

HURST GREEN PRIMARY SCHOOL



Supporting Pupils with Medical Needs Policy

Policy for the attention of			
Audience	Key Audience	Optional Audience	Additional/Notes
Senior Leadership Team	√		
Teachers	√		
Teaching Assistants	√		
Administrative Staff	√		
Lunchtime Supervisors	√		
Site Manager		√	
Cleaners		√	
Governors	√		
Parents	√		
Website	√		
Local Authority		√	

Responsibility of	School Improvement
Review frequency	Every two years
Previous versions agreed	22 October 2018; 2 November 2020
This version agreed	17 October 2022
Next review date	Autumn 2024

Supporting Pupils with Medical Needs Policy

Status

Statutory

Purpose

The policy is part of our overall strategy to safeguard and promote the welfare of all children. We recognise that pupils with medical conditions need to be properly supported so that they have full access to education, including physical activities and out of school visits.

Who/what was consulted?

The policy draws on the DfE publication, *Supporting Pupils at School with Medical Conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England*.

Relationship to other policies

This policy should be considered alongside other pupil welfare policies, including health and safety, safeguarding, special educational needs and disabilities. See also our 'Administration of Medicines in School' policy.

Equality impact

We welcome all children to our school and will work collaboratively with parents and medical services to fully include children with medical needs.

This policy will help to ensure that the school takes positive action to support the health needs of all children, and that no child suffers unnecessarily because of a health-related condition.

Specific Medical Needs

Where a child has a specific medical need, expert advice is gathered from the relevant medical team/service and an individual health and care plan is put in place. The medical team/service have oversight of this plan and agree to the content. Parents also agree to the content. Relevant medical teams/services will provide training to staff and the school will ensure that this is kept up-to-date.

The school will keep in regular contact with parents about the care of their child. School receives updates after key appointments which ensure that the school is kept up-to-date with necessary in-school practice.

The school has a direct phone-line to the Paediatric Diabetic Care Team at Russell's Hall hospital and advice is available throughout the school day should it be needed.

Key updates regarding medical issues are shared with relevant staff via CPOMS.

The school keeps records of all children with allergies and staff are made aware of this list. The school is a nut-free zone. Kitchen staff and dinner supervisors are aware of children with allergies and the kitchen has procedures in place to ensure that a child is given the correct food.

The kitchen is also able to ensure the correct weights of food are given to children who have paediatric dietician advice to follow.

A number of children have inhalers and auto-adrenaline injectors in school.

The school nurse writes a care plan for children with auto-adrenaline injectors and this is shared with all relevant staff, including lunchtime supervisors. All staff receive annual training in administration. All auto-adrenaline injectors are kept in the school office which is close to the dining area.

Parents complete an inhaler information form if their child needs access to an inhaler at school. Inhalers are kept in red boxes in the classroom. If a child uses their inhaler during the school day, this is recorded via Medical Tracker.

In an emergency, staff would call for an ambulance and all advice given would be followed. Parents would be contacted. A member of staff will accompany the child to hospital should the parent/carer be unavailable.

Roles and responsibilities of headteacher, other staff, governors

The headteacher will

- Assume overall responsibility for implementation of the relevant policies and procedures or appoint another senior staff member to do so
- Arrange for sufficient staff to be properly trained to provide the support that pupils with medical conditions need
- Put in place arrangements so that someone with the requisite skills is always available to provide cover in the absence the regular teacher of any pupil with a medical condition
- Establish procedures to be followed when the school is notified that a pupil has a medical condition, including any transitional arrangements, the process to be followed when a pupil's needs change and staff training and support
- Determine who is responsible for liaising with healthcare professionals and parents when it is thought that healthcare plans may be necessary and subsequently for developing the plans, for reviewing them at least annually and for ensuring that they comply in detail with the requirements of *Supporting Pupils at School with Medical Conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England*
- Arrange for school staff to be appropriately insured for supporting children with medical conditions and for them to be made aware that these arrangements are in place

