

# Supporting Pupils at School with Medical Needs Policy



Date updated: September 2017

Date Ratified: 11<sup>th</sup> October 2017

Next review date: July 2020

## **Compliance**

This policy complies with the statutory requirement laid out in ***Supporting Pupils at School with Medical Conditions***, April 2014, and has been written with reference to the following guidance and documents:

- Equality Act 2010: advice for schools DfE Feb 2013
- SEND Code of Practice 0 – 25 (July 2014)
- Kenmore Park Infant & Nursery School - Accessibility Plan
- The School's Admission Code, 2012

It should be read in conjunction with the school's Asthma Policy, Allergy Policy and First Aid Policy

## **Introduction**

Kenmore Park Infant & Nursery School (KPINS) is an inclusive community that aims to support and welcome pupils with medical conditions. We welcome feedback and responses from the community and encourage any parent to inform us of concerns regarding their children's health and wellbeing at the earliest opportunity.

For general concerns or questions regarding the medical needs of your child, the person to speak to in the first instance is your child's class teacher or the Welfare Assistants, who are available to speak to every morning and can be found by the entrance to the main Infant School building in the playground. Alternatively, you can request a meeting with them via the school office.

For more serious, long-term medical conditions or a new diagnosis, please make an appointment at the school office to speak with the Head Teacher, Mrs Mahil-Pooni, or the Deputy Head Teacher, Mr Snowden, to discuss whether there is a need for a medical protocol (Individual Health Care Plan – also known as IHCP) to be written – if necessary - in collaboration with other medical professionals.

## **Aims**

This policy aims to ensure that:

All children with medical conditions – relating to both physical and mental health are appropriately supported in school so they are able to play a full and active part in school life, remain healthy and achieve academically.

## **Admissions**

Children with medical conditions have the right to an education (Article 28 CRC) and have the same rights to admission to schools as other children. The school will not deny a child admission because arrangements for their medical condition have not been made (except in exceptional circumstances where the well being and care of the individual may be compromised if arrangements are not made in advance of admission) and will abide by statutory guidance from the School's admission code 2012.

In line with safeguarding duties, however, the school will not accept a child in school at times where it would be detrimental to the health of that child or others to do so from, for example, infectious diseases.

### **Individual Healthcare Plans (IHCP)**

The aim of IHCPs is to ensure that schools effectively support pupils with medical conditions.

Individual Healthcare Plans will be used for any child:

- whose condition is likely to fluctuate
- where there is a high risk that emergency treatment will be needed
- whose medical condition is long-term and or complex

Whether an IHCP is appropriate or not for a child, will be discussed during an initial meeting with the parents, the school and relevant healthcare professionals. If consensus cannot be achieved, the Headteacher's decision will be final.

Children for whom their conditions do not warrant an IHCP will typically have their medical needs met through procedures already in place in the school for all pupils.

The school's IHCPs will capture key information and actions required to support the child effectively. They have been developed from example materials from the DfE in consultation with school welfare staff and the Senior Leadership Team (SLT). They have been developed to reflect suggestions made on p9-10 in ***Supporting Pupils at School with Medical Conditions***, April 2014. The level of detail contained within will depend upon the complexity of the medical need and the degree of support required.

The school's IHCP template will include space to set out clearly how staff will be supported in carrying out their role to manage pupils with medical conditions.

When a child has SEN but not or Education, Health and Care Plan (EHCP), their special needs will be mentioned in their IHCP.

**Procedures to be followed when notification of a child's medical condition is received**

School is contacted by parents or healthcare professional that the child: has been newly diagnosed/is due to attend the school/is due to return to school following a long-term absence/needs have changed.

Headteacher/**Senior member of school staff to whom responsibility has been delegated**, co-ordinates meeting to discuss child's medical needs and identifies members of school staff who will provide support to the pupil.

Meeting to discuss and agree on need for IHCP to include: relevant healthcare professionals and other medical/healthcare clinician as appropriate (or consider written evidence from them); key school staff; the child (if appropriate); the parent(s); staff from previous school if appropriate and if the child is transferring into school.

