



# **The Mead Infant and Nursery School**

## **Supporting Pupils with Medical Conditions Policy**

School name: The Mead Infant and Nursery School

Level of Ratification: Headteacher

Status & review cycle: Reviewed every 3 years

Next review date: Summer 2 2024

## **Supporting Pupils with Medical Conditions Policy**

### **1. Introduction**

The Mead Infant and Nursery School is a fully inclusive school where all pupils are supported to achieve their best. The aim is to ensure that pupils at school with medical conditions, both physical and mental, are properly supported so that they have full access to all aspects of their education, including school trips and physical education. The school would like all pupils to be healthy and achieve their academic potential, playing a full and active role in school life.

In making decisions about the support provided, the school will receive and fully consider advice from healthcare professionals and listen to and value the views of parents and pupils. There is a recognition that social and emotional implications may be associated with medical conditions and the school will seek to overcome them wherever possible, in partnership with parents and professionals.

This policy outlines the responsibilities and procedures for supporting pupils who have medical needs at the school.

### **2. Legal Requirements**

The document 'Supporting pupils at school with medical conditions' (December 2015) places a duty on schools to make arrangements for supporting pupils with medical conditions, ensuring that such children can access and enjoy the same opportunities as any other child.

In making arrangements for pupils, the school will take into account the needs of the individual child and how their medical condition affects their school life. The arrangements made will give parents and pupils confidence in the school's ability to provide effective support for their medical conditions in school.

Some children with medical conditions may be disabled. Where this is the case governing bodies must comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have a Statement or Education, Health and Care Plan (EHCP), which brings together health and social care needs as well as their special education provision. For children with SEN, this policy should be read in conjunction with the SEND code of practice and school SEND policy.

### **3. The procedure to be followed when notified of a child's medical condition.**

For pupils joining the school, arrangements will be put in place for the start of the term. When a child joins mid-term, or a diagnosis is given during the course of the child's time at the school, every effort will be made to put arrangements in place as soon as is practically possible. In cases where a pupil's medical condition is unclear, judgements will be needed about what support to provide based on the available evidence.

### **4. Individual Healthcare Plans (IHP's)**

Where a IHP is required, plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

The child's parents, teacher and SEND Leader will keep a record of the IHP.

A copy will also be kept by the school office. Relevant staff will be informed of the plan through staff meetings, notice boards and class files. IHPs capture the key information and actions that are required to support the child effectively. The level of details in these plans will depend on the complexity of the child's condition and level of support needed. Plans are drawn up in partnership with parents and a relevant healthcare professional, with pupils involved whenever appropriate. Any information shared with staff members will have the agreement of the parent. Parents sign the agreement.

## 5. Roles and responsibilities

The Governing Body and Headteacher will ensure this policy is developed and implemented, that staff receive suitable training and are competent before they take on responsibility for supporting children with medical conditions and will ensure the appropriate level of insurance is in place and appropriately reflects the level of risk.

Whenever the school is notified that a pupil has a medical condition, the SEND Leader is responsible for ensuring the following (some of these tasks may be delegated by the SEND Leader):

- All relevant staff are made aware of the child's medical condition.
- Sufficient staff are suitably trained.
- Cover arrangements are made in the case of staff absence or turn over to ensure that an appropriate level of support is in place for any children requiring specific support.
- The school nursing service is notified to make them aware of the child's medical condition, and liaison regarding the child's medical care takes place where this is appropriate.
- An IHP is developed in conjunction with parents, health and social care professionals, the pupil and relevant school staff.
- IHPs are monitored at least annually.
- Transitional arrangements between schools are carried out.

School staff (including teaching, support and office staff) are responsible for:

- Making relevant staff aware of the child's condition.
- Conducting risk assessments for school visits, holidays, and other school activities outside of the normal timetable. In doing so, they will seek the support and advice of the Inclusion Manager.

- Providing support for pupils with medical conditions.
- Participating in sufficient and suitable training to achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions.
- Knowing what to do and responding accordingly when they become aware that a pupil with a medical condition needs help.

Parents:

- Must provide the school with sufficient and up to date information about their child's medical needs.
- Should be leading partners in the development and review of their child's IHP.
- Should carry out any actions they have agreed to implement within the IHP.
- Should ensure prescribed medicines supplied to school are in-date

Pupils, where reasonable, may be encouraged to share the responsibility for:

- Managing their own medicines and procedures.
- Be involved in discussions about their medical support needs and contributing and complying with the IHP

#### 6. Staff training and support

Any member of school staff providing support to a pupil with medical needs will receive suitable training so that they are confident and competent in fulfilling the requirements of the IHP. Staff will not give prescription medicines or undertake healthcare procedures without appropriate training but in some cases, written instructions from the parent may be considered sufficient.

