



Bladon C of E Primary School

Children With Medical Conditions Policy (C20)

Date: November 2014

Review Date: March 2018

Authorised by:

Approved by:

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(Tracey Fletcher, Head Teacher)

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(Ray Banks, Chairman of Governors)

Purpose:

The purpose of this policy is to ensure that appropriate arrangements are put in place for supporting children with medical conditions as required by the Children and Families Act 2014 and the parents of those children are kept informed.

Duties & Responsibilities:

The **Head Teacher** will ensure all relevant staff are made aware of a child's medical condition, understand their role and are suitably trained to provide individual health care including any contingency and emergency situations. The **School Business Manager** will arrange suitable cover in case of staff absence and brief supply teachers as required and will also ensure that:

- staff are appropriately insured and are aware that they are insured to support children in this way
- risk assessments are in place for educational visits and external activities

The **Class Teacher** is responsible for ensuring they know preventative and emergency measures so that they can recognise and act quickly when a problem occurs and for completing risk assessments for all educational visits and activities outside of the normal school timetable.

The **designated member of staff** responsible for administering the child's health care will, if required, attend relevant training in order to achieve the necessary level of competency required before taking on responsibility and will keep a record of all medication administered.

All **other members of staff** should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Parents must provide the school with sufficient and up-to-date information about their child's medical needs and be involved in the development and review of their child's individual healthcare plan. They should carry out any action they have agreed to as part of its implementation, eg provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Procedure Following Notification:

As soon as the school is notified that a child has a medical condition procedures should be put in place and arrangements made for any staff training or support. The Head Teacher will contact the parents and healthcare professionals to ensure arrangements in place are both appropriate and timely. Where a child needs an individual healthcare plan it is important it provides clarity about what needs to be done, when and by whom. It may be essential in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. The school, healthcare professional and parents should agree, based on evidence, when such interventions would be appropriate or proportionate.

Individual healthcare plans should be easily accessible to all who need to refer to them while preserving confidentiality; they should capture the key information and actions that are required to support the child effectively. The level of detail within plans will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support. Where a child

has SEN but does not have a statement or EHC plan, their special educational needs should be mentioned in their individual healthcare plan. The pupil should also be involved whenever appropriate in order to overcome any potential barriers to getting the most from their education. Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the school.

Individual Healthcare Plan - this should consider the following:

- the medical condition, its triggers, signs, symptoms and treatments.
- resulting medication required (dose, side-effects & storage), other treatments, time, facilities, equipment, access to food and drink when used to manage their condition and dietary requirements.
- environmental issues eg crowded corridors, movement between lessons
- specific support for the child's educational, social and emotional needs; how absences will be managed, use of rest periods or additional support in catching up with lessons.
- level of support needed. If a child is self-managing their medication, this should be made known and appropriate arrangements put in place for monitoring.
- who in the 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 by the child during school hours
- what to do in an emergency, including whom to contact, and contingency arrangements. The plan should clearly define what constitutes an emergency and explain what to do. Other children should know what to do in general terms, such as informing a teacher immediately if they think help is needed. If a child needs to be taken to hospital staff should stay with the child until the parent arrives.

Involving Children:

Children with medical conditions will often be best placed to provide information about how their condition affects them. Where possible, they should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other children will often be sensitive to the needs of those with medical conditions.

After discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be reflected within their healthcare plan. Wherever possible they should be allowed to carry their own medicines and relevant devices or be able to access their medicines for self-medication quickly and easily. Children who can take their medicines themselves or manage procedures may require an appropriate level of supervision.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents should be informed so that alternative options can be considered.