



Supporting Children with Medical Needs

September 2015

Review Date: September 2018

1. Purpose of this policy

This policy is intended to ensure that Patcham Infant and Nursery School has well organised, effective and robust procedures and arrangements in place to ensure that pupils with medical conditions are properly and appropriately supported so that they can have full access to education, including school trips, physical education and all other social and recreational activities provided by the school and on school premises.

This policy is part of ensuring the safety, dignity and well-being of pupils and as such forms part of a suite of safeguarding documentation and should be read and implemented with due regard to these.

2. Core principles, aims and values

- ✓ All support will be organised sensitively and respectfully showing due regard for the child's privacy and dignity at all times. Children and/or their parents can be highly sensitive and/or self conscious about particular conditions.
- ✓ Every child's condition is unique to them and may affect them in different ways at different times, as such our provision needs to be flexible and dynamic to respond and adapt quickly to changing needs and circumstances.
- ✓ Acknowledge that many medical conditions will affect a child's life both in and out of school. That these may be very severe and possibly even life-threatening.
- ✓ That our support provision maximises each individual's ability to access learning and increase their confidence, self-esteem, independence and self-care.
- ✓ A concerted, multi-professional approach is essential in the preparation, implementation and review of care and support plans. Information from families and other professionals should be sought, shared and acted upon promptly showing appropriate regard for confidentiality.
- ✓ Appropriate training and supervision for staff will be central to the success of all care and support plans.
- ✓ The views of the child and their family should be sought and acted upon as part of the support and care plan wherever possible and practicable.
- ✓ Ongoing communication with all relevant parties is vital in responding to any changing needs quickly. Effective mechanisms to ensure this will be set up at the earliest stage. There will be regular opportunities to review, evaluate and plan provision.
- ✓ Is in keeping with the key aims and principles of our school's inclusion and equalities policies.

3. Key roles and responsibilities in implementing this policy

We believe that it is every member of staff's general and ongoing responsibility to be

aware of, look out for and support all children, including those with medical conditions. This is part of our basic safeguarding responsibilities and a demonstration of our commitment to inclusion and equalities. As such this policy is part of the essential policies and procedures list and as such, all staff must declare that they have read and are familiar with its contents.

We acknowledge, however, that staff do not have to administer medication or specific treatments. Staff will be asked if, with specific training and support, they would be willing to do this.

3.1 Governing body

- ✓ The governor with responsibility for children with medical conditions is Robert Lenton
- ✓ Ensures that the school has effective arrangements in place to support any child with medical conditions
- ✓ Ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk
- ✓ Ensures that a policy is in place and is reviewed at the appropriate time in line with policies review cycle
- ✓ Monitors that it is being implemented effectively through the responsible governor
- ✓ Receives an annual report from the responsible governor on the policy and provision for children with medical conditions

3.2 Headteacher

- ✓ Writes the initial policy for consultation and ratification by staff and governors
- ✓ Oversees that the policy and procedures are being implemented and adhered to on a daily basis
- ✓ Nominates a senior member of staff to undertake operational responsibility of the policy

3.3 Coordinator for children in school with medical conditions

- ✓ The coordinator for children in school with medical conditions is the INCO
- ✓ Ensures that the policy is fully and properly implemented on a day to day basis
- ✓ Ensures that as soon as we know or within 2 weeks of any new child starting, additional support staff and/or resources are in place and that staff receive the appropriate and timely advice and training relevant to their role and involvement in any health, care and support plans with individuals has been secured
- ✓ Ensures that relevant staff are appropriately briefed and informed and are kept up to date with a pupil's changing needs and circumstances
- ✓ Ensures that there are effective in-school information gathering and record keeping systems in place
- ✓ Coordinates arrangements for any multi-professional and other meetings as necessary and with appropriate regularity. Ensures that the school receives all the external information it needs to support the children well
- ✓ Draft, with advice from relevant health or other professionals, the child's

health care and support plan ensuring that the child's parents and the child (wherever possible) are fully consulted and involved at all stages

- ✓ Update any health, care and support plans as necessary but at least annually as a minimum requirement.
- ✓ Ensure that school assesses and manages any risks to the child's education, health and social and emotional well-being and minimises disruption
- ✓ Ensures that relevant risk assessments for school trips and visits, sports days etc. and specific support arrangements.
- ✓ Liaises with the child's teacher to ensure that learning is provided for any extended periods of absence.
- ✓ Advise class teachers how to talk to the rest of the class about and individual's medical conditions seeking advice and information from their family and other professionals beforehand. Prepare scripts as necessary.
- ✓ Reviews and updates the policy at the appropriate time or as needed

