

## **Paternoster School**

### **Supporting Pupils with Medical Conditions Policy**

#### Introduction

This policy is written with regard to The Children and Families Act 2014, which placed a duty on school governing bodies to make arrangements for supporting pupils at their school with medical conditions. This duty came into force on 1<sup>st</sup> September 2014 and is set out in Section 100 of the Act.

The Special Educational Needs and Disability Code of Practice explains the duties of local authorities, health bodies, schools and colleges to provide for those with special educational needs under Part 3 of the Children and Families Act 2014. For pupils who have medical conditions that require Education Health and Care Plans (EHCPs), compliance with the SEND code of practice will ensure compliance with this guidance with respect to those pupils.

This policy is written based on the statutory guidance for governing bodies 'Supporting pupils at school with medical conditions', DFE, December 2015, which states:

- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education
- Governing bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions
- Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of pupils with medical conditions are properly understood and effectively supported

This policy should be read in conjunction with Paternoster's Medicines in School policy.

#### Aims

- To ensure pupils with medical conditions, both physical and mental health, are supported so they can play a full and active role in school life, remain healthy and achieve their potential
- To ensure the needs of pupils with medical conditions are effectively supported in consultation with parents, pupils and health and social care professionals

#### Procedures to be followed when the school is notified that a pupil has a medical condition

Whenever the school is notified that a pupil has a medical condition (whether this is a newly diagnosed condition or a pupil is new to the school) the arrangements below should be in place for the start of the term. Where a pupil joins mid-term or where a new diagnosis is given, interim arrangements may be required whilst plans, protocols or training are organised – the school aims to complete this within two weeks.

Schools do not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the available medical evidence and consultation with parents

### Roles and responsibilities

Supporting a pupil with a medical condition is not the sole responsibility of one person. The school will work collaboratively with parents and health and social care professionals to provide effective support for the pupil.

#### **The Local Authority:**

Promotes co-operation between relevant partners and stakeholders regarding supporting pupils with medical conditions.

Provides support, advice and guidance to schools and their staff.

Makes alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.

#### **The governing body:**

Makes arrangements to support pupils with medical conditions and ensure this policy is developed, implemented and reviewed.

Ensures that sufficient staff receive suitable training where they take on responsibility for supporting pupils with medical conditions.

Ensures the appropriate level of insurance is in place and appropriately reflects the level of risk

#### **The headteacher will:**

Ensure day to day implementation of the policy in school.

Ensure that all staff are aware of this policy and understand their role in its implementation, including as part of the induction of new staff.

Ensure that all staff who need to know are informed of a pupil's medical condition.

Ensure that sufficient staff are trained to implement this policy and deliver plans/protocols, (organised by the deputy head and when a pupil is new to school or new condition diagnosed).

(The assistant head will keep a record of all staff medical training and of those qualified to undertake responsibilities under this policy and ensure the training is kept up to date as part of the school's rolling programme of training (this will include, gastrostomy, epilepsy, respiratory, endocrine, asthma, allergy etc.).

Ensure there are sufficient staff trained in individual pupil's medical conditions to cover in emergency and contingency situations.

(Cover is arranged by the assistant head teacher and school administrator with regard to this).

Be responsible for monitoring or developing individual health plans/protocols.

Ensure the correct level of insurance is in place for staff that support pupils in line with this policy.

Contact the school nursing team in the case of a pupil with a medical condition.

#### **Staff:**

Take appropriate steps to support pupils with medical conditions.

Administer medication, once trained in relevant medication, if they have agreed to (staff cannot be required to do so).

Administer oxygen and change oxygen cylinders as appropriate in line with the respiratory protocol or support colleagues by checking this has been carried out in line with the respiratory protocol (Only staff who have undertaken respiratory training may administer oxygen, change oxygen AND check on this procedure).

Undertake training to achieve the necessary level of competency for supporting pupils with medical conditions (if agreed to undertake that responsibility).

