



**WESTROP PRIMARY
& NURSERY SCHOOL**

Westrop Primary School Supporting pupils with medical conditions 2018

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Reviewed by	Tara Jeynes
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Introduction

Arrangements are in place at Westrop Primary School to support pupils with medical conditions so that these children can access and enjoy the same opportunities at school as any other child. We focus on the needs of each individual child and how their medical condition impacts on their school life including the child's ability to learn, their confidence and the extent to which they can self-care. We work together with the Local Authority, health professionals and other support services to ensure that children with medical conditions receive a full education.

It is intended that school policy and procedures give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school.

Pupils with medical conditions are supported in participating in school trips and visits, or in sporting activities. Teachers must consider how a child's medical condition will impact on their participation. Reasonable adjustments are made so that all children can participate safely according to their own abilities. A risk assessment must be completed, in consultation with the pupil, parents and relevant healthcare professionals, to inform planning arrangements, taking account of any steps needed to ensure that pupils with medical conditions are included.



Admissions

Westrop Primary School is a maintained school which serves the community of North Swindon. Admissions are controlled by the Admissions Team at Swindon Borough Council. No child with a medical condition should be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, the school does not have to accept a child in school where it would be detrimental to the health of that child or others to do so.

The Inclusion manager will contact 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.

Training

We ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. This includes whole school awareness training so that all staff are aware of the school's policy for supporting pupils with medical conditions and their role in implementing that policy. New members of staff are made aware of this policy as part of their induction and are included in school training at the earliest opportunity. Supply teachers have a supply pack with information they need.

The school nurse gives training each year, the content of which is modified according to the needs of children within the pupil population. This includes training re asthma, epilepsy and allergic reactions.

Staff are supported in carrying out their role to support pupils with medical conditions through access to advice from the school nurse and by working within an appropriately trained teaching team; teaching staff support each other. For pupils with more unusual or severe medical conditions, advice will be taken from healthcare professionals, the Local Authority and parents in order to ensure that specific training is provided. Any member of school staff providing support to a pupil with medical needs must have had suitable training.

Training is sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. Training gives staff an understanding of the specific medical conditions they need to deal with, their implications and preventative measures.



Staff must not give prescription medicines or undertake health care procedures without appropriate training. (A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.)

Roles and responsibilities

The Head Teacher has overall responsibility for implementation of this policy and must ensure that;

- sufficient staff are suitably trained
- relevant staff are aware of the child's condition,
- someone is always available in cases of staff absence
- supply teachers are briefed
- risk assessments are completed for school visits and other school activities outside of the normal timetable
- individual healthcare plans (previously known as care plans) are monitored
- procedures are followed when school is notified that a pupil has a medical condition
- transition arrangements are effective
- a pupil is successfully re-integrated after a period of absence.

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school works cooperatively with other agencies. Partnership working between school staff, healthcare professionals (and where appropriate, social care professionals), Local Authorities, and parents and pupils is crucial.

All staff are aware of the 'Policy for Supporting Pupils with Medical Conditions' and understand their role in its implementation. The policy is discussed in staff meetings at the beginning of each school year and is displayed in the staff room on a designated board, along with photos and information about pupils with medical conditions. All staff who need to know are aware of the child's condition. A list of pupils with medical conditions is highlighted on Pupil Asset and CPOMs. At the end of an academic year, transition meetings are held in which the current teacher communicates information about pupils' medical needs to the next class teacher.

Sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. Where possible, part time teachers already employed at Westrop are used for supply cover. If supply staff, unfamiliar with the school are used, they are given information about pupils with medical conditions via a supply teacher pack and by teachers in partner classes.



Staff are appropriately insured, via Swindon Borough Council, to support pupils with medical conditions. The school has appropriate public liability insurance. Details of the insurance policy number are available in the main office.

Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. They must, however, take into account the needs of pupils with medical conditions that they teach. School staff receive sufficient and suitable training and achieve the necessary level of competency before taking on responsibility to support children with medical conditions.

School staff know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help. Pupils in the school know that they should inform a teacher immediately if they think help is needed. 'Individual Healthcare Plans' (Care Plans) are kept in the main office. If a child needs to be taken to hospital, a member of staff will stay with the child until the parent arrives, or accompany the child to hospital in an ambulance. Parents' and emergency contact details are kept in the main office. Phones are located in the main office.

Our school has access to school nursing services. The 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. Wherever possible, they do this before the child starts at the school. They support staff on implementing a child's individual healthcare plan and provide advice and training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs

Pupils with medical conditions are encouraged to provide information about how their condition affects them. They contribute to the development of, and comply with, their individual healthcare plan.

Parents are required to provide the school with sufficient and up-to-date information about their child's medical needs. They may be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's individual healthcare plan. They must 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.

Individual healthcare plans

Head Teachers have overall responsibility for the development of individual healthcare plans. Individual healthcare plans help to ensure that we effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. They capture the key information and actions that are required to support the



child effectively. Plans are reviewed annually or earlier if evidence is presented that the child's needs have changed.

Not all children with medical conditions will require an individual healthcare plan. In cases where medicine, such as antibiotics, is needed for a short period of time there is no requirement for an individual healthcare plan. Where a child has asthma, and just needs access to an inhaler, details are included on our Asthma Register and there is no individual healthcare plan.

Where a child has SEN but does not have a statement or Education and Healthcare Plan (EHCP), their special educational needs should be mentioned in their individual healthcare plan.

Plans are drawn up in partnership between the school, parents, and a relevant healthcare professional e.g. school, specialist or children's community nurse, who can best advise on the particular needs of the child. Pupils should also be involved whenever appropriate. The aim is 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. They are developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social well-being and minimises disruption.

Administering medicine

Medicines can be administered at school when it would be detrimental to a child's health or school attendance not to do so. Before any medicines can be administered the required forms must be completed. Written records are kept of all medicines administered to children. Records offer protection to staff and children and provide evidence that agreed procedures have been followed.

No child may be given medicines without their parent's written consent.

Medication should never be administered without first checking maximum dosages and when the previous dose was taken. We only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.

Non-prescription medicines may not be administered except when children are on a residential trip and it is necessary for supervising teacher to allow a child to take pain killers, hay fever medication or travel sickness medicine. In these cases, medication must have been provided by the parent and a medicine form completed in advance of the residential trip.

After discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures. Appropriate



supervision is given. Children can access their medicines for self-medication quickly and easily. Asthma inhalers are kept in the child's class.

If it is not appropriate for a child to self-manage, then relevant staff – those named on the Individual Healthcare Plan or medicine form - help to administer medicines and manage procedures for them. Staff administering medicines do so in accordance with the prescriber's instructions. We keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school are noted.

All medicines are stored safely, in the main office along with Individual Care Plans, in a locked container in a fridge or in a designated place in the pupil's classroom. Pupils know where their medicines are at all times and can access them quickly. Pupils know that they must ask at the main office for access to medicines. Devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away.

Controlled drugs (e.g. Ritalin would be kept in the school safe) that have been prescribed for a pupil are securely stored in a non-portable container and only named staff should have access. Staff may administer a controlled drug to the child for whom it has been prescribed. Controlled drugs are accessible in an emergency. A record is kept of any doses used and the amount of the controlled drug held in school.

When no longer required, medicines are returned to the parent to arrange for safe disposal. Sharps boxes are used for the disposal of needles and other sharps.

Complaints

Should parents or pupils be dissatisfied with the support provided for a pupil with a medical condition, they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure. Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted.

This policy is reviewed annually. It is accessible to parents via the school website and to school staff electronically via the shared network and on the staff room medical board.

