

POLICY FOR SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS

Rationale

At Ravenswood we are committed to ensuring that all our pupils are properly supported so that they can play a full and active role in school life, remain healthy, and achieve their academic potential. We work with children, their families and local health services to ensure that children with medical conditions have the same rights of admission to our school and receive a full education. We are aware that there are sometimes emotional and social implications associated with medical conditions and will use our best endeavours to support the children with these. We understand that sometimes there will be short or long term absences due to health problems and we will work with the children to limit the impact of these on their progress and well-being. Some pupils will require individual healthcare plans. We will work flexibly with children and closely with parents and carers so that all can be confident that each child's needs will be met.

Person responsible for supporting children with medical conditions

In our school the person responsible for ensuring that children's medical needs are met will be the SENCO (Special Educational Needs Co-ordinator).

He/she will be responsible for

- ensuring staff are fully trained
- relevant staff are aware of medical conditions
- cover arrangements are put in place in the event of staff absence/turnover
- risk assessments for school activities outside of normal timetables are completed and appropriate provision put in place as a result, at least 4 weeks in advance of each trip
- monitoring of individual healthcare plans.

Governing Body

The Governing Body has a duty to make arrangements for supporting children with medical conditions and to ensure that policies, plans and procedures are effectively maintained. It also need to ensure that sufficient staff have suitable training and are competent to support children with medical conditions. They should ensure that written records are kept of all medicines administered; and what should happen in an emergency. They should ensure that the appropriate levels of insurance are in place.

Procedures to be followed when notification received that a pupil has a medical condition

- the school does not have to wait for formal diagnosis before providing support
- if necessary a healthcare plan will be drawn up in partnership between the school, parents and healthcare professionals. This will detail what needs to be done, when, where and by whom
- all healthcare plans will be reviewed annually
- ensure transitional arrangements are in place if necessary.

Staffing

- any member of staff may be asked to support pupils but may not be required to do so
- staff should be supported in carrying out their roles, receive adequate training and included in meetings where the medical needs of pupils are discussed
- if a child needs to be taken to hospital, staff should stay with the child until the parent arrives

- staff should make reasonable adjustments to ensure that children are able to participate in trips, visits and sporting activities whatever their specific need(s).

Pupils

- wherever possible a pupil should be involved in discussions about their medical support needs.

Parents

- parents should provide the school with sufficient and up-to-date information on their child's medical needs including written information to support diagnoses (where relevant).

Managing medicines on school premises

- medicines will only be administered at school when it is necessary for a child's health or attendance
- parent's written consent must be obtained before any medicine will be dispensed to a child
- medication must be in-date, labelled and provided in the original container
- children should know where their medication is stored but it must be stored securely
- any unused medicine will be returned to parents.

If parents are dissatisfied with the school support provided they should discuss concerns directly with the SENCO or Headteacher. If all attempts at resolution have been exhausted, a formal complaint may be made to the Department of Education.