



Supporting
Children with
Medical Needs
Policy

December

2017



AIMS

We seek to fulfil the needs of learners in a caring, happy environment, enabling them to realise their true potential as young people and citizens.

We aim to enable our learners to:-

PREPARE for adult life in a happy, caring and purposeful environment

ACHIEVE their full potential regardless of individual need

CCARE for everyone and encourage respect and tolerance

ENJOY education and rejoice in success



Supporting Children with Medical Needs Policy

Please note: Throughout this policy, the term ‘parent’ encapsulates ‘carers’ within it.

Other relevant policies and guidance

Please also refer to the Local Authority document: **‘Policy on access to education for children and young people with medical needs’**. This school policy is designed to complement the Local Authority policy.

The DfE has also published a document: **‘Supporting students at school with medical conditions’**. Again, this document is designed to complement this guidance.

Purpose

The policy is part of our overall strategy to safeguard and promote the welfare of all children. We recognise that students with medical conditions need to be properly supported so that they have full access to education, including physical activities and out of school visits.

Relationship to other policies

This policy should be considered alongside other student welfare policies, including health and safety, safeguarding, and special educational needs and disabilities (SEND) policies/school offer.

Equality impact

This policy will help to ensure that the school takes positive action to support the health needs of all children, and that no child suffers unnecessarily because of a health-related condition.

Roles and responsibilities of designated staff, other staff and Governors

The Headteacher will delegate responsibility for the implementation of this policy to the safeguarding lead in the school. It will be monitored through the mechanisms outlined in the text below. The school will:

- ensure that arrangements are put into place that provide effective support for students’ medical conditions within the school
- make sure these arrangements demonstrate an understanding of how medical conditions can affect a child’s ability to learn, and that they are clear and unambiguous about the need to support actively students with medical conditions to participate in school trips and visits, or in sporting activities, and do not prevent them from doing so
- make reasonable adjustments in line with DfE and Local Authority guidance
- ensure the school consults with and is advised by healthcare professionals when considering how to support students with medical conditions, and listens to and values the views of students and parents so as to secure their confidence in the procedures
- ensure that the care of students with medical conditions who also have special educational needs or disabilities comply also with the school’s policies for supporting such students
- arrange for sufficient staff to be properly trained to provide the support that students with medical conditions need

- put in place arrangements so that someone with the requisite skills is always available to provide cover in the absence the regular teacher of any student with a medical condition
- ensure that all staff who need to know are aware of relevant children's conditions
- establish procedures to be followed when the school is notified that a student has a medical condition, including any transitional arrangements, the process to be followed when a student's needs change and staff training and support
- determine who is responsible for liaising with healthcare professionals and parents when it is thought that healthcare plans may be necessary and subsequently for developing the plans, for reviewing them at least annually and for ensuring that they comply in detail with the requirements of 'Supporting Students at School with Medical Conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England'
- arrange for contact to be made with the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.
- make referrals to the Local Authority Access Team, in line with that organisation's policy
- arrange for school staff to be appropriately insured for supporting children with medical conditions and for them to be made aware that these arrangements are in place
- ensure that the procedures for supporting students with medical conditions are developed and effectively implemented with partners.

The safeguarding lead, in conjunction with House Progress Managers, will have responsibility for the development of individual healthcare plans.

Staff will:

- put the welfare and well-being of children first at all times
- be aware of the policy for supporting students with medical conditions and understand their role in its implementation
- take into account the needs of students with medical conditions that they teach or otherwise work with
- be aware of how a child's medical condition will impact on their participation in out of school and sporting activities
- undertake suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions
- understand that they must not give prescription medicines or undertake healthcare procedures without appropriate training
- make sure that they know what to do and how to respond accordingly when they become aware that a student with a medical condition needs help.

School nurses:

- will be responsible for notifying the school when a child has been identified as having a medical condition that will require support in school
- may support the school's staff in implementing a child's individual healthcare plan and provide advice and liaison with on relevant matters such as training.

