

# Langley Primary School

## Policy for supporting pupils with medical needs



This policy document has been developed with reference to the DfE statutory guidance, 'Supporting pupils at school with medical conditions' September 2014

**School name:** Langley Primary School  
**Staff/healthcare professionals (if consulted) involved in policy development:** School staff and Governing Body

### **Mission statement**

At Langley Primary School, children with medical conditions in terms of both their physical and mental health will be properly supported in school so that they can: remain healthy; play a full and active role in school life and reach their academic potential.

### **Admissions**

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 should be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made.

Governors will, in line with their safeguarding duties, ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases. They, therefore, do not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.

### **Policy objectives-**

- To fulfil the legal responsibility of the governing body under section 100 of the Children and Families Act 2014 and the Equality Act 2010 to make arrangements to support pupils with medical conditions
- To ensure that parents of children with medical conditions feel confident that their children's needs are met.
- To ensure that pupils with medical conditions feel well supported; enabled to take a full part in school life; and, reach their academic potential
- • To minimise the impact of any long term absence related to a pupils' medical needs through effective planning, support and partnership working
- • To ensure that staff in the school are fully aware of pupils' medical needs and have the appropriate level of training to support them.
- To ensure that every pupil who needs one has an Individual Health Care Plan that is appropriately reviewed.
- To ensure that links are made to pupils' Education, Health and Care Plans.

### **The role of Governors**

Governors must ensure the school policy identifies roles and responsibilities of all those involved in supporting medical conditions

Governors should ensure sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical needs.

Governors should insure that the appropriate level of insurance is in place that appropriately reflects the level of risk. (Governors of Sandwell maintained schools should refer to the information in the Management of children with medical needs guidance. Proprietors of academies make their own insurance arrangements or check that they are a member of the DfE's Risk Protection Arrangements RPA))

Governors should ensure that written records are kept of all medicines administered to children and that parents are informed if their child is unwell at school.

**It is the role of the head teacher to:**

- Ensure that all staff, who need to know, are aware of a pupils' medical needs and that sufficient staff are suitably trained to support pupils' individual medical needs, including to give support during staff absence.
- Ensure that supply staff are briefed
- Liaise with parents, other staff and healthcare professionals to ensure that pupils, for whom an Individual Healthcare Plan (IHP) would be appropriate, are correctly identified.
- Ensure that IHPs are in place and reviewed at least annually and when there is evidence of a change of need
- Ensure that risk assessments are carried out for school visits, holidays and other school activities outside of the normal timetable.
- Ensure that a designated person is responsible for ensuring specialist equipment is appropriately cared for.
- While the head teacher has overall responsibility for the above a member of staff may be recruited to have the day-to day management of this policy.

### **The role of staff**

Any member of staff may be asked to provide support to pupil with medical conditions including the administering of medicines. No member of staff can be required to do so; they have the right to refuse.

Although it is not part of teacher's professional duties to administer medicines, staff should take into account the needs of the pupils with medical conditions that they teach.

School staff should ensure they are appropriately trained and achieve the necessary level of competency before taking on the responsibility of supporting a pupil with medical needs.

Any member of staff should know what to do and respond accordingly if they become aware that a pupil with a medical condition needs help. Details of such responses will be detailed on the child's IHP.

### **Individual Healthcare Plans**

- The school will use the proforma in Appendix 3 of the "Management of children with medical needs in school" to ensure uniformity.

- IHPs should be drawn up in partnership between school, parents, healthcare professionals and, whenever appropriate, the child.
- The IHP should detail the medical condition, its triggers, signs symptoms and treatments
- It should also include the pupil's resulting needs including medical, and where necessary, educational and social and emotional.
- The IHP should capture the key information and actions that are required to support the pupil effectively, including medication, (dose side-effects and storage), other treatments, time, facilities, equipment, access to food and drink where this is used to manage their condition, dietary requirements and any environmental issues.
- The IHP should make clear if the pupil self-manages their medication.
- When a pupil has SEN but not an Education, Health and Care Plan this information should be included in the IHP where they have an EHC the IHP should be linked to the plan.
- The IHP should capture the steps which the school will take to help a child manage their condition and overcome any barriers to learning
- The IHP should be reviewed at least annually and when there is a change in the pupils' medical needs.
- The IHP should include who will provide support, including cover in the case of absence; the training needs and confirmation of proficiency.
- The IHP should detail who needs to be aware of the pupil's condition.
- Include any specific arrangements about school trips and other activities outside the usual school timetable.
- Any confidentiality issues raised by the parent/pupil; the designated individuals to be entrusted with the information about the child's condition.
- What to do in an emergency, including who to contact, and contingency arrangements.

**Procedures to be followed when a parent or healthcare professional notifies school that a pupil has a medical condition, or when there is a change of condition, or when a pupil is reintegrated.**

- School Inclusion Manager meets with parents to discuss the pupils' medical needs/change of need.
- Where necessary the Inclusion Manager to meet with or seek information from relevant healthcare professional.
- Individual Health Plan to be drawn up, checked with parents and briefing given to staff within two weeks.
- Ensure all necessary arrangements for the keeping of records of all medicines administered are in place and safe keeping of such medicines properly considered and planned for.

## **Managing medicines on school premises**

- How medicines are kept in school will depend on the nature of the medicine and the immediacy with which it must be administered to the child.
- Blue asthma inhalers may be kept in the child's classroom and requested by the child as necessary. They should be individually labelled with the child's name and class.
- Routinely other medicines should be safely stored in the school Office (where the door has an electronic lock on it).
- Medicines must only be kept in school with a completed consent form from a person with parental responsibility for the child.
- Any medicine administered must be recorded and unless there is a schedule of administering such medication, parents should be informed as soon as possible.
- Where a medicine needs to be stored in the immediate vicinity of the child (such as an epi-pen) this should be kept in a closed box, fully labelled and in a safe place. All staff working with that child should make sure they know where the medicine is kept, who appropriate to administer it. The location of the medicine should be clearly recorded on the IHP.

## **Staff training and support**

When a pupil is identified as having medical needs the head teacher and designated member of staff should request advice from healthcare professionals in respect of any training staff will need to support the pupil appropriately and safely.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training; in some cases this may be written instructions from the parent, or on the medication container dispensed by the pharmacist.

Training must be sufficient to ensure staff are competent and confident in their ability to support the pupil.

Where training is required beyond that of a first aider every effort should be made to ensure that at least two staff are suitably trained to avoid any issue of staff absence.

Staff are to be made aware of pupil medical needs through Staff Briefing and the placing of the IHP in the staff room for staff to read.

### **Liability and indemnity**

The school carries Liability Insurance to cover the administration by school staff under the Sandwell MBC Public Liability Insurance with QBE (Policy number Y094505QBE0114A).

### **Complaints procedure**

Where a parent or carer is unhappy with any school practice relating to this policy they are asked to approach either the Inclusion Manager or a member of Senior Leadership to try and resolve any problem.

Where this is unsuccessful the parent should ask for and follow the school's normal Complaint Policy. This is available from the school Office or on the school website at [www.langleprimary.com](http://www.langleprimary.com)

## Appendix 1

### **Unacceptable practice**

Each individual healthcare plan will be considered but it is generally unacceptable to:

- prevent pupils from easily accessing their inhalers and medication when and where necessary;
- assume every pupil with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion(although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for their normal school activities, including lunch, unless this is specified in their IHP;
- if the child becomes ill, send them to the medical room or school office unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition;
- prevent pupils from eating, drinking or taking toilet breaks whenever they need in order to manage their condition effectively;
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up work because a school is failing to support their child's medical needs; or
- prevent pupils from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.