

Spring Grove Primary School



SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

Reviewed: Sept 2018

MEDICAL MATTERS

EMERGENCY CONTACT

When your child joins the school you will be asked to provide details of where you can be contacted in case your child becomes ill or has an accident. We will also ask you for the name of another contact - neighbour, friend or relative - who could take responsibility for your child if we are unable to contact you. It is vital that these emergency contact arrangements are kept absolutely up to date. Please make sure that the school office is informed immediately, preferably in writing, of any change of address or telephone number at home or work.

All absences must be reported on the first day by speaking to a member of the office team or by emailing the office before 9.15am.

ILLNESS AND INFECTION

In order to minimise the spread of infection please keep your child at home if you suspect an infectious illness, or contagious condition. In order to minimise absences from school, please only keep your child at home if the illness is serious. **Please report any infectious illnesses to the school office, as they may need to advise staff and parents accordingly.** Examples include chicken pox, head lice, sickness/diarrhoea.

In the case of vomiting and/or diarrhoea, please keep your child at home for **at least 48 hours after the last bout.** If your child returns to school before this time, they will be sent home in order to prevent the risk of the infection spreading. [See NHS link.](#)

Minor coughs and colds can be managed in school, but please note that we do not administer medicines in school following or during an illness. If your child needs such, they should be kept at home until well enough to attend school without medication. If your child is well enough to return to school but still requires the end of a course of anti-biotics, a parent or carer may call into school during the day to administer the correct dosage.

If a head infection (lice or nits) is discovered, please keep your child at home until treatment has been carried out. Lotions and advice are available from the chemist. A head infection can happen to anyone, however clean, so please be aware of the possibility and always check your child's hair when washing it. It is recommended that you put conditioner on your child's hair and comb it through, looking particularly near the neck and ears. Please let us know if your child has head lice, so that we can send a letter to the class asking parents to check their child's head. **We ask that long hair is tied back to prevent infection.**

Spring Grove Primary School is an inclusive community school that supports and welcomes pupils with medical conditions.

- The School is welcoming and supportive of pupils with medical conditions who we believe we can manage safely within this school. We aim to provide children with medical conditions the same opportunities and access to activities (both school based and out-of-school) as other pupils.
- The school will be guided by the views of health professionals, pupils, parents and carers when decisions are made about care for a medical condition.
- Pupils and parents/carers should feel confident about the care they receive from our school relating to a medical condition and the level of care should meet the pupil's needs.
- Staff will ensure that they understand the medical conditions of pupils at our school and acknowledge that they may be serious, adversely affect a child's quality of life and impact on their ability and confidence. The School will not penalise pupils for their attendance if their absences relate to their medical condition. If pupils are absent from school for a period of time relating to their medical condition, staff will ensure a

home visit is made and work, tailored to suit the child's needs, is sent home, if appropriate, so that children feel part of the school community and do not miss out on their studies.

- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school & local health community understand and support the medical conditions policy.
- The School understands that all children with the same medical condition will not have the same needs; we will focus on the needs of each individual child.
- The school recognises its duties as detailed in Section 100 of the Children and Families Act 2014. (Other related legislation is referenced in DfE guidance p21). Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, our school complies with its duties under that Act. Some pupils may also have SEND and may have a statement, or Education, Health and Care (EHCP) plan which brings together health and social care needs, as well as their special educational provision. For children with SEND, this policy should be read in conjunction with the Special educational needs and disability (SEND) Code of Practice.

Spring Grove Primary School's supporting children with medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.

- Stakeholders include pupils, parent/carers, school nurse, school staff, governors, and relevant local health specialist services.

The supporting children with medical conditions policy is supported by a clear communication plan for staff, parent/carers and other key stakeholders to ensure its full implementation.

- Pupils, parent/carers, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

All staff understand and are trained in what to do in an emergency for children with medical conditions at this School.

- All school staff, including temporary or supply staff, are aware of the medical conditions at our school and understand their duty of care to pupils in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.

- All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention may be required at the school will have an individual healthcare plan (IHP)¹, which explains what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.
- This School makes sure that all staff providing support to a pupil have received suitable training and ongoing support to ensure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or parent/carer. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence and our school keeps an up to date record of all training undertaken and by whom.
- This School had chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained (see appendix 3 for further information).

All staff understand and are trained in the school's general emergency procedures.

- All staff, including temporary or supply staff are aware of the content of this policy, know what action to take in an emergency and staff receive updates at least yearly. School nurses provide annual training for common conditions e.g. asthma, allergies, epilepsy and diabetes.
- If a pupil needs to attend hospital in an emergency, a member of staff will stay with them until a parent/carer arrives, or accompany a child taken to hospital by ambulance or emergency vehicle.

Spring Grove Primary School has clear guidance on providing care and support and administering medication at school.

- This School understands the importance of medication being taken, as detailed in the pupil's IHP.
- This School will make sure that there are sufficient members of staff who have been trained to administer the medication and meet the care needs of an individual child. The governing body in association with the LA has made sure that there is the appropriate level of insurance and liability cover in place.
- This School will not give medication (prescription or non-prescription) to a child in school without a parent's written consent, except in exceptional circumstances.
- This School will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
- Parents/carers at this School understand that they should let the school know immediately if their child's needs change.

