity of the anaphylactic reaction, if staff become aware of products containing \_\_\_\_\_ in lunch boxes or pupils who have recently consumed products containing \_\_\_\_\_, they will have to remove the child with their lunchbox from the area to avoid contact. If this is the case, the office will contact you as soon as possible to inform you of this.

Thank you for your understanding in this matter.