



POLICY STATEMENT FOR SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS

BRICKHILL LOWER SCHOOL

JANUARY 2017

Brickhill Lower School

Policy for Supporting Pupils at School with Medical Conditions

This policy should be read in conjunction with the Administration of Medicines Policy.

Introduction (Reference: DFE-00393-2014)

The aim of this policy is to ensure that all children with medical conditions, 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.

Children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition can be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made.

Policy Implementation

The Governing Body has responsibility for ensuring that this policy is implemented effectively. The named Governor should be the SEND Governor, currently Katherine Shirley.

Roles and Responsibilities

The Governing Body will:-

- Ensure that the school's policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support pupils at Brickhill Lower School with medical conditions.
- Ensure that arrangements are in place to support pupils with medical conditions so that such children can access and enjoy the same opportunities at school as any other child.
- Ensure that these arrangements give parents and pupils confidence in the school's ability to provide effective support.
- Ensure the arrangements show an understanding of how medical conditions impact on a child's ability to learn, as well as promoting their confidence and independence.
- Ensure that all staff are properly trained and competent before they take on responsibility to support pupils with medical conditions and that they have access to information and other teaching support materials as needed.
- Ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.
- Ensure that the school's policy covers the role of individual healthcare plans, who is responsible for their development and the procedures to be followed.

- Ensure that healthcare plans are reviewed at least annually, or earlier if the child's needs have changed.
- Ensure healthcare plans are developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing.
- Ensure that the policy sets out clearly how staff will be supported in carrying out their role to support pupils with medical conditions, and how this will be reviewed. This should specify how training needs are assessed, and how and by whom training will be commissioned and provided.
- Ensure that the school's policy covers arrangements for children who are competent to manage their own health needs and medicines.
- Ensure that the school's procedures in the Administration of Medicines Policy are clear and that staff are made aware of the details within that policy. (see Appendix 1)
- Ensure that the school's policy sets out what should happen in an emergency situation.
- Ensure that the school makes reasonable adjustments and arrangements to allow pupils with medical conditions to participate in sporting activities, school trips or visits.
- Ensure that the correct level of insurance is in place and appropriately reflects the level of risk.
- Ensure that the school's policy sets out how complaints concerning the support provided to pupils with medical conditions may be made.

The Headteacher will:-

- Ensure that the school's policy is developed and effectively implemented.
- Ensure that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- Ensure that all staff are aware of the child's condition.
 - Ensure that there are sufficient trained staff available to support the needs of the child as detailed in their Individual Healthcare Plan.
 - Ensure that school staff are appropriately insured and they are made aware of this. (Currently Covered under Bedford Borough Council insurance policy)
 - Ensure that as soon as the school has been made aware that a child requires support for a medical condition, the school nursing service will be informed.

Procedure to be followed when notification is received that a pupil has a medical condition

For Foundation Stage children starting at Brickhill Lower School and children transferring at the beginning of a new term, arrangements will be made and put in place in time for the start of that term. For children with a new diagnosis or for children joining the school mid-term, every effort will be made to ensure arrangements are put in place within two weeks. However, where this is not possible due to external factors, the parents must be made aware of the situation. The school will ensure that the arrangements are put in place as soon as is practically possible.

Individual Healthcare Plans

An Individual Healthcare Plan ensures that the school can effectively support a pupil with a medical condition.

A plan will be drawn up in partnership with the school, the parents and any relevant healthcare professionals who can best advise on the particular needs of the child. (e.g. school nurse, or paediatrician).

Each Individual Healthcare Plan will be written to provide clarity to the school, the parents, the child and other health professional. It will detail the level of care and support to be provided. Every plan should be easily accessible in school whilst preserving confidentiality.

Individual Healthcare Plans will be reviewed at least annually.

What should be included in a Healthcare Plan?

- Full details of the child's medical condition.
- Written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours.
- The pupil's needs, including medication (dose, side effects and storage), other treatments, when these should be administered, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and any environmental issues.
- What to do in an emergency - Who to contact and any contingency arrangements.
- If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.
- The level of support the child needs and who will provide this support. Cover arrangements for when they are unavailable.
- If confidentiality issues are raised, who in the school needs to be aware of the child's medical condition and the detail in the child's Healthcare Plan.

Additional Information may include:

- Staff training needs, expectations of their role and confirmation of their proficiency to provide support for the child's medical condition from a healthcare professional e.g. school nurse.
- Specific support for the pupil's educational, social and emotional needs e.g. how absences will be managed, requirements for extra time to complete tests, timeout opportunities, appropriate adjustments needed in lessons, and counselling sessions.
- Separate arrangements or procedures required for school trips, visits and after school activities that will ensure the child can participate e.g. risk assessments and additional staffing.

Staff training and support

Staff training needs will be identified prior to a child with medical needs starting at Brickhill Lower School. Training needs may also be identified during the development or review of Individual Healthcare Plans. Staff who will be providing the support to the pupil should be included in meetings.

The relevant healthcare professional should normally lead on identifying and agreeing with the school the type and level of training required, and how this can be obtained.

Training must ensure that staff are competent and confident in their ability to support children with medical conditions, and to fulfil the requirements as set out in an Individual Healthcare Plans. It is the school's responsibility to ensure training is up-to date.

Healthcare professionals e.g. the school nurse, may provide confirmation of the proficiency of staff in a medical procedure or in administering medication.

All staff will be made aware of the school's policy for supporting pupils with medical conditions and their role in implementing that policy.

The child's role in managing their own medical needs

After discussion with parents, children who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be reflected in their Individual Healthcare Plans.

Managing medicines on school premises

- All medicines will be administered in accordance with the school's Administration of Medicines Policy.
- Parents will be informed if their child has been unwell at school. This will mostly be the responsibility of the class teacher but maybe delegated in some instances.

Emergency procedures

- Where a pupil has a Healthcare Plan, the emergency procedures identified on the plan will be followed.
- In all other circumstances, the school's First Aid procedure will be followed. Where there is an element of uncertainty, an ambulance will be called and the parents will be notified.

Day Trips, Residential Visits and Sporting Activities

We aim to include all pupils in all activities. Through discussion with parents and other health professionals, the school will carry out a risk assessment before any activity. Arrangements can be made to take into account any reasonable adjustments needed to ensure all pupils with medical conditions can participate safely, unless evidence from a clinician such as a GP states that this is not possible.

Teachers should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities with any reasonable adjustments.

School staff should use their discretion and judge each case on its merits with reference to the child's Individual Healthcare plan.

Liability and indemnity

It is important that the school policy sets out the details of the school's insurance arrangements which cover staff providing support to pupils with medical conditions. Insurance policies should provide liability cover relating to the administration of medication, but individual cover may need to be arranged for any healthcare procedures.

Complaints

If parents (or pupils) are unhappy with the support the school is providing for their child, they should discuss this with the Head Teacher. If they wish to make a formal complaint, they should follow the school's complaints procedure.

This policy will be renewed every two years or in line with any significant changes to the Administration of Medicines Policy.

Policy Reviewed and Approved.....Date

Signed.....