3.4 Child's class teacher

- ✓ Ensure you are fully aware of the child's condition, signs to be alert for and how to respond to and manage any emergencies and that other classroom/year group staff are appropriately aware. Regularly seek information to keep yourself and classroom support staff fully up to date
- ✓ Make appropriate reasonable adjustments e.g. extra differentiation, TA support, reduced timetabling, regular breaks, quiet place to rest etc. to enable the child to participate in learning as fully as possible. Ensure that you know about and implement what is in the child's health, care and support plan if there is one.
- ✓ Keep parents/carers and the welfare officer regularly informed of any day by day issues, successes etc.
- ✓ Provide learning activities to do at home in the event of protracted periods of absence

3.5 Child's parents/carers

- ✓ Alert school to their child's medical condition and provide as much information as they can to help us support them fully and effectively at school. Ensure they update the welfare officer if anything develops or changes
- ✓ Support school in devising their child's health, care and support plan where one is deemed necessary
- ✓ Advise school on how best to communicate to others about their child's medical condition where it is felt this is necessary and in the best interests of their child and of others in their child's class/year group
- ✓ Encourage their children to be confident and secure in talking to staff and asking for help and support when they need it and/or if anything worries or upset them
- ✓ Support their child in engaging with any home learning where this is provided

3.6 Pupils

- ✓ Always tell an adult straight away if they feel unwell, or they need help or if

- ✓ anything is worrying or upsetting them
- ✓ Do their best but always say if they are getting tired or worried in any way about their learning
- ✓ Use any systems that may have been devised to help them communicate needs discreetly if necessary
- ✓ Manage their own condition and self-medication sensibly and responsibly if this is appropriate.

3.7 School Nurses

The DfE guidance states that every school has access to school nursing services. They are 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 should do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs – for example there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition. However, in practice, schools often experience difficulties in accessing adequate support and where this is the case, the local authority should be contacted as they have a duty to ensure sufficient support is available to schools.

3.8 Other healthcare professionals, including GPs and paediatricians.

Should notify the school nurse when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Specialist local health teams may be able to provide support in schools for children with particular conditions (eg diabetes, asthma).

4. **Health, care and support plans**

Not every child with a medical condition will necessarily need a care a specific care and support plan. School staff will consult with other professionals and the child's family in deciding whether this is the case. Where a care and support plan is needed then it will contain the following information:

- Child's name, DOB and address
- The current class, year group and class teacher
- The actual medical condition, its triggers, signs, symptoms and what to do/who to contact in an emergency
- Contact details of key other professionals; GP, consultant, specialist nurse, etc.
- Details of the medication and treatments – dosage, frequency, who administers it
- Details of specific support that may be required e.g. extra time for movement around school, rest periods, catch-up time, additional adult support, particular stress triggers, counselling or any other therapies, how absence should be managed, toileting or

other care needs

- Attach any specific risk assessments for particular activities.

5. Children with special educational needs

Some children who have special educational needs may also have specific and/or associated medical conditions. Where this is the case then the arrangements to support these would be integrated into their integrated education, health and care plan. These would be reviewed as necessary or within the general review cycle of their integrated plan.

6. Children who manage their own medical needs

Where this applies, quiet and private area will be identified. An appropriately knowledgeable and trained member of staff would always be present or very close at hand to offer prompt support or encouragement if needed.

7. Emergency procedures

The individual health, care and support plan and the children with medical conditions register would both contain clear and appropriately detailed guidance on exactly what to do in an emergency.

8. Asthma Inhalers

As a school we are able to hold asthma inhalers for emergency use.

9. Monitoring and review

This policy and its procedures will be monitored by the INCO and the nominated governor and updated as necessary. The INCO and nominated governor will provide a brief annual report to governors. Policy and provision will be a standing agenda item of the governors' health, safety and well-being committee.

10. Complaints

Any complaints with regard to the implementation of this policy will be dealt with under the schools Complaints Policy.

11. Links with other school policies

This policy is supported most directly by the following school documents and as such should be read in conjunction with them.

- Child protection and safeguarding policy
- Single Equalities policy
- Administration of medicines in school policy
- Guidance on children with a critical or serious illness
- Bereavement Framework