



# HOLY TRINITY

A learning community providing Catholic and Church of England education for all

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## Supporting pupils with medical conditions policy

### Introduction and Rationale

At Holy Trinity we understand that medical conditions impact on children's ability to learn, their confidence, self-esteem and ability to care for themselves. We recognise that long term absences due to health problems affect children's educational attainment, impact on their ability to integrate with their peers and this has an effect on their general wellbeing and emotional health. Equally, we know that short term and frequent absences, including those for appointments connected with a child's medical condition, also need to be effectively managed and appropriate support put in place to limit the impact on the child's educational attainment and emotional and general wellbeing.

In addition to the educational impact, there are social and emotional implications associated with medical conditions. Children may be self-conscious about their condition and some may be bullied or develop emotional disorders such as anxiety or depression connected with their medical condition.

We also know that parents and carers of children with medical conditions are often concerned that their child's health may deteriorate when they attend school. This may be due to worries about children with conditions that affect their immune system contracting infections and viruses as a result of being around other children leading to absence or deterioration in their condition. It may also be because children with complex medical conditions may require on-going support, medication or care while at school to help them manage their condition and keep them well. Other children may require emergency care if their condition unpredictably or rapidly deteriorates while they are in school. We therefore recognise that it is vital that parents have confidence in the school's ability to provide effective support for their child and that their child feels safe.

This policy therefore sets out the arrangements we have at Holy Trinity to ensure all pupils at the school with medical conditions are properly supported and have full access to school life and all the educational and wider opportunities we offer.

### Aims

- To ensure all children with medical conditions, in terms of physical and mental health are properly supported in school so they can play a full and active role in school life, remain healthy and achieve the highest standards
- To focus on the needs of individual children with medical conditions so they can access and enjoy the same opportunities at school as other children
- To ensure parents and carers feel confident that the school will provide effective support for their child's medical condition and that all pupils feel safe
- To seek, listen to and act appropriately on the views of parents, carers and pupils with medical conditions
- To establish effective relationships with appropriate health services in order to seek and fully consider any advice they offer in terms of supporting children with medical conditions
- To ensure staff are properly trained to provide the support that pupils in their care need
- To meet the requirements of the statutory guidance, 'Supporting pupils at school with medical needs' (April 2014)

### Roles & Responsibilities

**Collaborative Working:** Supporting a child with a medical condition in school hours is not the sole responsibility of one person. Collaborative working between parents/carers, medical healthcare professionals and school is essential for this policy to be effective enabling all needs of pupils with medical conditions to be met effectively.

**The Governing Body** is responsible for ensuring that this policy has been developed and implemented so as to enable all pupils with medical conditions to participate as fully as possible in all aspects of school life. The Governing Body is also responsible for ensuring that sufficient staff have received suitable training and are competent before taking responsibility for supporting pupils with specific medical conditions and that an appropriate level of insurance is in place and appropriately reflects the school's level of risk.

**The headteacher** is responsible for ensuring all staff are aware of this policy and understand their role in its implementation. The headteacher is responsible for ensuring all staff are aware of individual children's conditions and that staff are trained in order to implement the policy, together with dealing with emergency situations. The headteacher is also responsible for contacting the school nurse service when medical conditions require specific support at school.

**School Staff:** Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines. Although administration of medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff supporting children with medical needs receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Teachers who have pupils with medical needs in their class should understand the nature of the condition and when and where, the pupil may need extra attention. They should be aware of the likelihood of an emergency arising and what action to take if one occurs. If staff are to administer medication, they may only do so if they have had appropriate training.

**The school nurses** 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 will 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 in 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.

**Other Health Professionals:** The school will receive support, information and advice as necessary from a number of agencies in order to meet the needs of pupils with medical needs. These may include the local health authority, the school health service, the school nurse, the general practitioner (with parental consent) and the child's paediatrician/consultant

**Pupils with medical conditions** will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their individual healthcare plan if deemed appropriate. They must also do their utmost to comply with their IHCP. Children who are competent will be encouraged to take responsibility for managing their own medical procedures. This should be reflected in their IHCP. Whenever possible, children will be encouraged to access their medication for self-medication quickly and easily. These children will require some level of supervision. If this is not appropriate, relevant staff will help to administer medicines and manage procedures further.

