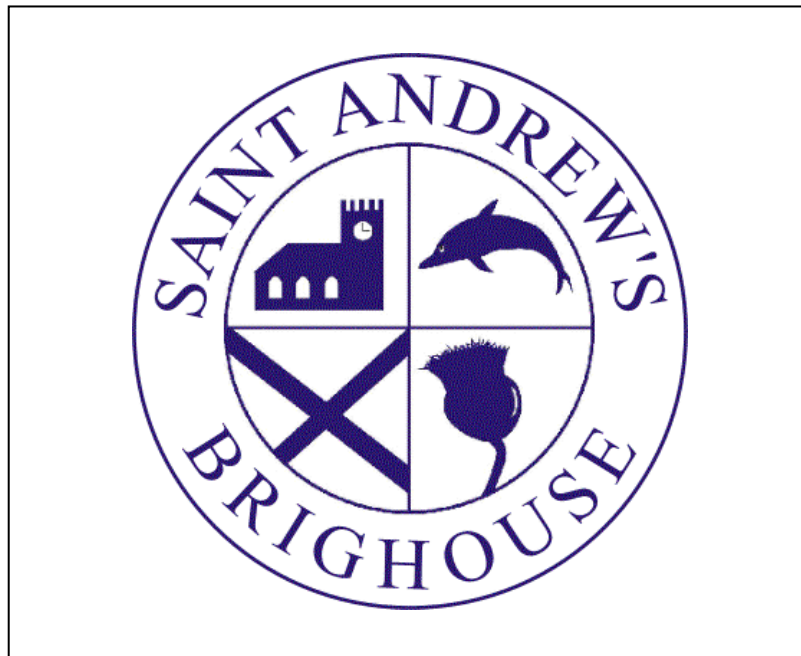


St Andrew's CE (VA) Junior School
Supporting Pupils with Medical Conditions



Title	Supporting pupils with Medical Conditions
Version	1.1
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Author	St. Andrew's CE (VA) Junior School
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1.0	November 2016		Amanda Jocelyn
1.1	May 2018	Changes to IHC self-administration	Amanda Jocelyn



ST. ANDREW'S CE (VA) JUNIOR SCHOOL



"Promoting Excellence Within a Caring Christian Community"

Policy for Supporting Pupils with Medical Conditions in School

Responsible Person: Mrs K Smith

1 Introduction

This policy should be read in conjunction with the **Administering Medicines policy** and, if applicable, the **SEND policy**.

This policy is written in regard to Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions.

2 Aims

- 2.1** To ensure pupils at school with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.
- 2.2** To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.

3 Procedure

- The person named above is responsible for ensuring that whenever the school is notified that a pupil has a medical condition:
- sufficient staff are suitably trained
- all relevant staff are made aware of a child's condition
- cover arrangements in case of staff absence/turnover is always available
- supply teachers are briefed
- risk assessments for visits and activities out of the normal timetable are carried out
- individual healthcare plans are monitored (at least annually)
- transitional arrangements between schools are carried out
- if a child's needs change, the above measures are adjusted accordingly
- Where children are joining at the start of a new academic year, these arrangements should be in place for the start of term. Where a child joins mid-term or a new diagnosis is given, arrangements should be in place as soon as possible, ideally within two weeks.
- Any pupil with a medical condition requiring medication or support in school should have an individual healthcare plan which details the

support that child needs. If the parents, healthcare professional and school agree that a healthcare plan is inappropriate or disproportionate, a record of the child's medical condition and any implications for the child will be kept in the school's medical record and the child's individual record.