- Ensure that the procedures for supporting pupils with medical conditions are developed and effectively implemented with partners.
- The arrangements the school puts in place for supporting pupils with medical conditions are sufficient to meet its statutory responsibilities in accordance with *Supporting Pupils at School with Medical Conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England*
- Policies, plans, procedures and systems are properly and effectively implemented, including the designation of a named person with overall responsibility for them, and are accessible to staff and parents
- Ensure that such policies, plans, procedures or systems clearly identify the roles and responsibilities of all those involved in the arrangements to support pupils at school with medical conditions, how staff will be supported in carrying out their role, and how this will be reviewed
- Ensure that such policies, plans, procedures or systems do not contain or permit any activities by the school that are unacceptable according to *Supporting Pupils at School with Medical Conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England*
- Arrangements are in place for children who are competent to manage their own health needs and medicines
- The school keeps written records of all medicines administered to children
- The school's policy or procedures set out what should happen in an emergency situation
- The school's policy or procedures set out how complaints may be made about the support provided to pupils with medical conditions, and how these complaints will be handled
- An appropriate level of insurance, reflecting the level of risk, is in place covering staff supporting pupils with medical conditions.

The Medical Need Lead (Kathryn Karadia)

- Support the head teacher in facilitating the Medical Needs and Administration of Medicines policies
- Put in place arrangements that provide effective support for pupils' medical conditions within the school
- Take responsibility for ensuring that completed care plans are implemented as per medical advice, at school
- Liaising with parents and medical professionals about individual medical issues
- Overseeing the work of the diabetic lead
- Ensure that these arrangements demonstrate an understanding of how medical conditions can affect a child's ability to learn, and that they are clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and do not prevent them from doing so
- Ensure that the school consults with and is advised by healthcare professionals when considering how to support pupils with medical conditions,

and listens to and values the views of pupils and parents so as to secure their confidence in the procedures

- Ensure that the care of pupils with medical conditions who also have special educational needs or disabilities comply also with the school's policies for supporting such pupils
- Ensure that all staff who need to know are aware of relevant children's conditions
- Arrange for contact to be made with 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.
- The arrangements focus on the individual needs of each child and how their medical condition affects their participation in school life
- Consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

Staff will:

- Put the welfare and well-being of children first at all times
- be aware of the policy for supporting pupils with medical conditions and understand their role in its implementation
- Consider the needs of pupils with medical conditions that they teach or otherwise work with
- Be aware of how a child's medical condition will impact on their participation in out of school and sporting activities
- Undertake suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions
- Understand that they must not give prescription medicines or undertake healthcare procedures without appropriate training
- Make sure that they know what to do and how to respond accordingly when they become aware that a pupil with a medical condition needs help.

School nurses:

- Will be responsible for notifying the school when a child has been identified as having a medical condition that will require support in school
- May support the school's staff in implementing a child's individual healthcare plan and provide advice and liaison with on relevant matters such as training.

Parents of children with medical conditions will be urged to:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Participate in the development and review of their child's individual healthcare plan if a plan is agreed to be appropriate

- Carry out any action they have agreed to as part of the implementation of an individual health care plan.

Arrangements for monitoring and evaluation

The governing body will receive annual reports from the headteacher through the headteacher's report on:

- The number of pupils with permanent or long-term medical conditions
- The number of pupils with individual healthcare plans
- How training needs are being assessed
- The training undertaken by staff to support them, including who provided it
- the number of children unable to participate in school trips or physical exercises because of their medical condition
- The number of any complaints received and the number of any health incidents caused through pupils not taking medicines or their not being correctly administered, together with an outline account of the action taken

Data Protection

This policy adheres to the principles under data protection law. For further information please review the school's data protection policy published on the school's website.

Date established by governing body: 3 October 2016 (School Improvement Committee)

Reviewed 22 October 2022

Date for review: Autumn 2024