

FORT FEDERATION

Friendship for all, One vision, Readiness to learn and Trusting in God

The Lord is my rock, my fortress and my protector

2 Samuel 22:2

Supporting Pupils with Medical Conditions Policy

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Noted revisions: None

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Signed by the Chair:



Date:

11th November 2015

The policies of this Federation have been developed from our core values. In executing these policies special attention is taken to consider fairness, compassion and equality. Our belief is that we are all made in the image of God and are therefore equally valued, ensuring that these policies are for the benefit of the school and the wider community, and demonstrate the love of God through Christ.

Policy Statement

FORT Federation are an inclusive community that welcomes and supports pupils with medical conditions. This policy has been developed in line with the Department for Education's guidance released in April 2014 – 'Supporting pupils at school with medical conditions'.

FORT Federation understand that pupils can suffer from long term, short term, chronic and acute illnesses and will provide for all pupils without exception or discrimination. This includes both physical and mental health conditions.

FORT Federation provide all pupils with any medical condition the same opportunities as others at school, enabling them to play a full and active role in school life, remain healthy and achieve their academic potential.

We will help to ensure that they can:

Be healthy

Stay safe

Enjoy and achieve

Make a positive contribution

Policy Framework

FORT Federation (referred to here as 'these schools') make sure all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

These schools understand that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

These schools understand the importance of medication and care being taken as directed by healthcare professionals and parents. All pupils with medical conditions will have an Individual Healthcare Plan (IHCP) written as soon as possible after diagnosis and reviewed at least annually or more often if necessary.

All staff understand the medical conditions that affect pupils at these schools. Staff receive training on the impact medical conditions can have on pupils.

These schools ensure all staff receive appropriate first aid training and have easy access to first aid equipment. The main first aid boxes are located in the First Aid room and all classrooms have a basic first aid kit and full, portable first aid kits are taken on any off site visits.

These schools ensure this policy is applied across the curriculum, including PE and Educational Visits.

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. A school's ability to provide effective support will depend to an appreciable extent on working co-operatively with other agencies. Partnership workings between school staff, healthcare professionals (and where appropriate social care professionals), local authorities and parents and pupils will be critical.

Key roles and responsibilities

Local authorities

Local authorities are commissioners of school nurses. Under section 10 of the Children Act 2004 they have a duty to promote co-operation between relevant partners such as governing bodies of maintained schools, clinical commissioning groups and NHS England with a view to improving the wellbeing of children with regard to their physical and mental health, and their education, training and recreation. Local authorities should provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within an IHCP can be delivered effectively. Local authorities should work with schools to support pupils with medical conditions to attend full time. Where pupils would not receive a suitable education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements. Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from school for 15 days or more because of health needs (whether consecutive or cumulative across the school year).

Governing body

The Governing Body must make arrangements to support pupils with medical conditions in school to ensure that these pupils are able to participate to the fullest level in all aspects of school life. The Governing Body should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.

Executive headteacher

The executive headteacher should ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all IHCPs, including in contingency and emergency situations. This may involve recruiting a member of staff for this purpose. The executive headteacher must make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way.

Staff members

Staff members are responsible for taking appropriate steps to support children with medical conditions. Where necessary, this may include making reasonable adjustments to include pupils with medical conditions into lessons. Staff members will undertake training to achieve the necessary competency for supporting pupils with medical conditions and familiarise themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help. Supply teachers must be informed of any children in the class that they are covering who require support due to a medical condition.

School nurses

School nurses are responsible for notifying the school when a child has been identified as requiring support in school due to a medical condition. Wherever possible they should do this before the child starts at the school. School nurses will liaise locally with lead clinicians on appropriate support and/or training.

Parents and carers

Parents and carers will keep these schools informed about any changes to their child/children's health. They will complete a parental agreement for school to administer medicine form before bringing medication into school. **(Appendix 3)** Parents and carers will provide the school with the medication their child requires and keep it up to date, including collecting any leftover medicine at the end of the course or year. Parents and carers will discuss medication with their child/children prior to requesting that a staff member administers the medication. Where necessary a parent or carer will develop an Individual Healthcare Plan (IHCP) **(Appendix 2)** for their child in collaboration with the SENDco, other staff members and healthcare professionals.