**Parents/Carers** should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases 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 should carry out any action they have agreed to, as part of its implementation, eg. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

**The Local Authority:** Under Section 10 of the Children Act 2004, the commissioners of school nurses have a duty to promote co-operation between the Governing Body, clinical commissioning groups and NHS England, with a view to improving the well-being of children in relation to their physical and mental health and their education. Local authorities are responsible for providing support, advice and guidance, including suitable training for school staff to ensure that the support specified within individual healthcare plans can be delivered effectively. Local authorities should

work with schools to support pupils with medical conditions to attend full time. Where pupils would not receive a suitable education in a school setting because of their health needs, the local authority has a duty to make other arrangements.

### Approach

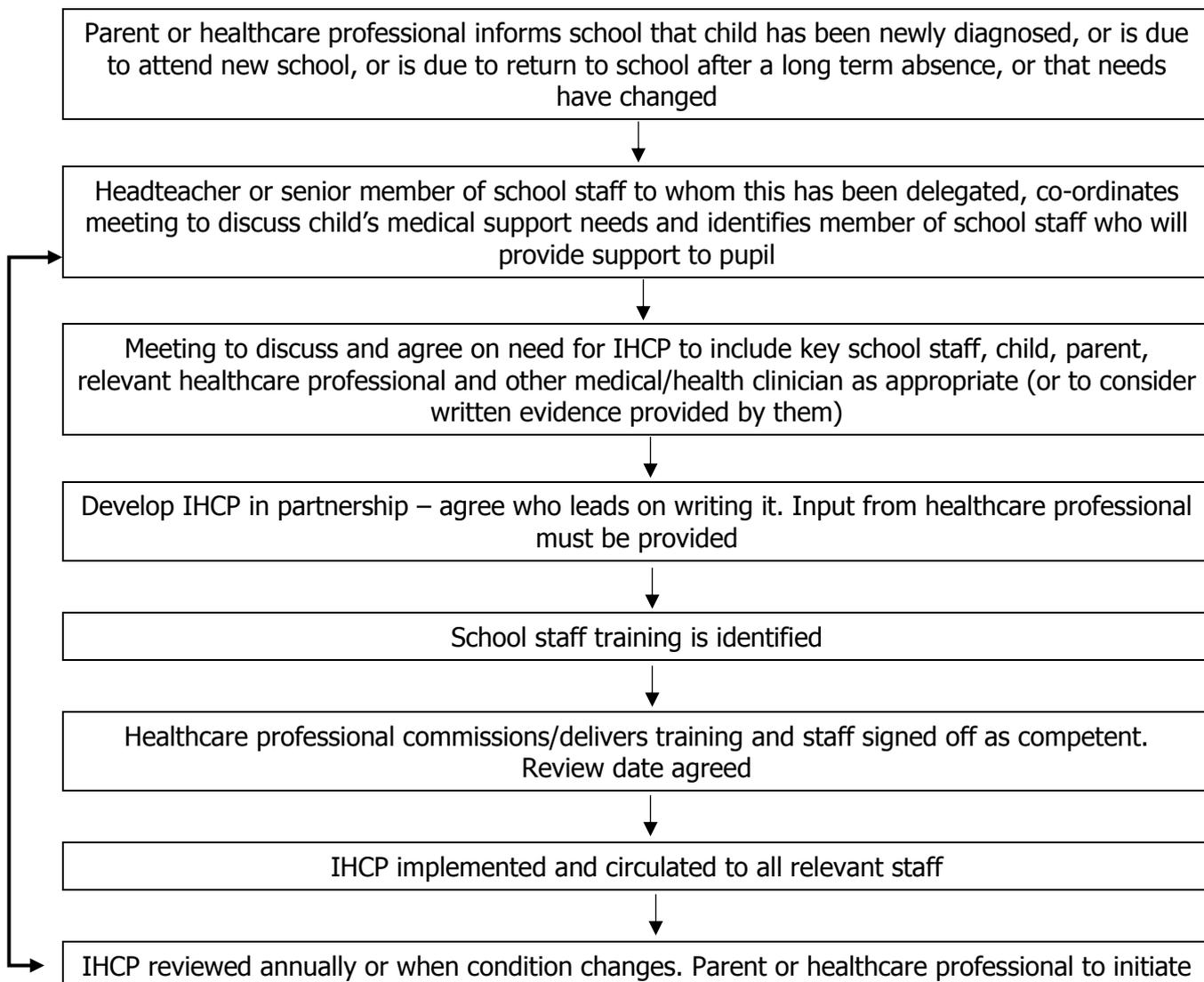
The Headteacher is the person with overall responsibility for implementing this policy. The role will be fulfilled by working closely with administrative staff, the school nurse and staff with responsibility for administering first aid.

