

# **Fairhouse Primary School**



## **Supporting Children with Medical Conditions Policy**

Updated: Autumn 2018

To be reviewed: Autumn 2020

## Supporting Children with Medical Conditions

This policy is to be used in conjunction with “Supporting pupils at school with medical conditions,” Department for Education, 2015

- The Governing Body, together with the Headteacher, will be responsible for ensuring that all relevant staff are made aware of the child’s condition and that sufficient staff are suitably trained.
- The Headteacher will also ensure that there are cover arrangements in place in case of staff absence.
- Supply teacher will be briefed if a child with medical conditions is present in the class that they are taking.
- All school visits will be risk assessed and parent invited to accompany if thought necessary.
- Individual Health Care Plans will be monitored by the Inclusion Manager and the Inclusion Support Worker.

### **When the school receives notification that a child with a medical condition will be joining the school:**

- Arrangements will be made to meet with the parents and training will be given to the relevant staff.
- Individual Healthcare Plans (IHP) will be written by the school together with healthcare professionals and the parents working in close partnership. This will follow the procedure as set out on Page 28 (also found at the end of this policy as Appendix A) of “Supporting pupils at school with medical conditions,” Department for Education.
- The IHP will be displayed in the school office, the Inclusion Manager’s office the staff room and the first aid record book, in both key stages, so that they are easily accessible but confidential.
- IHP’s will detail the steps which a school should take to help the child to manage their condition and to overcome any barriers to reaching their educational potential.
- Plans will be reviewed termly, or earlier, if the child’s needs change.
- Support will be given if the child returns after a period of hospital education, school will liaise with the hospital for the duration of the child’s stay.
- IHP’s will include everything from “Supporting pupils at school with medical conditions,” Department for Education, 2015 pages 10 and 11.

It is the responsibility of the Governing Body to make arrangements to support children with medical conditions in school.

The Headteacher will also make sure that school staff are appropriately insured to support children. He/she will also contact the school nursing service.

**Most medical conditions are mostly managed by our Inclusion Manager/Office staff but all school staff will:**

- Provide support to children with medical conditions, including the administering of medicines, although they cannot be required to do so.
- Receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions (e.g. trained to use Epipens, or how to manage an epileptic fit). In some cases, written instructions from the parents, or, on the medication dispensed by the pharmacist may be considered sufficient training.
- Obtain parents' written consent to administer medicine.
- Only accept prescribed medicines that are in-date, labelled and provided in the original container.
- Keep a record of all medicines given, stating what, how and how much, when and by whom and will return medicines to the parent to arrange for safe disposal. This log is kept in the school office.
- Telephone parents if their child becomes unwell at school.
- Stay with children until the parent arrives, or a member of staff may accompany a child who is taken to hospital by ambulance.
- The Educational visits Coordinator along with class teachers will carry out risk assessments and make arrangements for the inclusion of children on school trips and visits unless evidence from a GP states that this is not possible.

**School staff will not:**

- Prevent children from easily accessing their inhalers/medication.
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child/parents/medical evidence/opinion.
- Send children with medical conditions homes frequently.
- Leave children who are ill alone.
- Penalise attendance records when absences are related to ongoing life-long medical conditions
- Prevent children from drinking, eating or taking toilet or other breaks they need in order to manage their medical condition effectively.

**School Nurses**

Are responsible for notifying the school of children who will need support and will be consulted on the implementation of the IHP.

**Other Healthcare Professionals**

Should notify the school nurse and can provide advice on the IHP. Specialist local health teams may be able to provide support with particular conditions (e.g. asthma, diabetes, epilepsy)

## **Parents**

Should provide the school with up-to-date information. They will be involved in the development and review of the IHP and will provide medicines and equipment and ensure that they, or another nominated adult, are contactable at all times.

## **The Local Authority**

Should provide advice guidance and training to ensure the IHPs can be delivered effectively. They should work with schools to support children with medical conditions to attend full time. They have a duty to make other arrangements if a mainstream school is not a suitable environment. The LA must be ready to make arrangements for a child who is absent from school of 15 days or more, which are not necessarily consecutive, across the whole school year.

## **Our Children**

Do not carry their own medicines due to their young age. All medicines are safely stored in a sealed box in the school office (KS2 pupils in the main office and KS1 in the Inclusion office), clearly marked with the child's name, photo and a copy of the care plan. They are always taken on school trips.

In our school, parents may be asked to attend school to provide medical support including, in exceptional circumstances, toileting issues. There may be a time, when in the interest of all children's safety, parents are asked to accompany their child on a school trip.

There are arrangements in place for dealing with emergencies for all school activities (see School Incident Management Plan).

## **Liability and Indemnity**

The school has professional indemnity insurance through Essex County Council – Gallagher Health are the broker.

## **Complaints**

If parents are dissatisfied with the support provided, they should discuss their concerns directly with the school. If the issue is not resolved, they may make a formal complaint via the school's complaints procedure.

## APPENDIX A – PROCESS FOR DEVELOPING INDIVIDUAL HEALTHCARE PLANS

