

BOUNDARY PRIMARY SCHOOL



Supporting pupils at school with medical conditions

Review period: Annually
Date last reviewed: March 2022
Person responsible for this policy: SENCO

This policy follows the **Supporting pupils at school with medical conditions Guidance 2014 (updated 2017)**.

The headteacher will ensure that an appropriate number staff, across the school, are trained to deliver First Aid and as such will have an awareness of medical conditions that may occur in school.

The Business Manager will ensure a list of Pediatric First Aid and First Aid at Work trained staff is kept up to date along with ensuring refresher courses are attended.

The Safeguarding Office will ensure Health Care Plans (HCP) that are needed within school are kept up to date with parental information and to ensure staff have a full awareness of children with a medical condition and that the child is provided fully for and kept safe.

HCP are reviewed annually (September) with parents or as and when parents inform school of the child's medical condition changing. HCP will be available in class (with a photograph for ease of identification) and any new staff will be made aware of any medical conditions in class or school. HCP will also be held in First Aid bags and in the Office. All HCP are saved on My Concern and children with medical conditions which are severe or life threatening e.g. allergies requiring an EpiPen are highlighted. Children's medical conditions should be considered in any risk assessments written by staff for any educational visits.

Parents complete admission forms that include notifying school of any medical conditions. Parents also inform school following any medical diagnosis that may include the need for a HCP. Parents are also asked to update medical information at the first Parent's Meeting in the first half term.

If the condition or HCP warrants further training of staff, this is put into place through the school nurse or other relevant agencies. All staff will annually refresh their knowledge of Asthma, Epilepsy and Allergies. The Diabetes Team is also available for training and guidance, if necessary.

Following on from parental communication, parents are invited into school to write a HCP with the Safeguarding Officer. If appropriate, other NHS staff, pupils and class staff will also take part. Boundary school uses Blackpool Primary Care trust HCP format.

An individual healthcare plans contains the following:

- the medical condition, its triggers, signs, symptoms and treatments;
- the pupil's resulting needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink, dietary requirements;
- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- the level of support needed, including in emergencies.
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- who in the 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, during school hours;
- 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, e.g. risk assessments;
- what to do in an emergency, including whom to contact, and contingency arrangements.

Roles and responsibilities

The Headteacher ensures that:

- their school's policy is developed and effectively implemented with partners.
- all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- all staff who need to know are aware of the child's condition.
- sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.
- individual Health Care Plans are written and available to appropriate staff.
- school staff are appropriately insured and are aware that they are insured to support pupils with medical conditions.

School staff:

- provide support to pupils with medical conditions.
- administer medicines (although they cannot be required to do) as per Boundary's Medicines Policy.
- receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.
- know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

School nurse:

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

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.
- develop, and comply with, their individual healthcare plan.

Parents should:

- provide the school with sufficient and up-to-date information about their child's medical needs.
- be 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.
- carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Staff training and support

Each Key Stage has staff trained in Emergency First Aid at work for Schools. 5 staff in Foundation Stage are trained in Pediatric first aid. Several members of staff are trained in First Aid at work. Specific training on any medical conditions as stated in Health Care Plans is provided by Outreach Nursing Support teams e.g. epilepsy, diabetes and incontinence.

Managing medicines on school premises and Record Keeping

Please see Boundary's Medicine Administration File.

Please see Boundary's Health Care Plan File.

Emergency procedures

Where a child has an individual healthcare plan, this clearly defines what constitutes an emergency and explains what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.

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

Day trips, residential visits and sporting activities

School will make all reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. It is best practice to carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included.

Staff members appointed as first aiders should already be trained in the use of CPR and a first aid trained member of staff is named on the trip details on EVOLVE. School data sheets, first aid bags, HCP and any forms of medication must be taken on trips.

Complaints

Complaints regarding medical issues should be addressed at first to the Safeguarding Officer. A meeting will be arranged where the matter will be discussed and decisions made as to how to proceed.

In the case where an agreement cannot be made, the complaint will be referred to the Head teacher.

If the complaint is still unresolved, it may be referred to the Chair of Governors.

If all these procedures fail to resolve the issue, a formal complaint concerning medical conditions or Health Care Plans may be registered with the Local Authority.