Spring Grove Primary School has clear guidance on the storage of medication and equipment at school.

- This School makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment, e.g. asthma inhalers, epi-pens etc. are readily available wherever the child is in the school and on off-site activities and are not locked away.
- Those pupils who carry their own medication/equipment with them will be identified and recorded through the pupil's IHP in agreement with parents/carers. Other pupils' medication will be kept by staff and pupils will be made aware of its location.

- Pupils can carry controlled drugs if they are deemed competent to do so, otherwise this School will store controlled drugs securely in a non-portable container, with only named staff having access. Staff at our school can administer a controlled drug to a pupil once they have had specialist training.
- This School will make sure that all medication is stored safely and that pupils with medical conditions know where they are at all times and have access to them immediately.
- This School will only accept medication that is in date, labelled and in its original container including prescribing instructions for administration. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Parents/carers are asked to collect all medications/equipment at the end of the school term and to provide new and in-date medication at the start of each term.
- This School disposes of needles and other sharps in line with local policies (if need arises). Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

Spring Grove Primary School has clear guidance about record keeping.

- As part of the school’s admissions process and annual data collection exercise parents/carers are asked if their child has any medical conditions. These procedures also cover transitional arrangements between schools.
- This School uses an IHP/Care Plan to record the support an individual pupil needs around their medical condition. The IHP/Care Plan is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. Where a child has SEND but does not have a statement or EHC plan, their special educational needs are mentioned in their IHCP. Appendix 2 is used to identify and agree the support a child needs and the development of an IHCP.
- This School has a centralised register of IHPs/Care Plans and an identified member of staff (The Welfare Assistant/Senior First Aider)has the responsibility for this register.
- IHPs are regularly reviewed, at least every year or whenever the pupil’s needs change.
- The pupil (where appropriate) parents/carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.
- This School makes sure that the pupil’s confidentiality is protected where appropriate.
- This School keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

Spring Grove Primary School aims to ensure that the whole school environment is as inclusive and favourable as possible to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- This School is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This School is also committed to an accessible physical environment for out-of-school activities.
- This School makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school’s anti-bullying policy, to help prevent and deal with any problems.

They use opportunities such as PSHEE and science lessons to raise awareness of medical conditions to help promote a positive environment.

- The School understands the importance of all pupils taking part in off site visits and physical activity and that all relevant staff make reasonable and appropriate adjustments to such activities in order they are accessible to all pupils. This includes out-of-school clubs and team sports. Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual pupil needs.
- The School understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity and the potential triggers for a pupil's medical condition when exercising and how to minimise these.

Spring Grove Primary School makes sure that pupils have the appropriate medication/equipment/food with them during physical activity and offsite visits.

- This School makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition.
- This School will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENDCO who will liaise with the pupil (where appropriate), parent/carer and the pupil's healthcare professional.
- Pupils at our school learn what to do in an emergency.
- This School makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

Spring Grove Primary School is aware of the common triggers that can make common medical conditions worse or can bring on an emergency.

- This School is committed to identifying and reducing triggers both at school and on out-of-school visits.
- School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers.
- The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.
- This School reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective supporting pupils with medical conditions policy.

- This School works in partnership with all relevant parties including the pupil (where appropriate), parent/carer, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

- Key roles and responsibilities are outlined in Appendix 1.

The supporting pupils with medical conditions policy is regularly reviewed, evaluated and updated.

Updates are produced every year or sooner if necessary.

In evaluating the policy, our school seeks feedback from key stakeholders including pupils, parents/carers, school nurses, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services and governors. The views of pupils with medical conditions are central to the evaluation process.

Should parents and pupils be dissatisfied with the support provided they should discuss these concerns to the Head teacher.

The school's Senior Welfare Assistant will oversee the contents of this policy and its practical implications.

Policy reviewed: Sept 2018

Next Review: Sept 2019

DfE guidance

Governing bodies should ensure that all schools develop a policy for supporting pupils with medical conditions that is reviewed regularly and is readily accessible to parents and school staff.

Governing bodies should ensure that the arrangements they set up include details on how the school's policy will be implemented effectively, including a named person who has overall responsibility for policy implementation.

Details should include:

