



Ladygrove Park Primary School

Avon Way, Didcot, Oxon OX11 7GB
Email: office.2609@ladygrove-park.oxon.sch.uk

Tel: 01235 519235 Fax: 01235 512658
www.ladygrove-park.oxon.sch.uk

Policy for supporting pupils at school with medical conditions – September 2016

Introduction

We believe that children with medical conditions should receive appropriate care and support in our school and should not be denied access to a broad and balanced curriculum.

Roles and Responsibility

The role of the Head Teacher and Governing Body

The responsibility for the management of this policy lies with the Head Teacher and Governing Body. The Head Teacher will manage the policy on a day-to-day basis and ensure all procedures followed.

The school will ensure accurate and up to date records are kept for children with medical needs.

The role of Staff

Teachers and support staff who have children with medical conditions in their care should understand the nature of the child's needs and when and where the child may need extra support. All staff should be aware of the likelihood of an emergency arising and be aware of the correct procedures through attending training and making themselves familiar with health plans devised for individual children.

School staff should ensure that cover staff are aware of a child's medical conditions.

There is no legal requirement for school support staff to administer medicines or health care procedures unless this is clearly specified in their contract of employment. A member of staff may volunteer to support children with additional health needs, however they cannot be forced to do so. Any duties are by agreement and must be taken on willingly and not imposed.

The office manager will organise appropriate training.

The Learning Mentor will support communication between home and school.

The role of Parent/Carers

Parents/carers should provide school with up to date information about their child's medical conditions, treatment and/or any special care needed. If their child has a more complex medical condition, they should work with the school and other health professionals to develop an individual healthcare plan which will include an agreement on the role of the school in managing any medical needs and potential emergencies.

Identification

Upon entry to school, parent/carers will be asked to complete admission forms requesting medical information. Throughout the year we request that parents keep the school up to date with any changes in medical information. We send out annual data checking sheets for parents/carers.

Individual Health Care Plans (IHCP)

The headteacher is responsible for the development of IHCPs.

The main purpose of an IHCP is to identify the level of support that is needed at school for an individual child. The IHCP clarifies for staff, parents/carers and the child the help the school can provide and receive. These plans will be reviewed annually as a minimum, or more frequently at the request of parents/carers or the school, or as required

An IHCP will include:

- 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 where this is used to manage their condition, dietary requirements and environmental issues eg crowded corridors;
- 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;

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- the level of support needed, including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;
- 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 headteacher for medication to be administered by a member of staff, or self-administered by the pupil 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, eg risk assessments;
- what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

A copy will be given to parents/carers, class teachers/childcare practitioners and a copy will be retained in the medical needs file in the office and the child's individual file. The general medical information sheet given to all staff will indicate that the child has an IHCP.

Communicating Needs

A medical file containing class/childcare lists together with an outline of any medical condition and actions to be taken is available to all teaching and non-teaching staff (including Lunchtime Supervisors and Activity Leaders) in the office.

Individual Health Care Plans for children are kept in the office and the classroom where they are accessible to all staff involved in caring for the child. A copy is also kept of children with IHCPs on staff and office notice boards.

Training

Specific training for adults working directly with children with medical conditions will be detailed in the IHCP. General staff awareness training both for specific children's conditions and for conditions such as asthma, will be held when necessary.

Insurance

School staff are fully insured with liability cover for administering medicines by Zurich Insurance. Insurance policies are accessible to staff who provide support.

First Aid

There are a number of school staff who are trained first-aiders and in the event of illness or accident will provide appropriate first aid. Please see the school First Aid policy. First aid training does not constitute appropriate training for supporting children with medical conditions.

School Visits, Sporting Activities

When planning activities, staff will consider any reasonable adjustments they might make to enable a child with medical conditions to participate fully and safely on visits and sporting activities including details in risk assessments.

Residential Visits

Parent/carers of children participating in residential visits will need to complete a consent form giving details of all medical/dietary needs. Administration of medicine forms need to be completed prior to the day of departure and all medication which needs to be administered during the course of the visit should be handed directly to the group leader before leaving the school at the start of the visit.

Administration of Medicines

The school does not administer medicines unless they are part of an EHCP.

Complaints

Should parents have a complaint about the support their child receives, they should follow the school's normal complaints procedure.

References:

Supporting pupils at school with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England April 2014

Providing support for children and young people with health needs in schools; A joint statement from the Royal College of Nursing and UNISON



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