The Governing Body, through delegation to the Senior Leadership Team, will ensure that:

- the arrangements the school puts in place for supporting students with medical conditions are sufficient to meet its statutory responsibilities in accordance with 'Supporting Students at School

with Medical Conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England'

- the arrangements focus on the individual needs of each child and how their medical condition affects their participation in school life
- policies, plans, procedures and systems are properly and effectively implemented, including the designation of a named person with overall responsibility for them (safeguarding lead), and are accessible to staff and parents
- such policies, plans, procedures or systems clearly identify the roles and responsibilities of all those involved in the arrangements to support students at school with medical conditions, how staff will be supported in carrying out their role, and how this will be reviewed
- such policies, plans, procedures or systems do not contain or permit any activities by the school that are unacceptable according to 'Supporting Students at School with Medical Conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England'
- school leaders consult health and social care professionals, students and parents to ensure that the needs of children with medical conditions are effectively supported.
- arrangements are in place for children who are competent to manage their own health needs and medicines
- the school keeps written records of all medicines administered to children
- the school's policy or procedures set out what should happen in an emergency situation
- the school's policy or procedures set out how complaints may be made about the support provided to students with medical conditions, and how these complaints will be handled
- an appropriate level of insurance, reflecting the level of risk, is in place covering staff supporting students with medical conditions

Parents of children with medical conditions will:

- provide the school with sufficient and up-to-date information about their child's medical needs
- participate in the development and review of their child's individual healthcare plan, if a plan is agreed to be appropriate
- carry out any action they have agreed to as part of the implementation of an individual health care plan.

Arrangements for monitoring and evaluation

The Governing Body will receive annual reports from the safeguarding lead on:

- the number of students with permanent or long-term medical conditions
- the number of students with individual healthcare plans
- how training needs are being assessed
- the training undertaken by staff to support them, including who provided it
- the number of children unable to participate in school trips or physical exercises because of their medical condition.

The Governor(s) with responsibility for this policy will monitor documentation at termly intervals to ensure that all necessary procedures are being implemented. This will be the Governor responsible for monitoring safeguarding.

The Headteacher will report to the next appropriate meeting of the governing body (or relevant committee) the number of any complaints received and the number of any health incidents caused

through students not taking medicines or their not being correctly administered, together with an outline account of the action taken.

School procedures

The school will comply with the legislation referred to in previous sections of this policy and pledges to undertake its duties effectively in this field. We will:

- Initiate Individual Healthcare Plans where necessary
- Gain parental agreement for administering medicines
- Maintain appropriate records when medicines are administered
- Ensure staff have appropriate training to administer medicines
- Contact emergency services when necessary

Medical conditions and parental responsibility

The school will administer medication for students with ongoing medical conditions, such as ADHD. **Please be advised that the school is not responsible for the management and administration of medication for students with ADHD – this is the responsibility of the parent. Parents must ensure that their child has taken their medication at the appropriate time every day. The school will keep spare medication, so long as it is within date, but it is NOT our responsibility to check on a daily basis whether a student has taken their medication.** If a student does not take his or her medication, this could have serious consequences in terms of school discipline. In such situation, parents will be expected to attend a meeting to establish key responsibilities.

Emergency procedures

In an emergency situation, a first-aid trained member of staff will attend the scene. If necessary, an ambulance will be called for immediately and a defibrillator taken to the scene. The school will comply with the provisions of 'Template F' of the DfE's publication 'Supporting Pupils with Medical Conditions Templates (May 2014)'.

Working with the Local Authority and other agencies

The school will work within the Local Authority's medical needs policy. However, we will challenge when necessary if we feel that more support is required from the Local Authority in order to improve provision for a child in education. The school will also lead Team Around the Family (TAF) strategies **WHEN APPROPRIATE**. The school does not feel that a blanket policy of schools leading TAFs is appropriate and each case will be assessed on its merits.

Complaints

Complainants should go through the usual complaints policy should they wish to make representation about the school's actions with regard to medical needs. The policy is available from the main reception and is on the website under 'Policies'.

Date established by governing body: September 2017

Date for full implementation: December 2017

Date for review: July 2018