If an IHCP is deemed appropriate\*, it will be developed in partnership through:

- agreement on the relevant professional to lead on writing it
- ensuring that input from healthcare professionals is provided when necessary

School staff training needs are identified. The Healthcare Professional commissions or delivers training and staff are signed off as competent. Review dates agreed for updated training.

IHCP implemented and circulated to all relevant members of staff. Copies stored in secure folder on the school's intranet drive. A child with SEN (but without an EHCP/statement) must have their SEN noted in the IHCP.

IHCP reviewed annually or when condition changes. Parents or healthcare professionals are responsible for initiating reviews if and when the medical conditions change.

For children with medical conditions entering the school, the expectation is that arrangements are in place for the start of the relevant school term.

In cases of new diagnosis or children moving to KPINS mid-term, every effort will be made to ensure that arrangements will be put in place within two weeks of admission or prior to admission depending on the condition.

In cases in which there is no formal diagnosis/a pupil's medical condition is unclear/there is a difference of opinion between the school, parents or other agencies, the school will hold a meeting with all relevant parties to agree the most appropriate action. Medical evidence from the parents or for the parents to seek medical evidence will be requested.

### **Procedures for Dealing with Emergencies**

For any child involved in an emergency, the school will follow directives in KPINS' Health, Safety Policy for the Education Department.

Children with an IHCP will have the relevant section completed in their IHCP: 'Describe what constitutes an emergency, and the action to take if this occurs'. This will always be completed by a representative from school (usually the Head Teacher or Deputy Head Teacher) and the parent/carer of the child(ren).

This information, along with the rest of the IHCP, will be handed over to Emergency Services when they arrive.

Parents of the child will be contacted at the earliest opportunity to inform them of the incident. If parents do not arrive prior to the Emergency Services being ready to depart, a member of staff will accompany the child to the hospital.

### **Managing Medication on School Premises**

- Staff **must not** give prescription medicines or undertake healthcare procedures without appropriate first aid training (updated to reflect individual healthcare plans)
- Staff who receive training will complete, with the relevant trainer, the **Staff training record – administration of medicines** document found in the appendices of this policy
- If a child refuses to take medicine or carry out a necessary procedure, the staff should not force them to but follow the procedure agreed in the IHCP.
- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so
- No child will be given prescription medicines without the written consent of their parent/carer.
- Children at KPINS will never be given medicine containing aspirin unless prescribed by a doctor. Medication e.g. for pain relief, should never be administered without checking maximum dosages and when the previous dose was taken
- Staff administering medication will use recording templates in the appendices of this policy to ensure appropriately detailed records of medicine administration are kept.
- Written records of all medicines administered are to be kept.
- KPINS will only accept prescribed medicines which are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for

administration, dosage and storage. The exception to this is insulin which must still be in-date but will generally be available to schools inside an insulin pen or pump rather than the original container

- All medicines will be stored safely in the Welfare room according to storage instructions
- Children will be shown where their medication is and will be able to access them, with supervision of a staff member, when required
- Medicines such as asthma inhalers, adrenaline pens, etc. must be available to children who may require them when off-site e.g. on school trips. It is the responsibility of the staff member constructing the risk assessment, along with the Head Teacher whose approval of the risk assessment is required, to ensure that these needs are identified and medication is taken and carried by appropriately trained members of staff.

