



St. Jérôme Church of England  
Bilingual School

**Supporting Children with Medical  
Needs Policy**

Reviewed by Executive Head teacher, Head of School, SENDCO and Welfare Officer June 2020

Head teacher \_\_\_\_\_

Head of School \_\_\_\_\_

SENDCO \_\_\_\_\_

Welfare officer \_\_\_\_\_

Chair of Governors \_\_\_\_\_

Date \_\_\_\_\_

**Date of next review:** June 2021 unless deemed necessary to review before.

(Also see our Child Protection and Safeguarding Policy, Inclusion Policy, Intimate Care policy, SEN Code of Practice and the Department for Education's statutory guidance "Supporting pupils at school with medical conditions" (2015) and Health and Safety policy).

## **1. Rationale:**

This policy has been drawn up to ensure that children with medical needs receive proper care and support at school to enable regular school attendance. Staff have a common law duty to act as any reasonably prudent parent would to make sure that pupils are healthy and safe on school premises and this may extend to administering medicine and/or taking action in an emergency. This duty also extends to offsite educational visits.

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 ongoing support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in 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 schools will provide effective support for their child's medical condition and that pupils feel safe.

In making decisions about the support they provide, schools should establish relationships with relevant local health services to help them. It is crucial that schools receive and fully consider advice from healthcare professionals and listen to and value the views of parents and pupils.

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, Governing Bodies must comply with their duties under that Act. Some may also have Special Educational Needs (SEN) and may have an Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this guidance should be read in conjunction with the Special Educational Needs and Disability Code of Practice.

Saint Jérôme Church of England Primary School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full-time curriculum or as much as their medical condition allows.

This policy has been developed in line with the Department for Education's statutory guidance "Supporting pupils at school with medical conditions" (December 2015) under a statutory duty from section 100 of the Children and Families Act 2014.

The school will have regard to the statutory guidance issued. We take account of it, carefully consider it and we make all efforts to comply.

## **2. Introduction:**

Under the Equality Act 2010, responsible bodies for schools, including the Nursery, must not discriminate against disabled children in relation to their access to education and

associated services including all aspects of school life including school trips and school clubs and activities.

Saint Jérôme Church of England Bilingual Primary School will endeavour to adhere to the aforementioned acts through the implementation of our “Supporting children with Medical Needs” Policy that aims to:

- Avoid disability discrimination
- Ensure all children are included
- Ensure that children with medical conditions are properly supported so they have full access to education, including school trips and physical education
- Enable regular attendance

### **3. Key roles and responsibilities:**

#### **OFSTED:**

As part of Ofsted’s Common Inspection framework, Inspectors must consider how well a school meets the needs of the full range of pupils, including those with medical conditions. Key judgements will be informed by the progress and achievement of these children alongside those of pupils with special educational needs and disabilities, and also by pupils’ spiritual, moral, social and cultural development.

#### **The Local Authority (LA) is responsible for:**

- Promoting co-operation between relevant partners regarding supporting pupils with medical conditions.
- Providing support, advice /guidance and training to schools and their staff to ensure Individual Healthcare Plans (IHP) are effectively delivered.
- Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

#### **The Governing Body of Saint Jérôme Church of England Bilingual Primary School is responsible for:**

- Ensuring arrangements are in place to support pupils with medical conditions.
- Ensuring that the focus is on the needs of each individual child and how their medical condition impacts on their school life.
- Ensuring the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
- Ensuring that the “Supporting Pupils with Medical Conditions” Policy does not discriminate on any grounds including, but not limited to, protected characteristics: ethnicity/national/ origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.

- Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.
- Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential.
- Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials.
- Ensuring written records are kept of, any and all, medicines administered to pupils.
- Ensuring the policy sets out procedures in place for emergency situations.
- Ensuring the level of insurance in place reflects the level of risk.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.

**The Senior Leadership Team are responsible for:**

- Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy.
- The day-to-day implementation and management of the "Supporting Pupils with Medical Needs and Conditions" policy and procedures at Saint Jérôme Church of England Bilingual Primary School.
- Liaising with healthcare professionals regarding the training required for staff.
- Identifying staff who need to be aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy. Ensuring more than one staff member is identified, to cover holidays / absences and emergencies.
- Ensuring the correct level of insurance is in place for staff who support pupils in line with this policy.
- Continuous two-way liaison with school nurses and school in the case of any child who has or develops an identified medical condition.
- Ensuring confidentiality and data protection.
- Assigning appropriate accommodation for medical treatment/ care.
- Considering the purchase of a defibrillator.
- Voluntarily holding 'emergency' salbutamol asthma inhalers for emergency use for children who already use inhalers for a medically diagnosed condition.

**Staff members are responsible for:**

- Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help.
- Knowing where controlled drugs are stored and where the key is held.
- Taking account of the needs of pupils with medical conditions in lessons.

- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
- Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.

**The Welfare Officer is responsible for:**

- Collaborating on developing an Individual HealthCare Plan in anticipation of a child with a medical condition starting school.
- Notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career.
- Supporting staff to implement an IHP and then participate in regular reviews of the IHP.
- Giving advice and liaison on training needs.
- Liaising locally with lead clinicians on appropriate support. Assisting the SLT in identifying training needs and providers of training.

**Parents and carers are responsible for:**

- Keeping the school informed about any new medical condition or changes to their child/children's health.
- Updating the school with contact details.
- Participating in the development and regular reviews of their child's IHP.
- Completing a parental consent form to administer medicine or treatment before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine.
- Carrying out actions assigned to them in the IHP with particular emphasis on, they or a nominated adult, being contactable at all times.