4 Individual Healthcare Plans (IHPs)

- The following information should be considered when writing an individual healthcare plan:
- the medical condition, its triggers, signs, symptoms and treatments
- the pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues
- specific support for the pupil's educational, social and emotional needs
- the level of support needed including in emergencies
- who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements
- who in school needs to be aware of the child's condition and the support required
- arrangements for written permission from parents and the head teacher for medication to be administered by a member of staff or self-administered (children who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision). **Such details will be recorded on a child's IHP in the box for self-administration.**
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate
- confidentiality
- what to do if a child refuses to take medicine or carry out a necessary procedure
- what to do in an emergency, who to contact and contingency arrangements

5 Roles and Responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the child.

The Governing Body

- must make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented
- must ensure sufficient staff receive suitable training and are competent to support children with medical conditions

- must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk

The Head Teacher

- should ensure all staff are aware of this policy and understand their role in its implementation
- should ensure all staff who need to know are informed of a child's condition
- should ensure sufficient numbers of staff are trained to implement the policy and deliver IHPs, including in emergency and contingency situations, and they are appropriately insured
- is responsible for the development of IHPs
- should contact the school nursing service in the case of any child with a medical condition who has not been brought to the attention of the school nurse

School Staff

- any staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so
- should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions
- any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help

School Nurses

- are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school
- may support staff on implementing a child's IHP and provide advice and liaison

Other healthcare professionals

- should notify the school nurse when a child has been identified as having a medical condition that will require support at school
- may provide advice on developing healthcare plans
- specialist local teams may be able to provide support for particular conditions (eg. Asthma, diabetes)

Pupils

- should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP

Parents

- must provide the school with sufficient and up-to-date information about their child's medical needs
- are the key partners and should be involved in the development and review of their child's IHP
- should carry out any action they have agreed to as part of the IHP implementation

6 Notes

The school does not have to accept a child identified as having a medical condition at times when it would be detrimental to the health of that child or others to do so.

7 The following practise is considered not acceptable:

- preventing children from easily accessing their medication and administering it when and where necessary
- assuming children with the same condition require the same treatment
- ignoring the views of the child, their parents; ignoring medical advice or opinion
- sending children with medical conditions home frequently or prevent them from staying for normal school activities (unless specified in IHP)
- penalising children for their attendance record if their absences are related to their medical condition that is recognized under this policy
- preventing children from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively
- to require parents to attend school to administer medication or provide medical support to their child, including toileting issues (no parent should have to give up working because the school is failing to support their child's medical needs)
- preventing children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips (such as requiring parents to accompany the child)

8 Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

ST. ANDREW'S CE (AIDED) JUNIOR SCHOOL**INDIVIDUAL HEALTHCARE PLAN FOR PUPIL WITH MEDICAL NEEDS**

This form should be completed by Health Service Professionals and Parents/Carers

Name of pupil:	D.O.B:
Year group & class:	
Child's address:	Child's Photograph

	CONTACT 1	CONTACT 2
Name & relationship to child:		
Telephone numbers		
Work:		
Home:		
Mobile:		

Condition (include its triggers, signs, symptoms):

Daily Requirements (if applicable)*:

*Should your child refuse medication school will immediately contact the above named persons

How do we know when emergency procedures should be put in place?

Emergency Procedure:

CLINIC/HOSPITAL CONTACT	
Name:	
Phone number:	

G.P. CONTACT	
Name:	
Phone number:	

Who in School needs to be aware?

Arrangements that need to be in place for school trips?

Parent/carer signature*:

Date:

*By signing this document you give School permission to ensure that any medication needed is administered by either the child or a member of staff.

INDIVIDUAL CARE PLAN FOR PUPIL WITH MEDICAL NEEDS

The school will not give your child medicine unless this form is completed and signed by a parent/carer and the Head Teacher has agreed that school staff can administer the medication and follow the required procedure.

Name of pupil: _____ Class: _____

Medication

Name and strength of medication: _____

Reason for medication: _____

Daily Requirements (if applicable)

- Dosage: _____
- Time: _____

Special precautions: _____

Side effects: _____

Please note: Any medication left in school at the end of each term will be taken to the chemist and destroyed.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change to dosage or frequency of the medication or if the medicine is stopped.

Date: _____

Signature of parent/carer: _____

Contact name and number: _____

If more than one medicine is to be given, a separate form should be completed for each one.