



Head of School: Mr P. Coiffait

School Policy

Supporting Children with Medical Conditions

Co-ordinator: Debbie Fitton

Governors adopted this policy on:

Signed by the Chair:

To be reviewed on: December 2019



A: Hawthorns School, Sunnyside Moss Campus, Lumb Lane, Audenshaw, M34 5SF

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INTRODUCTION & RATIONALE

At Hawthorns School we understand that medical conditions impact on children's ability to learn, their confidence, self-esteem and ability to care for themselves. We recognise that long term absences due to health problems affect children's educational attainment, impact on their ability to integrate with their peers and this has an effect on their general wellbeing and emotional health. Equally, we know that short term and frequent absences, including those for appointments connected with a pupil's medical condition, also need to be effectively managed and appropriate support put in place to limit the impact on the child's educational attainment and emotional and general wellbeing. In addition to the educational impacts, there are social and emotional implications associated with medical conditions. Parents and Carers of children with medical conditions are often concerned that their child's health may deteriorate when they attend school. We recognise that it is vital that parents have confidence in the school's ability to provide effective support for their child and that their child feels safe. This policy therefore sets out the arrangements we have to ensure all pupils at school with medical conditions are properly supported and have full access to school life and all the educational and wider opportunities we offer.

1.Aims

This policy aims to ensure that:

- Parents/carers of children with medical conditions feel secure in the care their children receive at the school.
- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities
- The views of parents, carers and pupils with medical conditions are sought, listened to and acted on appropriately
- School has sufficient staff who are suitably trained
- Staff are aware of pupil's condition, where appropriate
- There are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Supply staff are provided with appropriate information about the policy and relevant pupils
- Individual healthcare plans are developed , implemented and monitored

The person with responsibility for implementing this policy is the Headteacher.

2. Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: [Supporting pupils at school with medical conditions 2014](#).

3. Roles and responsibilities

The Local Authority (LA) is responsible for:

- promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions
- making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition

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- providing suitable training to school staff in supporting pupils with medical conditions to ensure that Individual Healthcare Plans can be delivered effectively
- providing support, advice and guidance to schools and to schools and their staff

The Governing Body is responsible for:

- ensuring the implementation of this policy and handling complaints that may arise from it
- making arrangements to support pupils with medical conditions taking into account that some of the medical conditions that require support at school may affect quality of life and may be life-threatening. Some will be more obvious than others. The focus is on the needs of each individual child and how their medical condition impacts on their school life.
- ensuring that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions
- complying with their duties under the Equality Act 2012 and the SEND code of practice 2014 to ensure that children can access and enjoy the same opportunities at school as any other child.
- ensuring that parents and pupils have confidence in the school's ability to provide effective support for medical conditions in school. They intend that the arrangements should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care so ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- ensuring the level of insurance in place reflects the level of risk

The Headteacher is responsible for :

- ensuring all staff are aware of this policy and understand their role in its implementation
- ensuring all staff who need to know are informed of a child's condition
- ensuring that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- ensuring that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- taking overall responsibility for the development of IHPs
- making sure that school and staff are appropriately insured
- consulting with appropriate health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported
- contacting the school nursing service in the case of any pupil 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
- ensuring appropriate records are kept

Hawthorns Staff are responsible for :

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- taking appropriate steps to support children with medical conditions making reasonable adjustments to include them in lessons
- ensuring that pupils with medical conditions are clearly identified on Risk Assessment forms for educational out of school activities and residential visits ,and individual risk assessments are completed and signed by them and senior staff
- administering medication , if they have agreed , and undertaking training to achieve the necessary competency for supporting pupils with medical conditions
- completing appropriate records

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person and any member of staff may be asked to provide support to pupils with medical conditions including the administration of medicines, although they cannot be required to do so. Although the Administration of medicines is not part of a teacher's professional duties, they should take into account the needs of pupils with medical conditions that they teach and know when and where the pupil will need extra support.