Where children have conditions that may require emergency care (eg. anaphylaxis), all available staff are trained in administering the appropriate medication and a care plan is available at all times. Care plans are found in the medical room, in student planners (secondary pupils) and the child's class in the primary phase. These are also made available to supply staff covering classes where children have medical conditions that may require emergency treatment. Overviews of medical needs are regularly distributed to all staff.

Pupils with medical conditions are clearly identified on 'risk/analysis forms' for educational out of school activities and residential visits and individualised risk assessments are completed and signed by the trip leader and parent / carer.

Individual healthcare plans (IHCPs) are reviewed annually with parents. To ensure medication for conditions requiring emergency treatment is always 'in date' the school office /members of staff who administer medication regularly check expiry dates and contact parents/carers before medication needs to be renewed.

### Procedure followed when notification is received that a pupil has a medical condition



## **Staff Training**

All staff providing support to pupils with medical needs will receive appropriate training provided by either the school nurse or special nurse practitioners. Any further requirements recommended in the development/review of individual healthcare plans will be acted on as soon as possible and advice regarding type of level of training required recommended by the healthcare professional will be followed and kept up to date.

## **Short term medical needs**

At times, it may be necessary for a child to finish a course of medication at school. However, where possible, parents will be encouraged to administer the medicine outside school hours. School staff will not give non-prescribed medication to children except in special cases at the complete discretion of the headteacher. All medication given will be recorded by the member of staff administering the medication together with the member of staff overseeing the medication being given.

## **Individual healthcare plans**

So that the school can effectively support pupils, Individual Health Care Plans (IHCP) are written in collaboration with parents and carers for children with medical conditions. Those who may need to contribute to the plan are:

- The headteacher
- The parent or guardian
- The child (if sufficiently mature)
- Classteacher
- Teaching assistant
- School staff who have agreed to administer medication or be trained in emergency procedures
- Specialist Inclusion Services
- The school health service, the child's GP or other health care professionals

## **IHCPS provide clear information about:**

- 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, e.g. crowded corridors, travel time between lessons
- 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
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will 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 pupil'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 pupil'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 pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements

## **Confidentiality**

The school will treat medical information confidentially. The headteacher will agree with the parents who will have access to records and information about a pupil. If information is withheld from staff they cannot be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

## **Managing medication**

- Where practical, the parent or child will be asked to bring in the required dose each day. When the school stores medicine it will be labelled with the name of the pupil, the name and the dose of the drug and the frequency of the administration
- Where a pupil needs two or more prescribed medicines, each should be kept in a separate container
- Pupils will not be given medicine containing aspirin unless prescribed by a doctor.
- Pupils will know where their medication is stored
- Asthma inhalers are allowed to be carried by the pupils
- Other medicines are kept in a secure place not accessible to pupils
- Parents must collect medicines held at school and bring them to the school office at the start of the day/week/half term. Parents are responsible for disposal of date-expired medicines.

## **Record keeping**

Written records are kept of all medicines administered to children.

## **Hygiene/Infection control**

Staff should follow basic hygiene procedure. Staff should use protective disposable gloves and take care when dealing with blood or other body fluids and disposing of dressing or equipment.

## **Emergency procedures**

Allocated staff have regular training in First Aid and know how to call the emergency services. All pupils with IHCPs will clearly have stated what to do in an emergency situation. A pupil taken to hospital by ambulance will be accompanied by a member of staff until the pupil's parents/carers arrive.

## **Unacceptable practice**

Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assume that every child with the same condition requires the same treatment
- Ignore the views of the child or their parents/carers; or ignore medical evidence or opinion, although this may be challenged
- Send children with medical conditions home frequently or prevent them from staying for normal school activities including lunch, unless this is specified in their individual healthcare plans
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise children for their attendance record if their absences are related to their medical condition, eg. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to, in order to manage their medical condition effectively
- Require parents/carers or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs, or:
- Prevent children from participating or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg. by requiring parent to accompany the child

## Complaints

Should parents/carers or pupils be dissatisfied with the support provided 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.

## Links to other Policies and Documents

SEN Policy  
Child Protection Policy  
Attendance Policy  
First Aid Policy  
Administration of medication handbook  
Health & Safety Policy  
Accessibility Plan

## Policy Review

This policy will replace the previous policy and will be reviewed by the Governing Body every 2 years.

The policy was last reviewed and agreed by the Ethos, Welfare and Admissions Committee of the Governing Body on 15<sup>th</sup> March 2018 and is due for review before 31<sup>st</sup> March 2020.



Signature .....  
Head Teacher

15<sup>th</sup> March 2018  
Date .....



Signature .....  
Chair of Committee

15<sup>th</sup> March 2018  
Date .....