



## Supporting Children with Medical Conditions

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The Children and Families Act 2014 includes a duty on schools to support children with medical conditions. Schools must make arrangements for supporting pupils at school with medical conditions and in meeting that duty they must have regard to the statutory guidance issued by the Secretary of State, 'Supporting Pupils at School with Medical Conditions', 2014.

Heene Primary School will ensure that children with medical conditions are well supported. We have experience of dealing with children who require Individual Health Care Plans (IHP Template A) and we liaise with the relevant professionals.

- We have delegated members of staff who are responsible for supporting these children and for ensuring that sufficient staff are suitably trained.
- We have a commitment that all relevant staff will be made aware of the child's condition.
- We provide cover arrangements in case of staff absence or staff turnover to ensure someone is always available.
- We brief supply teachers by providing relevant information both written and verbal.
- We undertake risk assessments for school visits and other school activities outside of the normal timetable.
- We monitor individual healthcare plans in liaison with health practitioners.
- We have a commitment to ensure that no child with medical needs is excluded from activities on and off-site, including coach trips and off-site sports events. Arrangements for their care will be put in place and all reasonable adjustments made to enable the child to participate fully.

### **1. Procedure to be followed when notification is received that a pupil has a medical condition**

When a child with a medical condition enters Heene Primary School we will endeavour to ensure that arrangements are put in place within two weeks, e.g. training from a healthcare professional, individual health care plan set up.

### **2. Individual Health Care Plans (IHP)**

Some children need IHPs which 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 are long term and complex, where needs fluctuate or where there is a high risk that emergency intervention will be needed. However, not all children will require one. The school, healthcare professional and parent will agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the headteacher will take a final view. They will be easily accessible to all who need to refer to them, whilst preserving confidentiality. Individual Health Care Plans will capture the key information and actions that are required to support the child effectively. 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 different children with the same health condition may require very different support.

Where a child has Special Educational Needs but does not have a statement or Education, Health and Care Plan (EHCP), their special educational needs should be mentioned in their individual healthcare plan.

Individual healthcare plans (and their review), may be initiated, in consultation with the parent, by a designated member of school staff or a healthcare professional involved in providing care to the child. Plans will be drawn up in partnership between the school, parents and a relevant healthcare professional, e.g. GP, Hospital Specialist or School Nurse, who can best advise on the particular needs of the child. Pupils should also be involved whenever appropriate. The aim should be to ensure the steps are implemented to help the child manage their condition and overcome any potential barriers stopping them getting the most from their education. Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the school.

Plans will be reviewed at least annually or earlier if evidence is presented that the child's needs have changed. Where the child has a special educational need identified in a statement or EHCP, the individual healthcare plan should be linked to or become part of that statement or EHCP.

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

If a child needs to have medication given to them during the school day on a short term basis, e.g. antibiotics, paracetamol etc. then an IHP must be drawn up in consultation with the parents and all procedures followed. See Medicines in School Policy.

**When deciding what information should be recorded on individual healthcare plans, the school will consider the following:**

- The medical condition, its triggers, signs, symptoms and treatments;
- The pupil's resulting needs - including medication (dose, side-effects and storage, if specific to that medication) 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 e.g. 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 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, 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.

### **3. Absence**

Regular school attendance is vital for every child and Heene Primary School does all that it can to maintain high attendance figures. Nevertheless, from time to time every child will become ill and may require some time out of school to recover. If a child is ill, then the best place for him/her to be is at home. If a child becomes ill during the school day, we will contact their parents so that they can be collected and taken home.

### **4. Instruction and Training**

Specific instructions and training must be given to staff, either from a healthcare professional or the person will have attended Managing Medicines County Training. Parents will be introduced to the member/s of staff and their written permission gained. Such safeguards are necessary both for the staff involved and to ensure the wellbeing of the child. Training needs are dealt with when identified and a record is kept of what is undertaken and by whom, both internal and external.

‘Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.’ – Supporting pupils with medical conditions – April 2014.

### **5. Pupils with Long-term or Complex Medical Needs**

Parents or carers should provide the head teacher with sufficient information about their child’s medical condition and treatment or special care needed at school. Arrangements can then be made, between the parents, head teacher, school nurse and other relevant health professionals to ensure that the pupil’s medical needs are managed well during their time in school. For pupils with significant needs, arrangements will be documented in an Individual Healthcare Plan (IHP) or Educational Health and Care plan (EHC). These plans will be reviewed by the school annually or following a significant change in a pupil’s medical condition.

### **6. Admissions**

When the school is notified of the admission of a pupil with medical needs the Lead for Managing Medicines will complete an assessment of the support required. This might include the development of an IHP and additional staff training. The school will endeavour to put arrangements in place to support that pupil as quickly as possible. However the school may decide (based on risk assessment) to delay the admission of a pupil until sufficient arrangements can be put in place.

### **7. Emergency Procedures**

In a medical emergency, first aid is given, an ambulance is called and parents/carers are notified. Should an emergency situation occur to a pupil who has an IHP, the emergency procedures detailed on the plan are followed, and a copy of the IHP is given to the ambulance crew. IHP’s will also be given to those companies and staff providing transportation of pupils to and from school, in order that the IHP can be passed to the ambulance crew in the event of an emergency. Instructions for calling an ambulance are displayed prominently by the telephone in the school office. (Template F)

### **Insurance Arrangements**

Staff are covered by the school’s insurance through West Sussex County Council. If additional cover is needed for more complex conditions this will be arranged.

This policy will be reviewed annually.