

# Managing Medical Conditions Policy

## Great Ponton CE Primary School



Approved by:

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Last reviewed on:

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Next review due by:

October 2022

## Rationale

Great Ponton Primary School wishes to ensure that pupils with medical conditions receive appropriate support and care at school. This policy is written with regard to Section 100 of the Children and Families Act 2014. We aim to support children and ensure that we pay attention to the social and emotional aspects of their medical condition. We will ensure that no child experiences bullying or social isolation because of their condition.

The school governing body will ensure that arrangements are in place to support pupils with medical conditions in school. The Curriculum Committee of the governing body will review the arrangements every two years.

## What is a medical condition?

In this policy we refer to short-term illnesses and chronic medical conditions. The school will have in place individual care plans for pupils who have a medical diagnosis which requires medical intervention and/or medicine whilst in school. The plan will include relevant and up-to-date information about the child, the medical condition, and how the condition should be managed and monitored in school. The key roles and responsibilities are set out in Appendix one. The day-to-day responsibility for children and young people rests with the Headteacher and the designated members of staff who have daily contact with the individual pupils. Parents will be given clear information about who is responsible in the school and who to contact to ask questions or give information.

The school will not have plans in place for pupils who have short-term illnesses such as coughs, colds and common childhood diseases.

The school will have a medical plan in place for all children who have a medical diagnosis of:

- Asthma
- Breathing difficulties
- Epilepsy
- Seizures
- Diabetes
- Heart condition
- Liver and kidney conditions
- Cancer or any other serious medical condition

## Procedure when the school is notified that a pupil has a medical condition

Great Ponton Primary School will arrange a meeting with the parents as soon as possible after the school has been informed. The information may come from the parent, the school nurse, a health visitor or other medical professional. The Deputy Headteacher (SENco) will invite the parents, the school nurse and any other relevant health professionals to the meeting. At the meeting the Deputy Headteacher (SENco) will gather all the relevant information including, diagnosis, signs and symptoms and treatment plan. The meeting will also cover the emotional needs of the child or young person and include emotional support as appropriate. The school will consult with parents about how much information can be shared with the child's class and peer group. The plan will be put in place and the relevant members of staff will be trained within four weeks of the first notification. The Headteacher will be kept informed of the operational implications of the health care plan.

## The School's Right to Challenge

The school will listen to children and parents but may challenge and ask for a second opinion if there is doubt or dispute about a child's medical condition. The Headteacher will consult with the local education authority and the NHS paediatricians. The local education authority will also be asked to give advice if there is a dispute between the parents and the school.

## Staff Training

Teachers and support staff will receive training about individual pupils' medical conditions which will be organised by the school SENco

The Headteacher will be responsible for monitoring and reviewing the quality of staff training

New members of staff will receive relevant and up-to-date information about managing medical conditions in schools

Temporary and supply staff will be given information by the Deputy Headteacher (SENco) about individual children or young people who are likely to become ill and/or require medical intervention

A list of all children with medical conditions/allergies in each class is provided to all class teachers and overseen by a qualified first aider.

## Individual health Care Plans

The Deputy Headteacher (SENco) will write individual plans in partnership with the class teacher, parent and relevant health care professionals.

The plan will be shared with relevant members of staff and reviewed annually, or as appropriate if there are significant changes.

The plan will include details about the child's condition, treatment, symptoms and warning signs.

The plan will be kept in the child's folder and the SENco's folder and not put on display unless this is agreed with the parents

Information about the child's medical condition will be displayed in the staffroom or Dinner Hall if appropriate and only with the parents' permission.

## Medicines in Schools

This applies to all pupils, including those who do not have an individual health care plan

Any parent can request that their child is given prescription medicine in school. Great Ponton Primary School will only accept medicine that has been prescribed by a GP or hospital doctor.

If medicines (including asthma pumps) are to be administered in school the parents must complete and sign an agreement form which will be renewed annually

It is preferable that pupils take medicine at home, before or after the school day. Parents are encouraged to ask their GPs for medical prescriptions that fit around the school day

No pupil will be given medicine without the parental consent unless there is a clear and dire emergency and ambulance / emergency personnel are in attendance

Prescribed medicines must be in date, prescribed by a NHS doctor and provided in the original container with dosage instructions

Parents must regularly renew the school supply of medicines and be responsible for visiting the GP to collect repeat prescriptions

At the end of the school year in July the school will return all medicines in store to the parents

Medicines will be safely stored in the School Office. A written record will be kept by the Office Staff and stored in the medical file in the office.

The school will not be held responsible for any side-effects due to the correct administration of prescribed drugs

## Arrangements for children who are competent to manage their own medicine in school

A child who has been prescribed a medicine may be responsible enough to carry and administer drugs or medical testing equipment e.g. blood sugar testing kit. The school will consult with parents and relevant school staff about the advisability of an individual child or young person taking responsibility for their own treatment. The decision in cases of dispute will rest with the Headteacher who has a duty to ensure the safety of all children and young people.

## Record keeping

Great Ponton will keep written records of all medicines administered to children. The record will be kept in the School Office and include date, time, dosage and name of the member of staff who administers the medicine.

## Unacceptable Practice

It is unacceptable at Great Ponton Primary School to:

- require parents to attend school to administer medication or carry out personal care such as going to the toilet
- prevent pupils from easily accessing their inhalers and medication
- prevent pupils from drinking or eating if needed to manage their medical condition
- assume that every pupil with the same condition needs the same treatment
- ignore the views of the child or their parents: or ignore medical evidence unless there is good reason to challenge those views
- exclude pupils from lunchtime or after- school activities because of a medical condition
- prevent pupils from participating, or create barriers to normal school activities including day trips and school journeys
- leave children who are ill unattended in a medical room or school office or any room
- penalise parents if poor attendance is related to a long-term medical condition and this is evidenced by a medical practitioner

## Medical Emergencies at Great Ponton Primary

All members of staff who have contact with pupils who have medical conditions will be informed about the best course of action if a child becomes seriously ill and needs emergency treatment.

The child and the parents will be informed about the school's arrangements and there will be details in the plan if appropriate

The school will call an ambulance before contacting parents if a child becomes seriously ill – this applies to all children and not only those with health care plans

The school will arrange for a competent member of staff to travel to hospital in an ambulance and act in loco parentis until the parents arrive. The member of staff in loco parentis will have the right to sanction emergency procedures as advised by medical staff in the ambulance or at the hospital.

## Day trips, residential visits and sporting activities

Great Ponton Primary will make every effort to ensure that all children are included in the full range of school activities. The school will make sure that reasonable precautions are taken to safeguard children's health and carry out risk assessments for trips and school journeys which take into account the individual child's needs. Parents will not be required to accompany their children on school trips of journeys unless this is a normal activity.

## Liability and indemnity

The governing body will ensure that an appropriate level of insurance is in place and appropriately reflects the level of risk for individual members of staff working with individual children.

## Complaints

At Great Ponton Primary we will work with parents to ensure that children and young people with medical conditions are treated fairly and in a way that will promote good health outcomes. All complaints should be made under the school's Complaints Policy. Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

## Appendix One

### Key roles and responsibilities

#### 1.1 The Local Authority (LA) is responsible for:

- 1.1.1 Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- 1.1.2 Providing support, advice and guidance to schools and their staff.
- 1.1.3 Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.

#### 1.2 The Governing Body is responsible for:

- 1.2.1 The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Great Ponton Primary School ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.2.2 Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.2.3 Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- 1.2.4 Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- 1.2.5 Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- 1.2.6 Keeping written records of any and all medicines administered to individual pupils.
- 1.2.7 Ensuring the level of insurance in place reflects the level of risk.

#### 1.3 The Headteacher, Deputy Headteacher and administrator are responsible for:

- 1.3.1 The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Great Ponton Primary School.
- 1.3.2 Ensuring the policy is developed effectively with partner agencies.
- 1.3.3 Making staff aware of this policy.
- 1.3.4 Liaising with healthcare professionals regarding the training required for staff.
- 1.3.5 Making staff who need to know aware of a child's medical condition.
- 1.3.6 Developing Individual Healthcare Plans (IHCPs).
- 1.3.7 Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 1.3.8 If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- 1.3.9 Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- 1.3.10 Contacting the school nursing service in the case of any child who has a medical condition.

#### 1.4 Staff members are responsible for:

- 1.4.1 Taking appropriate steps to support children with medical conditions.
- 1.4.2 Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- 1.4.3 Administering medication, if they have agreed to undertake that responsibility.
- 1.4.4 Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- 1.4.5 Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

#### 1.5 Nurses are responsible for:

- 1.5.1 Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- 1.5.2 Liaising locally with lead clinicians on appropriate support.

**1.6 Parents and carers are responsible for:**

- 1.6.1 Keeping the school informed about any changes to their child/children's health.
- 1.6.2 Completing a parental agreement for school to administer medicine form before bringing medication into school.
- 1.6.3 Providing the school with the medication their child requires and keeping it up to date.
- 1.6.4 Collecting any leftover medicine at the end of the course or year.
- 1.6.5 Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- 1.6.6 Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Headteacher, other staff members and healthcare professionals.