Inform parents if their child has been unwell at school – either in person, via the home school diary, telephone or email as appropriate – this is the responsibility of the class teacher.

Keep records of epileptic seizures or suspected seizures using the school's record form and ensure parents are informed and given a copy of the form for each seizure episode.

### **School nursing team:**

Are responsible for notifying the school when a pupil has been identified as having a medical condition which will require support in school.

May support staff in implementing individual plans and protocols and ensure they are up to date. This includes emergency medication for epilepsy, respiratory care plans and feeding plans.

Provide advice and liaise with lead health professionals concerning medical conditions and medication surrounding the condition.

May provide training and awareness sessions to staff and check they have the necessary level of competence. The school nursing service is responsible for delivering epilepsy awareness sessions, anaphylaxis awareness sessions and asthma awareness sessions.

Can arrange training via other health professionals e.g. gastrostomy training, respiratory training, emergency epilepsy medication training, endocrine training and diabetes training.

### **Other healthcare professionals (this may include epilepsy team, respiratory team, endocrine team):**

Should notify the school nurse when a pupil has been identified as having a medical condition that will require support from the school.

May provide plans/protocols and/or may provide advice on developing plans/protocols. Care plans are ultimately the responsibility of the health service that has written them.

### **Parents:**

Provide the school with up to date and sufficient information about their child's medical needs.

Provide the school with the medication their child requires and keep it up to date. (See medicines policy)

Develop an individual health care plan/protocol for their child in collaboration with other health professionals, staff members and the headteacher.

Complete a parental request for medication to be administered in school form before bringing medication into school.

### **Pupils:**

If appropriate, are involved in discussions about their medical condition and how their needs will be met.

If appropriate, are encouraged to take responsibility for managing their own medication – e.g. asthma inhalers.

If appropriate, are encouraged to take their own medication under the supervision of a member of staff.

If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed as soon as possible so that alternative options may be explored

#### Individual health care plans/protocols,

Where a pupil requires an individual health care plan/protocol, this will be developed by the appropriate nursing team in collaboration with the pupil, parent, staff, school nursing team and health and social care professionals.

Plans will be easily accessible while maintaining confidentiality

Plans will be reviewed annually at least or if needs change. The school may initiate a review if circumstances change, in consultation with parent and health care staff.

The plan may link to or become part of the Education, Health and Care Plan (EHCP) or Statement of Special Educational Need.

Where a pupil returns from a period of hospital education, alternative provision or home education the school will work with the local authority and other providers to ensure the health plan identifies the support the pupil needs to reintegrate into the school.

#### The following practices are not acceptable to the school:

- Preventing pupils from accessing inhalers and medical and administering when necessary
- Assuming every pupil with same condition requires the same treatment
- Ignoring the views of the pupil or parents or medical evidence or opinion (although this may be challenged)
- Sending pupils with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch,
- Sending the pupil to the school office unaccompanied or with someone unsuitable
- Penalising pupils for their attendance record if 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 make them feel obliged to attend school to administer medication or provide medical support to their pupil
- Preventing pupils from participating or create unnecessary barriers to pupils participating in any aspect of school life, including trips, e.g. by requiring parents to accompany the pupil

#### Insurance

Staff who undertake responsibilities covered within this policy are covered by the school's insurance.

Copies of the school's insurance documents may be obtained from the school office.

#### School transport

This is the responsibility of Wiltshire and Gloucestershire local authorities who provide training for transport drivers and escorts related to pupils' medical needs. The school may contribute towards risk assessments.

#### Complaints

Should parents or pupils be dissatisfied with the support provided by the school in relation to medical conditions, they should discuss their concerns directly with the school. If this does not resolve the issue, they may make a complaint using the school's complaints procedure.

#### This policy links with:

Health and safety policy  
Medicines in school policy  
Safeguarding (Child protection) policy  
Educational visits policy  
Complaints procedure and policy  
Staff induction policies

This policy will be reviewed every two years.

CD

Revised November 2018

