



Elton Church of England Primary School

Supporting pupils with Medical Conditions & Illness Policy

Rationale

'Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.'

Department for Education 2014

Introduction

We aim to ensure that all children with medical conditions and/or short term illnesses, 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. We are committed to working in partnership with families and specialists to achieve this aim and to meet the statutory requirements of section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils with medical conditions.

This policy reflects the practice in our school and takes account of the guidance from the Department for Education in the following document 'Supporting Pupils at School with Medical Conditions; Statutory guidance for governing bodies of maintained schools and proprietors of academies in England,' April 2014.

Key Roles and Responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. Our ability to provide effective support will depend upon working collaboratively with other agencies.

The Local Authority is responsible for:

- Promoting co-operation between relevant partners with a view to improving the well-being of children
- Providing support, advice and guidance, including suitable training for staff, to ensure that Individual Healthcare Plans can be delivered effectively
- Supporting pupils with medical conditions so that they can attend school full time or making alternative arrangements for pupils when it is clear they will be away from school for 15 days or more* because of health needs

(*consecutive or cumulative in any academic year)

The Governing Body is responsible for:

- Ensuring arrangements are in place to support pupils with medical conditions
- Supporting an effective policy which clearly defines roles and procedures within school
- Monitoring the effectiveness of this policy and ensuring that it does not discriminate on any grounds
- Ensuring that staff have received relevant training; are competent in meeting the needs of pupils and have access to information, resources and materials
- Monitoring written records in relation to the administration of medication
- Ensuring that the school has procedures in place to deal with emergency situations
- Taking out insurance which reflects the level of risk
- Handling complaints regarding this policy as outlined in the School's Complaints Policy

The Headteacher is responsible for:

- Working with partners to ensure this policy is developed and effectively implemented
- Raising awareness of this policy with all members of staff and ensuring that staff employed by the school understand their role in implementing this policy
- Ensuring that all staff* are aware of the pupils in school who are supported under this policy
- Arranging appropriate training for all staff* in implementing Individual Healthcare Plans and ensuring there are adequate plans in place to deal with emergency and contingency situations
- Developing Individual Healthcare Plans
- Ensuring confidentiality and data protection

- Facilitating the recruitment of staff to ensure this policy can be met
- Assigning appropriate accommodation for medical care / treatment

*staff includes: office staff, teachers, teaching assistants, midday supervisors and supply staff on a need to know basis

Staff employed by the school are responsible for:

- Providing support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Administering medicines is not part of a teachers' professional duties although they should take into account the needs of pupils that they teach
- Attending training and achieving the necessary level of competency to support children with medical conditions (this is not the same as first aid training)
- Understanding and implementing this policy
- Informing the headteacher if they become aware of a pupil that may need support under this policy who has not been previously identified
- Passing on information to the headteacher, parents and carers as appropriate where they have concerns or where a pupil has received care in school which is not part of their daily routine
- Making necessary adjustments to teaching and learning to ensure the aims of this policy are met
- Undertaking appropriate risk assessments for activities, trips and visits and ensuring where possible that these are accessible for pupils supported under this policy
- Knowing where controlled drugs are stored and how to access and administer them
- Correctly recording the administration of medicine
- Allowing inhalers, adrenaline pens and blood glucose testers to be held in accessible locations
- Liaising with relevant Medical Professionals to:
 - Support school staff and families in writing Individual Healthcare Plans
 - Provide support, information, training and advice for school staff and families
 - Liaise with local services to arrange appropriate support
 - Work with the head teacher to identify training needs within the school

Parents / carers are responsible for:

- Notifying the school at the earliest opportunity that their child has a medical condition
- Providing the school with sufficient up to date information about their child's medical needs, including any changes
- Attending meetings with school staff and relevant professionals to support the writing and review of Individual Healthcare Plans
- Carrying out actions as detailed in the Individual Healthcare Plan
- Providing medicines and equipment and keeping it up to date, including collecting any leftover medicines
- Ensuring that nominated adults are contactable at all times
- Completing a parental consent form to administer medicine or treatment before bringing medication into school
- Collecting medicine from school during school holidays

Pupils are responsible for:

- Contributing to their Individual Healthcare Plan where appropriate
- Providing information on how their medical condition affects them
- Notifying an adult at the earliest opportunity when they feel unwell in school
- Self-medicating when appropriate according to advice from their doctor/medical professional, (e.g. use of inhaler at breaktime, checking blood sugars, exercises within the classroom setting etc.)

In order to carry out the remit of this policy, we have summarised 'medical conditions' in two areas:

Short term – affecting their participation at school because they are on a course of medication or have become unwell over the course of the school day. See short term medical procedure.

Long term – potentially limiting access to education and requiring ongoing support, medicines or care while at school to help them to manage their condition and keep them well, including monitoring and intervention in emergency circumstances. See long term medical procedure.

This policy will be reviewed on a needs basis, taking into consideration new legislation and individual needs.

NB, if printing, only valid on date shown