**Pupils are responsible for:**

- Providing information on how their medical condition affects them.
- Contributing to their IHP.
- Complying with the IHP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents.

**4. Training of staff:**

- Suitable training should have been identified during the development or review of individual healthcare plans. Some staff may already have some knowledge of the specific support needed by a child with a medical condition and so extensive training may not be required. Staff who provide support to pupils with medical conditions should be included in meetings where this is discussed.
- The relevant healthcare professional should normally lead on identifying and agreeing with the school the type and level of training required, and how this can

be obtained. Schools may choose to arrange training themselves and should ensure this remains up-to-date.

- Appropriate staff have received First Aid training, however additional training may be required for specific medical needs 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 an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.
- Healthcare professionals, including the school nurse, can provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.
- The school's policy should additionally set out arrangements for whole-school awareness training so that all staff are aware of the school's policy for supporting pupils with medical conditions and their role in implementing that policy. Induction arrangements for new staff should be included. The relevant healthcare professional should be able to advise on training that will help ensure that all medical conditions affecting pupils in the school are understood fully. This includes preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.
- 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.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition (updated to reflect any individual healthcare plans) and signed off as competent. Healthcare professionals, including the school nurse, can provide confirmation of proficiency of staff in a medical procedure, or in providing medication.

##### **5. Health Care Plans (HCP):**

- Individual Health Care Plans can help to ensure that schools effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. 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 and are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex.
- Healthcare plans must be drawn up for any child with a medical condition that needs management. A Health Care Plan will include detailed instructions on day-to-day management on the condition together with procedures to be followed in an emergency and the level of support required. However, not all children will require an individual healthcare plan. Some children can have a group plan if they have a common medical condition and the same treatment/management of the condition. The school, healthcare professional and parent should agree, based on evidence, whether an individual or group healthcare plan would be appropriate.
- Health Care Plans will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality.
- Where a pupil has an Education, Health and Care plan, the Health Care Plan may be linked to it or become part of it if appropriate.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the provider and school is needed

to ensure that the Health Care Plan identifies the support the child needs to reintegrate.

- The School Nurse may provide advice and support to the school, parents and healthcare professionals in formulating the Health Care Plan. The school nurse may deliver any necessary training, in conjunction / consultation with other agencies. The School Nurse may also deliver refresher training annually, or as required.
- Individual Health Care Plans will be kept in a file in the school Welfare Room. This will be accessible to all staff. In addition, each class has a paper copy. These will be updated at least annually or earlier if there is evidence presented that the child's needs have changed.
- Detailed medication administration sheets will be kept.

#### **6. Medical conditions register:**

- A medical conditions register should be kept, updated and reviewed regularly by the Welfare Officer. Each class teacher should have an overview of the list for the pupils in their care, within easy access. This is all kept electronically so staff can access information.
- Supply staff and support staff should similarly have access on a need to know basis. Parents should be assured data sharing principles in line with GDPR are adhered to.
- For pupils on the medical conditions register, key stage transition points meetings should take place in advance of transferring, to enable parents, school and health professionals to prepare IHP and train staff if appropriate.

#### **7. Transport arrangements – Pupils who travel to school by school transport:**

- Where a pupil with a Health Care Plan is allocated school transport, the school should invite a member of the Transport team who will arrange for the driver or escort to participate in the IHP meeting. A copy of the Health Care Plan will be copied to the Transport team and kept on the pupil record. The IHP must be passed to the current operator for use by the driver /escort and the Transport team will ensure that the information is supplied when a change of operator takes place.
- For some medical conditions the driver/ escort will require adequate training. For pupils who receive specialised support in school with their medical condition, this must equally be planned for in travel arrangements to school and included in the specification to tender for that pupil's transport.
- When prescribed controlled drugs need to be sent in to school, parents will be responsible for informing the school in advance and completing a consent form. Parents will be responsible for handing them over to the adult in the car in a suitable bag or container. They must be clearly labelled with name and dose etc.
- Controlled drugs will be kept under the supervision of the adult in the car throughout the journey and handed to a school staff member on arrival. Any change in this arrangement will be reported to the Transport team for approval or appropriate action.

#### **8. Emergencies:**

- Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms.
- 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 arrive.

#### **9. Day trips, residential visits and sporting activities:**

- Unambiguous arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.
- To comply with best practice, risk assessments should be undertaken, in line with Health and Safety Executive guidance on school trips, in order to plan for including pupils with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day Individual Health Care requirements for the school day.
- All staff supervising visits should be aware of any medical needs and relevant emergency procedures. Where necessary individual risk assessments should be conducted. It may be necessary for an additional teacher, parent or another volunteer to accompany a particular child on a 1:1 basis.
- It should be ensured that a member of staff who is trained to administer any specific medication (e.g. epi-pens) accompanies the child and that the appropriate medication is taken on the visit.
- Medicines should be kept in their original containers.
- When accompanying children on residential trips, all medicines must be stored in a locked, secure container.
- For all educational trips, including residential trips, the school will not administer non-prescription medicine. If a child needs treatment or medication whilst on a school trip, professional medical advice will be sought.

#### **10. Administration of Medicines:**

There is no legal duty that requires schools to administer medicines, however we have a duty to make arrangements to support pupils with medical conditions. As such, we will administer, after appropriate training, prescription medication to assist children with medical needs if required:

- Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours. Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- Any staff giving medication of any kind would be doing so voluntarily and supported by the school with training if required. All volunteers will be indemnified by the Council's Liability Insurance for any claims made against them provided that they



have received training, taken any necessary refresher training, followed the Health Care Plan and used appropriate protective equipment.

- We propose to work with local authorities, health professionals and other support services to ensure that children with medical conditions receive a full education.