### **Day Trips, residential visits and sporting activities**

The school will seek to support actively pupils with medical conditions to participate in school trips and visits through:

- Considering how the child's needs may affect their ability to participate
- Seeking ways to ameliorate difficulties through making reasonable adjustments
- Including the child on risk assessments for the visits

### **Roles & Responsibilities**

#### **Governing Body**

The Governing Body's responsibilities include:

- Ensuring that arrangements are in place in schools to support pupils at school with medical conditions.
- Ensuring that, as far as possible, children with medical conditions can access and enjoy the same opportunities at school as any other child.
- Ensuring that school leaders consult health and social care professionals, pupils and parents so that the needs of children with medical conditions are appropriately supported.
- Ensuring that, when children with medical conditions are disabled, the school complies with duties under the Equality Act 2010
- Ensuring arrangements made give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school
- Ensuring that the school's policy covers the role of Individual Healthcare Plans and notes who is responsible for their development
- Ensuring IHCPs are reviewed at least annually
- Ensuring school policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support pupils at school with medical conditions
- Ensuring that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions
- Ensuring written records are kept for all medicines administered in school
- Ensuring an appropriate level of insurance is in place and appropriately reflects the level of risk

### **Head Teacher**

The Head Teacher's responsibilities include:

- Implementing the Governing Body's policy in practice and ensuring that detailed procedures are developed.
- Ensuring arrangements are put in place and policies, plans and procedures and systems are properly and effectively implemented including Individual Healthcare Plans
- Ensuring relevant staff work with other agencies such as the Local Authority. Health professionals and other support services to ensure the child is able to receive a full education.
- Ensuring members of staff are properly trained to provide support that pupils need. This may involve recruiting a member of staff for this purpose
- Ensuring that arrangements consider the individual needs of the child, including taking into consideration how their medical condition impacts on their life in school
- Considering how medical conditions may affect a child's ability to learn when deciding appropriate arrangements
- Ensuring that all relevant staff will be made aware of a child's condition
- Ensuring cover arrangements are in place in case a member of staff with responsibilities for a child with medical conditions is absent
- Ensuring that supply teachers are made aware of children with medical conditions or that procedures are in place to otherwise ensure a child's medical needs are met
- Ensuring that risk assessments for school visits/other activities are completed
- Ensuring that Individual Healthcare Plans are monitored
- Ensuring that school staff are appropriately insured and are aware they are insured to support pupils in this way.

### **Parents & Carers**

Parents are responsible for:

- Ensuring the Head Teacher is provided with sufficient, up-to-date information about their child's medical condition, treatment and special care required in school
- Ensuring that their children are well enough to attend school and to keep them at home when they are acutely unwell or infectious to others
- Carrying out any actions they have agreed in their child's IHCP e.g. provide medication and equipment and to ensure that they or (an) other nominated adult(s) are contactable at all times.

### **The Role of the Child**

In most cases, the child's only role in KPINS, in relation to their medical condition, will be to inform an adult that they are feeling unwell. In some circumstances, a child may be competent to manage their own health needs and medicines. In these circumstances, the school will work with the parents to encourage (under supervision) responsibility for their condition(s). This will be reflected in IHCPs.

### **Class Teachers and Other Staff**

Class Teachers and Support Staff duties include:

- Responding sensitively to pupils' medical needs
- Implementing training received to ensure adverse affects of medical conditions are minimised and that children with medical conditions are safe



- Being asked in advance to provide support to pupils with medical conditions, including the administration of medicines (although staff cannot be required to do so)
- Taking into account the needs of pupils with medical conditions they teach
- Knowing what to do and to respond accordingly when they become aware a child with a medical condition needs help

### **School Nurses**

School Nurses' responsibilities include:

- Notifying the school when a child has been identified as having a medical condition which will require support in school
- Contacting the school, whenever possible, to inform them of medical needs prior to the child starting school

### **Other Healthcare Professionals (GPs, Paediatricians, etc.)**

Responsibilities include:

- Notifying the School Nurse when a child has been identified as having a medical condition that will require support at school

### **Pupils**

Responsibilities include:

- Informing members of staff if they feel unwell.