Pupils

Some children will be competent to manage their own health needs and medicines. After discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This will be reflected in the child's IHCP. 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. Children who take their medicines themselves or manage procedures may require an appropriate level of supervision. If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the IHCP. Parents should be informed so that alternative options can be considered.

SENDco

The SENDco is responsible for the day-to-day implementation and management of this policy in both of these schools. The SENDco is responsible for making staff aware of this policy and ensuring that the policy is developed effectively with partner agencies. She will liaise with healthcare professionals regarding the training required for staff and developing Individual Healthcare Plans (IHCPs) where necessary. The SENDco will make staff that need to know, aware of a child's medical condition and the support that this child will need. As soon as the schools are notified that they are to receive a child with

a medical condition, the SENDco will contact the parents, previous school and/or medical professionals as required. For children starting at the beginning of a school term, arrangements should be in place in time for the start of that term. In other cases, every effort will be made to ensure that arrangements are in place within two weeks.

Medicines

Where possible it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must sign and complete a parental agreement for a school to administer medicine form. No child will be given any medication without written parental consent. Medicines must be in date, labelled and provided in the original container with dosage instructions. Medicines which do not meet these criteria will not be administered (with the exception of insulin which will generally be available to schools inside an insulin pen or a pump). A maximum of four weeks supply of the medication may be provided to the school at one time. Medications will be stored in the First Aid room. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. Such equipment will always be taken with the child when off site (for example on a school trip). Written records will be kept of any medication administered to children (**Appendix 4**). The schools cannot be held responsible for side effects that occur when medication is taken correctly.

When no longer required medicines will be returned to the parent to arrange for safe disposal.

Individual Healthcare Plans (IHCPs)

Where necessary, an IHCP will be developed in collaboration with the pupil, parents/carers, SENDco and medical professionals. IHCPs will be easily accessible whilst preserving confidentiality and will be reviewed at least annually or when a child's medical circumstances change. Where a pupil has an Education, Health and Care Plan or statement the IHCP will be linked to it or become part of it. The level of detail within plans will depend on the complexity of the child's condition and the degree of support needed. This is important because children with the same health condition may require very different support. The aim should be to capture the steps which a school should take to help the child manage their condition and overcome any potential barriers to getting the most from their education. They should be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing and minimises disruption.

The following should be considered:

- 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 eg: 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
- 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, 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 headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, eg risk assessments
- Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition
- 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 the development of their IHCP.

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

Emergencies

Medical emergencies will be dealt with under these schools' emergency procedures. Where an IHCP is in place, it should detail – what constitutes an emergency and what to do in an emergency. Pupils will be informed in general terms of what to do in an emergency such as telling a teacher. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents/carers arrive. Staff should not take children to hospital in their own car.

Staff training and support

The relevant healthcare professional should normally lead on identifying and agreeing with these schools the type and level of training required and how this can be obtained. These schools may choose to arrange training ourselves and we should ensure this remains up-to-date.

Training should 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 IHCPs. Staff will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. In some cases written instructions from the parent or on the medication container dispensed by the pharmacist may be considered sufficient, but ultimately this is for these schools to decide, having taken into consideration the training requirements as specified in pupils' IHCPs. A first aid certificate does not constitute appropriate training in supporting children with medical conditions.

Whole school awareness training will take place on issue of this new policy. This will include basic training on all medical conditions affecting pupils in the school. This will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs. Staff will receive training on the Supporting Pupils with Medical Condition Policy as part of their new starter induction. Staff involved with specific children whose medical conditions require further training (eg: use of epipen, managing epilepsy) will receive this separately.

The family of a child will often be key in providing relevant information to school staff about how their child's needs can be met and parents should be asked for their views. They should provide specific advice but should not be the sole trainer.

Day trips, residential visits and sporting activities

These schools actively support pupils with medical conditions to participate in school trips and visits or in sporting activities. Teachers are aware of how a child's medical condition will impact on their participation and reasonable adjustments will be made to allow that child to take part unless evidence from a clinician such as a GP states that this is not possible.

Complaints

Should parents be dissatisfied with the support provided we would ask that they discuss their concerns with us. If this does not resolve the issue parents may make a formal complaint via the schools' complaints procedure.