Whole school awareness training is the responsibility of the Headteacher so that all staff are aware of the school's policy for supporting children with medical conditions and their role in implementing that policy. This will take place during induction of new staff. Information about medical conditions affecting pupils will be shared with the relevant staff at briefing, meetings, on notice boards and in class information files. This will enable all staff to recognise and act quickly when a problem occurs.

#### 7. Managing medicines on school premises

Medicines should only be administered in school when it would be detrimental to the child's health or school attendance not to do so. Where possible, the school will request of parents that medicines should be taken outside school hours in order to minimise disruption to teaching and learning time. This includes anti-biotics that are required to be administered 3 times a day. Only in exceptional circumstances will the school agree to administer medicine where it would be detrimental to the child's health or school attendance not to do so. The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.

#### 8. Administration of prescribed medicines to pupils with on-going medical condition:

An IHP is provided for each affected pupil, clearly setting out the school's role in the child's care. The Parent/Carer signs and agrees the relevant IHP.

All administration of medication is provided via the school office. Medicines are securely stored in a locked cupboard or office fridge and are returned to the Parent/Carer at end of school day as

necessary.

A log is kept within school of any medication given, including the dose, by whom and the time. Two members of staff, the member of staff administering the medicine and a witness, sign this.

A written record is given to the Parent/Carer at the end of each day to confirm medication or treatment given.

When no longer required, the school will return medicines to parents for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps.

Staff are instructed not to make arrangements with parent/carers directly.

With the permission of the parent's information and photographs of children with serious medical conditions are displayed in the staff room to ensure all staff are fully aware.

9. Administration of prescribed medicines to pupils for specific, temporary conditions

The above process applies but with no IHP. Instead, the Parent/Carer completes and signs a 'Pupil Medication request form' detailing the type/frequency and dosage of medication.

10. Allergies: Administration of Antihistamines or Epi- pens

[In order to mitigate the danger of exposing pupils to potentially life-threatening allergens, the school is a nut-free environment.](#)

The Parent/Carer completes an 'Allergy and Anaphylaxis' form detailing the treatment to be given. A photograph is attached to this form.

The school holds 2 Epi-pens for each child, one in the office and the other in the child's classroom. Both are kept securely in an individually labelled box

A log is kept within school of whenever an antihistamine or Epi-pen is administered to a pupil.

Written advice is given to the Parent/Carer whenever there has been the need to administer an antihistamine or Epi-pen.

The majority of staff are trained in the use of Epi-pens. This competency is up-dated annually by the school nurse.

The school is a nut free environment.

The Governing Body has agreed that the school will also hold 2 additional Epi-pens These will be stored in the main office in a locked cupboard and used in an emergency only where both medical authorisation and written parental consent has been given for use of the spare Epi-pens. Any administration of the Epi-pen will be recorded and information shared with the parents and the emergency services if relevant.

11. Administration of Asthma Inhalers

The Parent/Carer completes an 'Inhaler request' form detailing treatment to be given.

Each Inhaler is securely kept in the child's classroom in an individually labelled box.

A log is kept within school whenever an Inhaler is administered to a pupil.

Written advice is given to the Parent/Carer whenever there has been the need to administer Inhaler. The majority of staff are trained in the use of inhalers. This competency is up-dated annually by the school nurse.

The Governing Body has agreed that the school will also hold 4 additional inhalers. These will be stored in the main office in a locked cupboard and used in an emergency only where both medical authorisation and written parental consent has been given for use of the spare inhalers. Any administration of the Epi-pen will be recorded and information shared with the parents and the emergency services if relevant.

#### 12. Emergency procedures

The risk assessment in place for the school sets out what to do in emergencies for all school activities wherever they take place, including on school trips.

The IHP will clearly define what constitutes an emergency for the child and will explain what to do. Other pupils will be taught to inform a teacher immediately if they think help is needed.

If a child needs to be taken to hospital, staff will stay with the child until the parent arrives, or accompany the child to hospital by ambulance.

#### 13. School trips

The school has a clear intention to actively support pupils with medical conditions to participate in school trips, visits and sporting activities. Teachers will be aware of how a child's medical condition will impact on their participation and will ensure that there is enough flexibility for all children to participate according to their own abilities with reasonable adjustments unless evidence from a clinician states that this is not possible. In order to determine the adjustments to be made so that pupils with medical conditions can safely participate, a risk assessment will be carried out in consultation with parents, pupils and with advice from relevant healthcare professionals.

#### 14. Complaints

Should parents or pupils be dissatisfied with the support provided by the school, they should discuss their concerns directly with the class teacher in the first instance and subsequently with the SEND Leader. If for whatever reason this does not resolve the issue, they may wish to discuss the complaint with the Headteacher. If the issue remains unresolved they may make a formal complaint via the school's complaints procedure. Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted

#### 15. Trained First Aiders

The names of the school's trained First Aiders are displayed in a prominent position in the school office and staff room.