### **Local Authorities (LA)**

Responsibilities include:

- Where pupils would not receive a suitable education in mainstream schools because of their health needs, the LA has a duty to make other arrangements. They should be ready to make arrangements under this duty when it is clear a child will be away from schools for 15 days or more because of health needs (can be consecutive or accumulative)

### **Unacceptable Practice**

Staff at the school will always use their discretion and judge according to individual cases. Generally, however, the following would constitute unacceptable practice:

- preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assuming that every child with the same condition requires the same treatment
- ignoring the views of the child or their parents; or ignoring medical evidence or opinion, (although this may be challenged);
- sending children with medical conditions home frequently or preventing them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, sending them to the school office or medical room unaccompanied or with someone unsuitable;
- penalising children for their attendance record if their absences are related to their medical condition e.g. hospital appointments;



- preventing pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- requiring parents, or otherwise making them feel obliged, to attend school to administer medication or providing medical support to their child, including with toileting issues where an individual has an Education, Health and Care Plan. 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 creating unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child (except in exceptional circumstances due to the nature of the medical condition).

### **Complaints**

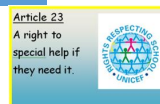
If parents, carers or children are dissatisfied with the support provided, they should discuss this with the Head Teacher, Mrs Mahil-Pooni or with the Deputy Head Teacher, Mr Snowden.

If an issue cannot be resolved within 10 working days, a parent can submit a formal complaint to the Headteacher in writing. The Headteacher will reply within 10 working days. Any issues that remain unresolved at this stage will be managed according to the school's Complaints Policy. This is available on request from the school office.

### **Conclusions and Evaluation**

The Governing Body will monitor, evaluate and review the Special Educational Needs Policy on an annual basis, to consider the effectiveness of the school's work on behalf of those pupils with Medical Conditions

Person Responsible for Policy:- Inclusion Manager



## Individual healthcare plan

Risk of hospitalisation/serious illness/death

Low

Medium

High

Name of school/setting

Kenmore Park Infant & Nursery School

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

### Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

### Clinic/Hospital Contact

Name

Phone no.

### G.P.

Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

--

Action to be taken if a child refuses to take medicine/carry out a necessary procedure

--

Daily care requirements

--

Specific support for the pupil's educational, social and emotional needs

--

Arrangements for school visits/trips etc

--

Other information

--

Describe what constitutes an emergency, and the action to take if this occurs

--

Who is responsible in an emergency (*state if different for off-site activities*)

--

Plan developed with

--

Staff training needed/undertaken – who, what, when

--

Details of Special Educational Needs – if applicable

Area of need:
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Support provided:
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Form copied to

--

Form saved on the school intranet in Teachers only - Medical conditions:

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## Parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Kenmore Park Infant & Nursery School

### Medicine

Name/type of medicine  
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other  
instructions

Are there any side effects that the  
school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency


**NB: Medicines must be in the original container as dispensed by the pharmacy**

### Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the  
medicine personally to

[agreed member of staff]

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

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_



## Record of medicine administered to an individual child

Article 23  
A right to  
special help if  
they need it.



Name of school/setting	Kenmore Park Infant & Nursery School
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			



**Record of medicine administered to an individual child (Continued)**

Date

Time given

Dose given

Name of member of  
staff

Staff initials


Date

Time given

Dose given

Name of member of  
staff

Staff initials


Date

Time given

Dose given

Name of member of  
staff

Staff initials


Date

Time given

Dose given

Name of member of  
staff

Staff initials




## Kenmore Park Infant & Nursery School

Child's name

Time

Name of medicine

Dose given

Any reactions

Signature  
of staff

Print name

[illegible]



## Staff training record – administration of medicines

Article 23  
A right to  
special help if  
they need it.



Name of school/setting

Kenmore Park Infant & Nursery School

Name

Type of training received

Date of training completed

Training provided by

Profession and title

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_



## Contacting emergency services

### Article 23

A right to special help if they need it.



**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.**

**Speak clearly and slowly and be ready to repeat information if asked.**

1. your telephone number **020 8204 8759**
2. your name
3. your location as follows **Kenmore Park Infant & Nursery School, Moorhouse Road, Kenton, Harrow, HA3 9JA**
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code **HA3 9JA**
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

## **Model letter inviting parents to contribute to individual healthcare plan development**

Dear Parent

### **DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD**

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely