



Roman Way Primary School

Supporting Children with Medical Conditions Policy

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Reviewed and approved by Governors	
Name	Tanya Hampton
Signed	
Date	14 th March 2024

Review Date	March 2027
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Roman Way Primary School is an inclusive mainstream school that aims to welcome and support children with medical conditions. We aim to provide all pupils with medical conditions the same opportunities as others at school.

The policy has been developed in line with the Department for Education's statutory guidance released in April 2014 – "Supporting pupils at school with Medical Conditions" under a statutory duty from Section 100 of the Children and Families Act 2014.

Key Roles and Responsibilities

Roman Way Primary works in partnership with all interested and relevant parties, including the school's Governing body, all school staff, parents or carers, community healthcare professionals and any relevant emergency practitioners to ensure the policy is implemented and maintained successfully.

a) The Governors of Roman Way Primary School are responsible for:

- 1) Ensuring arrangements are in place to support pupils with medical conditions.
- 2) Ensuring that the policy is developed collaboratively across services, clearly identifying roles and responsibilities and is implemented effectively.
- 3) Ensuring that the policy for supporting pupils with medical needs does not discriminate on any grounds including, ethnicity, religion or belief, gender, pregnancy & maternity, disability or sexual orientation.
- 4) Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.
- 5) Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits, trips and sporting activities, remain healthy and achieve their academic potential.
- 6) Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions. Staff should have access to information, resources and materials.
- 7) Ensuring written records are kept of any medicines administered to pupils.
- 8) Ensuring the policy sets out procedures in place for emergency situations.
- 9) Handling complaints regarding this policy as outlined in the school's Complaints Policy.

b) The Headteacher is responsible for:

- 1) Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy.
- 2) The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures at Roman Way School
- 3) Liaising with healthcare professionals regarding the training required for staff.
- 4) Identifying staff who need to be aware of a child's medical condition.
- 5) Developing Individual Healthcare Plans (IHPs).
- 6) Ensuring a sufficient number of trained staff are available to implement the policy in normal, contingency and emergency situations.
- 7) Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- 8) Ensuring two-way liaison between school nurses and school in the case of any child who has, or who develops an identified medical condition.
- 9) Ensuring confidentiality and data protection.
- 10) Assigning appropriate accommodation for medical treatment/care.

c) Staff members are responsible for:

- 1) Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help.
- 2) Knowing where controlled medicines are stored and where the key is held.
- 3) Taking account of the needs of pupils with medical conditions in lessons and ensuring that all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- 4) Undertaking to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
- 5) Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.

d) School nurses are responsible for:

- 1) Collaborating on developing an IHP in anticipation of a child with a medical condition starting school.
- 2) Notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career.
- 3) Supporting staff to implement an IHP and then participate in regular reviews of the IHP. Giving advice and liaison on training needs.
- 4) Liaising locally with lead clinicians on appropriate support. Assisting the Headteacher in identifying training needs and providers of training.

e) Parents and carers are responsible for:

- 1) Keeping the school informed about any new medical condition or changes to their child's health.
- 2) Participating in the development and regular reviews of their child's IHP.
- 3) Completing a parental consent form to administer medicine or treatment before bringing medication into school.
- 4) Providing the school with the medication their child requires and keeping up to date including collecting any leftover medicine.
- 5) Carrying out actions assigned to them in them in the IHP with particular emphasis on them (or a nominated adult) being contactable at all times.

TRAINING OF STAFF

- a) Newly appointed teachers, supply staff and support staff will receive training on the 'Supporting Pupils with Medical Conditions' Policy as part of their induction.
- b) The clinical lead for each training area/session will be named on each IHP.
- c) School will keep a record of medical conditions supported, training undertaken and a list of staff qualified to undertake responsibilities under this policy.

MEDICAL CONDITIONS REGISTER/LIST

- a) School's admissions forms should request information on pre-existing medical conditions. Parents must have an easy pathway at any point in the school year if a condition develops or is diagnosed. Consideration could be given to seeking consent from GPs to have input into the IHP.
- b) A medical conditions list or register should be kept, updated and reviewed regularly by the nominated member of staff. Each class teacher should have an overview of the list of pupils in their care, within easy access.
- c) Supply staff should also have access on a need-to-know basis. Parents should be assured data sharing principles are adhered to.
- d) For pupils on the medical conditions list, key stage transition meetings should take place in advance of transferring to enable parents, school and health professionals to prepare IHP and train staff if appropriate. (e.g. When transferring to secondary school or leaving the school)

INDIVIDUAL HEALTHCARE PLANS (IHPs)

- a) Where necessary the Headteacher will make the final decision if an Individual Healthcare Plan (IHP) will be developed in collaboration with the pupil (if appropriate), parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
- b) IHPs will be easily accessible to all relevant staff, including supply staff, whilst preserving confidentiality IHPs should be stored safely and discreetly. If consent is sought from parents a photo and instructions may be displayed. **N.B. In the case of life- threatening implications, the information should be available clearly and accessible to everyone.**
- c) IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- d) Where a pupil has an Education Health and Care Plan (EHCP) or Special Needs Statement, the IHP will be linked to it or become part of it.
- e) Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the Local Authority (LA) provider and school is needed to ensure that the IHP identifies the support the child needs to reintegrate.

