

**Policy for supporting pupils at school  
with medical conditions  
for  
Emmanuel Christian School  
Leicester**

**Date of policy: June 2016**

## **Introduction**

The Governing Body has a statutory duty to make arrangements to support pupils at school with medical conditions, and to ensure that the policy for supporting pupils is implemented (*Supporting pupils at school with medical conditions*, Department for Education, 2015).

## **Aims of support**

Children with medical conditions should be supported so that they have full access to education, including school trips and physical education.

The support given should

- promote wellbeing and academic attainment
- enable the child to take a full and active role in school life, enjoying the same opportunities as any other child
- give parents and pupils confidence in the school's ability to provide support

## **Responsibilities of Governing Body**

The Governing Body should ensure that all staff are made aware of the school's policy for supporting pupils with medical needs, and their role in implementing the policy.

All relevant staff will be properly trained to provide the support required.

Induction arrangements will be put in place for new staff.

The Head Teacher, David Baynes, has overall responsibility for implementation of the policy, and for ensuring that sufficient staff are fully trained. In the absence of the Head Teacher, Caroline Vickers has this responsibility.

In cases where a pupil's medical condition is unclear, judgements will be made about what support is needed based on the available medical evidence, and in consultation with parents.

If the child moves to a new school, arrangements should be made to ensure continuity of support.

## **Roles and responsibilities**

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. It is a partnership between school, parents, pupils, and agencies involved in the child's care, which may include; healthcare and social care professionals; G.P.s; community nursing teams; school nurses; paediatrician; and local health teams specialising in particular conditions.

In addition to consultation with parents and the child, the school should establish relationships with local health and social care professionals to ensure that the child's needs are fully understood, for example, how the medical condition may affect the child's ability to learn.

A child may require support, medicines or care whilst at school to help manage the condition and remain well.

Some conditions may require monitoring or intervention in emergency circumstances.

### **Pupil's role in managing their own medical needs**

Children who are competent should be encouraged to manage their own medicines and procedures. This will be discussed with parents, and reflected in Individual Healthcare Plans (see below). Devices such as asthma inhalers, blood glucose monitors and adrenaline pens should be readily available for the child to access, in school, and also on school trips.

A child should not be prevented from eating, drinking or taking toilet breaks needed to manage their condition.

If a child refuses to take medicine, or carry out a procedure, staff should not force them to do so, but follow the procedure in the Individual Healthcare Plan, and discuss alternative options with parents.

Parents should not be required to attend school in order to provide medical support.

### **Administration of medicines**

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. In some cases written instructions from the parent or on the medicine container dispensed by the pharmacist may be sufficient.

Records should be kept of all medicines administered.

Further information on administering medicines is contained in the school's Health and Safety Policy.

### **Controlled Drugs**

A child who has been prescribed a controlled drug may legally have it in their possession if competent to do so, but passing it to another child would constitute an offence.

Staff may administer a controlled drug to the child for whom it has been prescribed.

Schools must store controlled drugs securely, with only named staff having access. Records should be kept of the amount held and doses used.

## **Individual Healthcare Plans**

Some children with medical needs will require an Individual Healthcare Plan.

A Plan will be essential for a child whose medical condition fluctuates, or where there is a high risk that emergency intervention will be required, and will also be helpful for a child whose medical condition is long-term and complex.

The school, parent and relevant healthcare professional should decide when a Plan is needed, and the child may be involved in drawing up the Plan where appropriate.

Individual Healthcare Plans should be easily accessible to all who need to refer to them, whilst maintaining confidentiality.

If a child has an Education, Health and Care (EHC) Plan, the Individual Health Care Plan should be linked to, or become part of that EHC plan.

Information to be recorded on an Individual Healthcare Plan should include;

- The medical condition, triggers, signs, symptoms, treatments
- Pupil's resulting needs including medication (dose, side effects, storage)
- Other treatments, equipment, dietary requirements, environmental issues
- How absences will be managed, requirements for extra time to complete exams, use of rest periods, additional support in catching up with lessons
- The level of support needed, eg, whether the child is self-managing medication
- Written permission from the parents and the Head Teacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- Who will provide support, training needs, expectations of the role, confirmation of proficiency, cover arrangements for absence
- Separate arrangements or risk assessments for school trips or activities outside the normal school timetable
- Where confidentiality issues are raised by the child or parents, the designated individuals to be entrusted with information
- What constitutes an emergency, what to do and including who to contact.

A flow chart for developing an Individual Healthcare Plan is provided at Annex A.

Individual Healthcare Plans will be reviewed at least annually, and earlier if the child's needs change.

## **Day trips, residential visits and sporting activities**

Pupils with medical conditions should be supported to enable them to take part, according to their own abilities, in school trips, visits and sporting activities, unless advice is given to the contrary by a medical practitioner, eg. a G.P.

A risk assessment may be necessary to ensure pupils can participate safely. Parents should not be required to accompany a child in order to enable them to take part in trips or activities.

### **Absences**

Long-term or frequent short-term absences, for example for appointments, may necessitate additional support to prevent adverse effects on academic attainment, and limit the impact on the child's emotional and general wellbeing.

Children should not be sent home frequently for reasons associated with their medical condition, nor be penalised for their attendance record if absences are related to their condition.

### **Additional requirements**

If a child is considered disabled under the definition set out in the Equality Act 2010, the Governing Body must comply with their duties under the Act

If a child with a medical condition has an Education, Health and Care (EHC) Plan, the school should also comply with the Special educational needs and disability (SEND) code of practice. (See also section on Individual Healthcare Plans).

The health of children should not be put at unnecessary risk, for example by infectious diseases, therefore the school does not have to accept a child into school at times when it would be detrimental to the health of the child or to others to do so.

### **Complaints**

If parents or pupils are dissatisfied with the support given, concerns should be discussed directly with the school. If unresolved, a formal complaint may be made via the school's complaints procedure.

### **Insurance arrangements**

The school has Employers' Liability Insurance provided by Ansvar Insurance. (The certificate is displayed adjacent to the Head Teacher's desk).

Individual cover may need to be arranged for any healthcare procedures. Any requirements of the insurance, such as the need for staff to be trained, should be made clear and complied with.

### **Further information:**

Department for Education publication: *Supporting pupils at school with medical conditions*, December 2015.also

Emmanuel Christian School Health and Safety Policy.