

# Policy

## Bradfield CE Primary School



## Supporting Children with Medical Conditions

At Bradfield we are

LEARNING TO LIVE, inspired by Christ.

With Jesus as our model, we are LEARNING TO LIVE with COURAGE, COMPASSION, RESILIENCE and JOY.

(I have set an example for you, so that you will do just what I have done for you. John 13:15)

<b>Policy Name</b>	Supporting Children with Medical Conditions
<b>Brief Description:</b>	This document provides an overview of how first aid is managed in school
<b>Status: Statutory/non-statutory</b>	Statutory Policy
<b>Other related policies and procedures:</b>	Health & Safety, First Aid, Administering Medicines, SEND
<b>Approval level: HT/Governors/FGB</b>	FGB
<b>Approved by the Governing Board on:</b>	9 <sup>th</sup> February 2023
<b>Frequency to be reviewed</b>	Every 3 years
<b>Latest Date for Next Review:</b>	February 2026
<b>Version + Schedule of Amendments:</b>	November 2018 Reviewed November 2021
<b>Signed:</b>	
<b>Position:</b>	
<b>Date of Signature:</b>	

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

### **Aims**

- 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.
- 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.

### **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 needs

#### 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

### **Procedure**

The school 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 school 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.

### **Individual Healthcare Plans (IHPs)**

The following information should be considered when writing an individual healthcare plan, in collaboration with pupil, parents, Headteacher, SENCO and medical professionals:

- 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)

- 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
- where a child has SEN but does not have an Education, Health and Care plan, their special educational needs should be mentioned in their individual healthcare plan

*(see appendix for letter to parent and individual health care plan questionnaire)*

### **Emergencies**

Staff will follow the guidance given in the Individual Healthcare Plan.

### **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. The ultimate decision rests with the Headteacher.

The following practice 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 recognised 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)

### **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.

**Appendix 1 (letter to parent/carer re individual healthcare plan)**

Date

Dear

**Developing an Individual HealthCare Plan for your child**

Thank you for informing us of ..... medical condition.

It is now a requirement that an individual healthcare plan is prepared for any child who has a medical condition. This needs to set out the support the child needs and how this will be provided. Healthcare plans are developed in partnership between the school, parents/carers, 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 most cases, it is possible that not all children will require one. We 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.

In order for us to produce a healthcare plan for your child please can you complete and return the attached form, answering as many of the questions as possible. (It may be necessary for you to consult the relevant healthcare professional who knows your child). Once we have the completed form we can draw up a care plan and get it signed by yourselves and the Headteacher and make sure all school staff are aware of its existence.

If you have any questions or would like to discuss this with me please ring or email the school office. I look forward to receiving the completed form as soon as possible.

Yours sincerely,

Sue Aslett (School Office)

**(Appendix 2 (individual healthcare plan questionnaire for parent/carer) – see over page**

# Individual healthcare plan (please can you provide a small photograph of your child to attach to the plan)

Name of school/setting	Bradfield CE Primary School
Child's name	
Class	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

## Family Contact Information

Name (Parent/Carer)	
Phone no. (work)	
(home)	
(mobile)	
Relationship to child	
Name (Parent/Carer)	
Phone no. (work)	
(home)	
(mobile)	
Relationship to child	

## Clinic/Hospital Contact

Name	
Phone no.	

## G.P.

Name	
Phone no.	

Who is responsible for providing support in school (***school to complete***)

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

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

Daily care requirements

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

Arrangements for school visits/trips etc

Other information

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

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

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Plan developed with **(school to complete)**

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Staff training needed/undertaken – who, what, when **(school to complete)**

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Signed (Parent/Carer)

Signed (Headteacher)

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Date

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