Parents and Carers will :

- provide the school with sufficient and up-to-date information about their child's medical needs
- be involved in the development and review of their child's IHP and may be involved in its drafting
- carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times
- complete a written request form for medicines to be administered by the school staff
- provide school with the medication their child requires and keep it up to date
- abide by and follow this policy

Pupils will :

- be involved in discussions about their medical support needs where possible and contribute as much as possible to the development of their IHPs.
- Comply with their IHPs if appropriate.
- Pupils with medical conditions will often be best placed to provide information about how their condition affects them.

School nurses and other healthcare professionals will :

- notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible.
- liaise with the school nurses and notify them of any pupils identified as having a medical condition.
- provide advice, support and training where needed

4. Staff Training

- All staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.
- Staff will receive regular and ongoing training as part of their development.
- Teachers who undertake responsibilities under this policy will receive appropriate training, externally if necessary.
- No staff member may administer drugs by injection unless they have received training in this responsibility
- The school bursar will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.
- The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed. Most support staff have First Aid Training. Key staff have Defibrillator training.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Headteacher . Training will be kept up to date and will be sufficient to ensure that staff are competent and have confidence in their ability to support pupils.

5. Day trips, residential visits and sporting activities

- Where pupils are required to take medicine during a day trip etc, arrangements should be made to administer them in accordance with this policy
- Pupils with medical conditions should not be precluded from taking part in day trips, residential visits or sporting activities unless evidence from a clinician such as a GP states that this is not possible.
- Staff should be aware of how a pupil's medical condition may impact on their participation
- School will consider any reasonable adjustments that may need to be made to enable pupils with medical conditions to participate fully and safely on visits.
- The staff who lead after-school clubs, including PE coaches have a register which highlights pupils with medical conditions so that they are aware of the pupil's individual needs or support required.

6. Unacceptable practice

The following are generally considered to be unacceptable practice:-

- preventing children from easily accessing their inhalers and medication and administering them when necessary.
- assuming that every child with the same condition requires the same treatments
- ignoring the views of the child or their parents; or 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;
- 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 making them feel obliged, to attend school to administer medication or provide medical support to their child, including with 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 creating unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

7. Equal opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

8. Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

Parent or healthcare professional tell the school that the child:

- as a new diagnosis
- Is due to attend a new school
- Is due to return to school after a long-term absence
- as needs which have changed

The headteacher or other relevant senior member of staff coordinates a meeting to discuss the child's needs and identifies a member of staff to support the pupil

Hold a meeting with the following people to discuss and agree on the need for an IEP:

- Key school staff
- The child
- Parents
- Any relevant healthcare professionals

Develop an IEP with input from a healthcare professional

Identify school staff training needs

Healthcare professionals commission and deliver training and sign off school staff as 'competent' with an agreed review date

Implement the IEP and circulate it to all relevant staff

Review the IEP annually or when the child's condition changes. Parents or healthcare professionals will initiate this

9. Individual Healthcare Plans (IHP)'s

Any pupil with a **long-term medical** condition requiring medication or support in school should have an Individual Healthcare Plan which details the support that child needs. The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to **Sonia Jones – Family and Multiagency Link Worker**

Plans will be drawn up at a meeting with parents ,SLT / Family Link Worker and a relevant healthcare professional before a child starts school and will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed. Plans will be kept in a child's blue folder in the office. The aim should be to capture the steps which a school should take to help the child manage their condition and overcome any potential barriers to getting the most from their education.

An individual healthcare plan (IHP) will be drawn up for a child who

- has a serious illness/asthma or epilepsy
- needs medication at school
- has a medical need that needs monitoring
- needs special precautions to be taken in regard to their health and wellbeing.

Plans will provide clear information about :

- the pupil's medical condition ,triggers, signs and symptoms
- the pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues
- what actions should be taken and what to do in an emergency – who to contact and contingency plans
- specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, use of rest periods or additional support.
- who will provide this support, their training needs and cover arrangements for when they are unavailable
- who in the school needs to be aware of the pupil's condition and the support required
- where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition

IHPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed.

10. Managing medicines and medical conditions

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so **and**
- Where we have parents' written consent . A signed parental consent form will be kept in the child's Blue folder in the office. The Headteacher will also sign a consent form to allow staff to administer the medicine

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.Staff will record medication given on the 'Administration of medication form' kept in class. A copy will be put in a child's blue file.

- School cannot be held responsible for side effects that occur when medication is taken correctly..