TRANSPORT ARRANGEMENTS

- a) Where a pupil with an IHP is allocated school transport the school should contact a member of the DCC Transport team who will arrange for the driver or escort to take part in the IHP meeting. A copy of the IHP will be copied to the transport team and kept on the pupil record. The IHP must be passed to the current operator for use by the driver/escort and the Transport team will ensure that the information is supplied when a change of operator takes place.
- b) For some medical conditions the driver/escort will require adequate training. For pupils who receive specialised support in school with their medical condition, this must be equally planned for in travel arrangements to school and included in the specification to tender for that pupil's transport.
- c) When prescribed controlled drugs need to be sent into school, parents will be responsible for handing them over to the adult in the car/taxi in a suitable bag or container. This must be clearly labelled with name and dose etc.
- d) Controlled drugs will be kept under the supervision of the adult in the car/taxi throughout the journey and handed to a school staff member on arrival. Any change in this arrangement will be reported to the Transport team for approval or appropriate action.

EDUCATION HEALTH NEEDS (EHN) REFERRALS

- a) All pupils of compulsory school age who, because of illness, lasting 15 days or more, would not otherwise receive a suitable full-time education are provided for under the Local Authority's duty to arrange educational provision for such pupils.
- b) In order to provide the most appropriate provision for the condition the EHN team accepts referrals where there is a medical diagnosis from a medical consultant.

MEDICINES

- a) Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours.
- b) If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental consent to administration of medicine form.
- c) No child will be given any prescription medicines without written parental consent except in exceptional circumstances.
- d) No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.

- e) Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- f) Schools should keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency.
- g) Medications will be stored in the office in locked fridge or locked cupboard.
- h) Any medications left over at the end of the course will be returned to the child's parent.
- i) Written records will be kept of any medication administered to children.
- j) Pupils will never be prevented from accessing their medication.
- k) Roman Way School cannot be held responsible for side effects that occur when medication is taken correctly.

EMERGENCIES

- a) Staff are aware of the most common serious medical conditions at this school.
- b) Staff at Roman Way School understand their duty of care to pupils, both during, and at either side of the school day, in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act as any reasonably prudent parent/carer. This may include administering medication.
- c) There are three number of members of staff who are trained in administering Paediatric First Aid and all LSA's and MDSA's have completed the 'Emergency First Aid at Work' training.

There is a defibrillator machine on the school site. This will be regularly checked as part of the health and safety monitoring.

- d) The action required for staff to take in an emergency for the common serious conditions at this school is displayed in a prominent location in the staff room.
- e) If a pupil needs to be taken to hospital, a member of staff will accompany and stay with them until a parent arrives.

DAY TRIPS, VISITS AND SPORTING ACTIVITIES

- a) Unambiguous arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, sports activities and not prevent them from doing so unless a clinician states it is not possible.
- b) To comply with best practice, risk assessments should be undertaken, in line with Health and Safety Executive guidance on school trips, in order to plan for including pupils with medical conditions. Consultation with parents, healthcare professionals will be needed prior to the trip or visit.

AVOIDING UNACCEPTABLE PRACTICE

The following practice is unacceptable:

- a) Preventing children from easily accessing their inhalers and medication when needed.
- b) Assuming that pupils with the same condition require the same treatment.
- c) Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion.
- d) Sending pupils home frequently or preventing them from taking part in activities at school.
- e) Sending the pupil to the medical room or school office alone or with an unsuitable escort if they become ill.
- f) Penalising pupils with medical conditions for their attendance record where the absences relate to their medical conditions.
- g) Making parents feel obliged to attend school to administer medication or provide medical support, including toilet issues.
- h) Creating barriers to children participating in school life, including school trips.
- i) Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

INSURANCE

a) Teachers who undertake responsibilities within this policy will be assured by the Headteacher that they are covered by the Local Authority 's insurance.

COMPLAINTS

a) All complaints should be raised with the Headteacher in the first instance.

b) The details of how to make a formal complaint can be found in the school's Complaints Policy.

DEFINITIONS

a) 'Parent(s)' is a wide reference, not only to a child's birth parents but to adoptive, step and foster parents or other persons who have parental responsibility for, or care of a pupil.

b) 'Medical condition' for these purposes is either a physical or mental health condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either on going or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery.

c) 'Medication' is defined as any prescribed or over the counter treatment.

d) 'Prescription Medication' is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.

LINKS TO OTHER POLICIES

SEN policy

First Aid

Health and safety

Administering Medicine