

# BARKISLAND CE VE PRIMARY SCHOOL

## Supporting Children with Medical Conditions

### Policy

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#### **Introduction**

Guidance issued from the DFE states that the new Children and Families Act 2014 references the need for Governing bodies to make arrangements for supporting pupils at school with medical conditions. Barkisland CE VA Primary School is an inclusive school and has many children with medical conditions. Parents should feel confident that their child's medical condition will be supported effectively in school and that they will be safe. (Supporting pupils at school with medical conditions – statutory guidance for governing bodies of maintained schools and proprietors of academies in England February 2014)

#### **Aims**

- To support each child within the school to enable them to access the appropriately differentiated curriculum and therefore we do need to be prepared to support children with long term medical needs and have an appropriate Healthcare plans in place.
- To ensure that children who have medical conditions or who are disabled are not at a substantial disadvantaged compare with their peers.

#### **Implementation Strategies**

##### **Healthcare Plans (including administering of medicine)**

Individual healthcare plans are designed to support pupils in school with medical conditions. When a parent informs school that their child has a medical need a health care plan is written.

Healthcare plans are reviewed at least annually with parents or sooner if needed. If a child has a statement of educational need then the plan is reviewed at the Annual Review.

Health Care Plans for individual children are kept in the classroom and all staff involved in caring for the child are given a copy. They include information on what to do in an emergency situation.

Copies are also on display in the staff room and in the medical files located in the main school office and the school kitchen. Each class has an information sheet which briefly outlines any medical issues within the class and where further information can be found. These are on hand for staff and supply staff when necessary.

Where pupils have life threatening conditions, specific transport healthcare plans should be carried on vehicles.

## **Administering Medicine**

The safe administration of medicines in school depends on the support and co-operation of all the parties connected with the child; parents, the school staff and the individual child.

### **Parents must:**

- \* provide the school with:
  - information about their child's medical condition, labelled supplies of the medication required (in the original labelled medicine bottle)
  - a completed form, authorising the school to administer the medication, available on the website or from the main entrance
  - information about the exact dosage and frequency
- \* encourage their children to be self-supporting, under guidance
- \* initially discuss their child's needs with the Headteacher and not the individual child's class teacher.
- \* dispose of any out of date medication
- \* not send non prescribed medication to school, unless agreed by the HT (*these do not need to be taken during school time as there would likely be no detrimental effects for the children concerned*)

### **The school staff will:**

- \* on a voluntary basis administer medication to children (NO member of staff will be made to administer medication)
- \* ensure the safe storage of medicines
- \* inhalers or other immediately needed medication will be stored safely and accessibly (for the children they are prescribed for) within each classroom. They will either be kept in the child's drawer or a designated place in the classroom (known to the child). They will not be kept in the class storeroom or teacher's desk as children do not have access to these.
- \* record the dose, time medication is given.
- \* receive appropriate training from the GP, Schools' Medical Service or other appropriate professional as may be necessary
- \* maintain confidentiality about a child's medical condition, treatment and receive information on a "need to know basis."
- \* will provide basic first aid (if suitably trained)
- \* will contact parents or other contact person in the event of;
  - an emergency
  - missing medication
  - some medical problem
- \* administer only those medicines;
  - that have been prescribed by a GP
  - that the parents have authorised should be given and have provided authorisation and information regarding dose and frequency, that the child is prepared to take, staff should not force a child to take medication but should inform the parents of the situation immediately
- \* staff will not administer any other medication including painkillers such as paracetamol, Aspirin etc without this authorisation.
- \* supervise children when they take their own medication
- \* remove medication from children so that it can be safely stored whilst the child remains on school premises.
- \* become familiar with both the symptoms and emergency action necessary for children with individual care plans

If the above policy is followed by all parties concerned there would appear to be no reason why any child should be prohibited from attending our school or taking an active part in it.

A written record is kept of all medicines administered.

### **Reasonable Adjustments**

For all school activities the needs of pupils with medical conditions will be considered. Risk assessments will be undertaken and any adjustments made will be discussed with parents. Class teachers must seek the advice of the school Inclusion Manager when making adjustments.

### **Pupils with Long Term or Complex Medical Needs**

Where a child's needs are particularly complex and could affect their ability to access the full curriculum or participate in other areas of school life, then special arrangements will be considered e.g. alternative starting time in the case of a child who has mobility issues.

In some cases this might take the form of dedicated adult support, at certain times of the school day. Alternatively, the child's needs could be such that modifications to the learning environment and /or the provision of specialist aids will need to be considered.

### **Education at Home**

The medical needs team will be contacted if, for a medical reason, a child needs to be absent from school for longer than 2 weeks. This team will liaise with the school's Inclusion Manager and class teacher to offer appropriate home schooling.

When a child has had a prolonged period of time off school due to a medical condition, the school will work closely with parents and other relevant agencies to design a programme which will support the reintegration back into school e.g. a part time start.

### **Emergency Procedures**

It should be made clear on healthcare plan what would constitute an emergency situation for a particular child and the procedures that need to be taken.

If a child needed to be taken to hospital, parents need to be informed as soon as is practically possible. There should be a minimum of two school staff to accompany the child to hospital. School staff must stay with the child until a parent arrives.

### **Personal Emergency Evacuation Plan**

When children have a specific medical condition which may affect their safe evacuation from school in an emergency, a Personal Emergency Evacuation Plan is written. The Personal Emergency Evacuation Plan has a photo of the child, basic details of their condition and information emergency evacuation procedures. A copy of the Personal Emergency Evacuation Plan is placed in the child's classroom and in the medical files.

### **Staff training**

The school is responsible for ensuring that staff have appropriate training to support children with medical needs. A register of staff and specific training they have received is maintained by the Headteacher, which includes any relevant medical training.

Arrangements are made with appropriate agencies to maintain the validity of any training as school and individual needs require.

### **Educational visits**

Every effort is made to encourage children with medical needs to participate in safely managed visits. Consideration is always given to the adjustments which need to be made to enable children with medical needs to participate fully and safely on visits. Staff supervising excursions should always be aware of any medical needs, and relevant emergency procedures. A copy of individual health care plans should be taken on visits in the event of the information being needed in an emergency. Arrangements for taking any necessary medicines will need to be made and if necessary an additional member of the support staff.

### **Sporting Activities**

All children with medical conditions will be encouraged to participate as fully as possible in physical activities and extra-curricular sport. For many, physical activity can benefit their overall social, mental and physical health and well-being. Staff will be sensitive to their individual needs and sufficient flexibility will be incorporated into the lesson planning for all children to be included in ways appropriate to their own abilities.

Any restrictions on a child's ability to participate in PE will be recorded in their individual health care plan. This will include a reference to any issues of privacy and dignity for children with particular needs.

Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers. Failure to do so may result in disciplinary action being taken.

### **Roles and responsibilities**

Parents have the prime responsibility for their child's health and are required to provide the school (via the Head teacher) with information about their child's medical condition before they are admitted to the school, or as soon as the child first develops a particular medical need.

In consultation with the family, advice will then be sought from those health professionals involved with the child, in order to determine the level of support needed on a daily basis when their child attends school.

This could include:

- a General Practitioner (GP) or Paediatrician
- the school doctor or nurse
- a health visitor or a specialist voluntary body.

For those children who attend hospital appointments on a regular basis, special arrangements may also need to be considered.

### **Monitoring and evaluation**

This policy will be monitored and evaluated by the Headteacher with appropriate reports given to the Governing Body.

### **Review**

Policy written (incorporating medical needs and administering medicines): December 2014

Last reviewed: May 2016