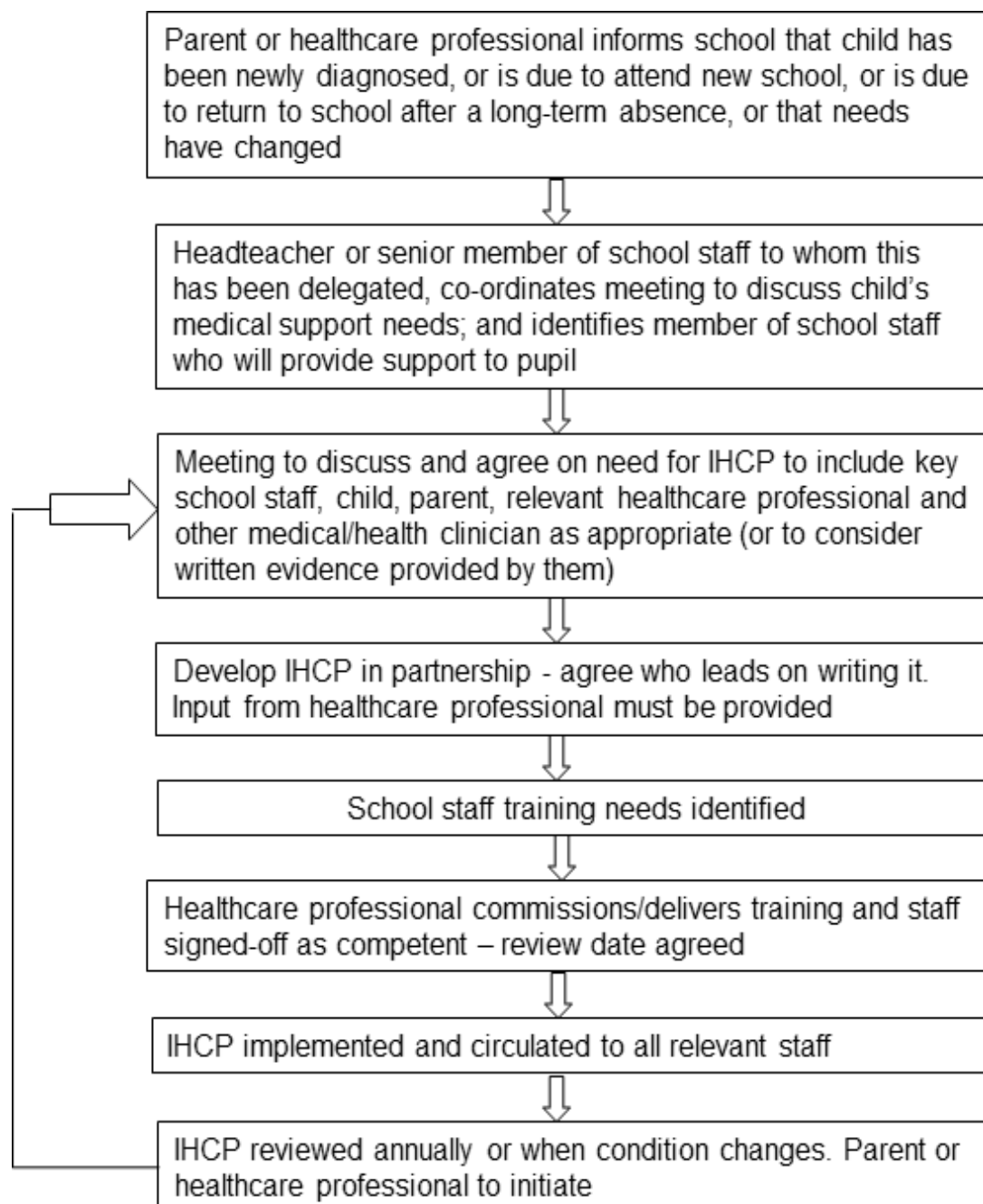
- who is responsible for ensuring that sufficient staff are suitably trained,
- a commitment that all relevant staff will be made aware of the child's condition,
- cover arrangements in case of staff absence or staff turnover to ensure someone is always available,
- briefing for supply teachers,
- risk assessments for school visits, holidays, and other school activities outside of the normal timetable,
- monitoring of individual healthcare plans.

Add:

Blank IHP/Care Plan

Appendix 1

Model process for developing individual healthcare plans



Appendix 2

Roles and responsibilities

Governing bodies – must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They should also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

Head teacher – should ensure that their school’s policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. Head teachers should ensure that all staff who need to know are aware of the child’s condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. Head teachers have overall responsibility for the development of individual healthcare plans. They should also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. They should contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.

School staff – any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers’ professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

School nurse – every school has access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they will do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child’s individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs - for example, there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition.

Other healthcare professionals - including GPs, paediatricians, nurse specialists/community paediatric nurses – should notify the school nurse and work jointly when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans.

Anyone dealing with the medical care of a pupil in school should contact the named school nurse for that school to ensure a co-ordinated approach.

Pupils – with medical conditions will often be best placed to provide information about how their condition affects them. 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 pupils will often be sensitive to the needs of those with medical conditions.

Parents/carers – should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents/carers are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. 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.

Appendix 3

The school has chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom written parental consent for its use has been obtained.

The protocol for the use of this inhaler is detailed below, following the Department of Health Guidance on the use of emergency salbutamol inhalers in schools.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/360585/guidance_on_use_of_emergency_inhalers_in_schools_October_2014.pdf

The use, storage, care and disposal of the inhaler and spacers will follow the school's policy on supporting pupils with medical conditions. Specific guidance on storage and care is provided on page 12 of the Department of Health Guidance on the use of emergency salbutamol inhalers in schools.

The school hold a register of children prescribed an inhaler and this list is kept with the emergency inhaler.

Written parental consent is sought for the use of the emergency inhaler. Where consent is received the use of the emergency inhaler will be included in the pupils IHP.

Parents/carers will be informed if their child has used the emergency inhaler.