All medicines must be :

- Labelled with child's name and be in date
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage
- Insulin that is inside an insulin pen or pump will be accepted rather than its original container, but it must be in date.
- Given by parents to school staff but if this is not possible, the transport escort will hand them to the Headteacher on arrival at school.. They will be stored safely and securely in the classroom or in the staffroom fridge if necessary
- Returned to parents to arrange for safe disposal when no longer required
- Supervised by an adult.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.

Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment will be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

Staff must follow basic hygiene procedures – use of protective disposable gloves and aprons , blood or other body fluids ,dressings or equipment must be disposed of safely.

Staff are trained by professionals and parents in some instances to administer medicines such as EpiPens, Insulin and to remove/attach prosthetic limbs etc

The school will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.

11. Controlled drugs

- Controlled drugs are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.
- They must be kept in a secure cupboard and only named staff have access.
- Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

12. Pupils managing their own needs

Pupils who are competent will be encouraged to take some responsibility for managing their condition. This will be discussed with parents and it will be reflected in their IHPs.

13. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

14. Record keeping

Written records are kept of all medicine administered to pupils. Parents will be informed when their pupil has been unwell at school.

IHPs are kept in a file in the classroom

15. Liability and indemnity

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The details of the school's insurance policy are available on request from the school office. We are a member of the Department for Education's risk protection arrangement (RPA).

16. Complaints

Parents with a complaint about the support provided should discuss these directly with the class teacher in the first instance or the Headteacher. If they cannot resolve the matter, they will direct parents to the school's complaints procedure.

17. Monitoring arrangements

This policy will be reviewed and approved by the governing body every year.

18. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality
- First aid and administration of medication
- Health and safety
- Safeguarding and Child Protection
- Behaviour
- PSHE
- Anti-bullying
- Attendance
- Outdoor Education
- PE Policy



Individual Healthcare Plan for a pupil with Medical Needs.

Hawthorns School

Child's name	
Class	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name 1	
Phone no. (work)	
(home)	
(mobile)	
Name 2	
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

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

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

Form copied to

I confirm that I have agreed this Individual Healthcare Plan and will ensure that school are updated on any changes

Signed : Parent/Carer _____

Date : _____

Healthcare Plan agreed by _____ (Staff name)

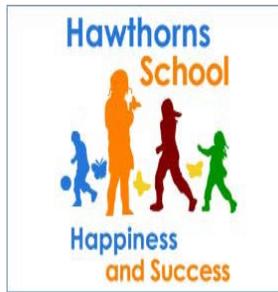
Date : _____

Contacting emergency services

Request an ambulance-dial 999, ask for ambulance and be ready with the information below Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number – 0161 370 1312
2. Your name
3. Your location – **Hawthorns School, Lumb Lane Audenshaw, Manchester**
- 4.State what the postcode is **M34 5SF**
- 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

A completed copy of this form will be put by the phone.



Parent/Carer request for Hawthorns School to administer medicine.

Hawthorns School will not give your child medicine unless you complete and sign this form. Hawthorns School has a policy so that First Aid trained staff can administer medicine.

Name of child :
Date of birth :
Class :
Medical condition or illness :

Medicine

Name/type of medicine : <i>(as described on the container . N.B Medicines must be in the original container as dispensed by the pharmacy.)</i>
Expiry date :
Dosage and method :
Timing :
Special precautions/other instructions :
Are there any side effects that school needs to know about?
Self-administration – y/n
Procedures to take in an emergency :

Contact Details

Name :
Daytime phone no :
Relationship to child :
Address :

I understand that I must deliver the medicine personally to the class teacher.

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 in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____ Date _____

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HEADTEACHER'S DECISION REGARDING THE ADMINISTRATION OF MEDICATION

I agree that all reasonable and practical steps will be taken to ensure that

_____ (name of child) will receive

_____ (quantity and name of medicine)

every day at _____ (time medicine to be administered, e.g
breaktime, lunchtime)

(Name of child) _____ will be given the medication or
supervised while he/she takes the medication by

_____ (name of member of staff)

This arrangement will continue until _____ (either end date of course of
medication or until instructed by parents)

Date : _____

Signed Headteacher: _____

