

# **SHELTON INFANT SCHOOL**

## **POLICY FOR SUPPORTING PUPILS AT SCHOOL WITH MEDICAL NEEDS**

### **Regard to Documentation**

At Shelton Infant School, we will have due regard to the following documents:

- Department for Education's statutory guidance, 'Supporting pupils at school with medical conditions', December 2015 (This statutory guidance also refers to other specific laws.)
- Children and Families Act 2014 (Section 100)
- Equality Act 2010
- Special Educational Needs Code of Practice
- Other school policies, such as Safeguarding, Equal Opportunities, Behaviour, Administering Medicines, Intimate Care and Special Educational Needs.

### **Definition of the term Medical Condition used in this context**

A medical condition is a long term condition with acute episodes, requires ongoing support, and involves the need for medication and/or care whilst at school. The condition will need monitoring and could require immediate intervention in emergency circumstances.

Some children with medical conditions may be disabled. Where this is the case the Governing Body must comply with their duties under the Equality Act 2010. Some may also have special educational needs and may have a Statement of SEN or an Education, Health & Care Plan.

### **Principles**

At Shelton Infant School, children with medical conditions, will be properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential and that they can access and enjoy the same opportunities at school as any other child.

We recognise that pupils with long-term and complex medical conditions may require ongoing support, medicines or care while at school to help them to manage their condition and keep them well. Pupils may require monitoring and interventions in emergency circumstances. Shelton Infant School recognises that each child's needs are individual. We also recognise that needs may change over time, and that this may result in extended absence from school. The school will make every effort to minimise the impact on a child's educational attainment and support his or her emotional and general well-being, including any necessary re-integration programmes. The school will focus on giving pupils and their parents every confidence in the school's approach.

The school recognises that some children who require support with their medical conditions may also have special educational needs and may have a Statement or Education Health & Care Plan. We will work together with other schools, health professionals, other support services, and the Local Authority. Sometimes it may be necessary for the school to work flexibly, and may, for example, involve a combination of attendance at school and alternative provision.

The admission to school is conducted by Derby City Council. Children's admission into Nursery is conducted by the school. No child with a medical condition will be denied admission on the grounds that arrangements for his or her medical condition have not been made. In line with the school's safeguarding duties, the school does not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.

### **Policy Implementation**

- The Headteacher will ensure that sufficient staff are suitably trained,
- All relevant staff will be made aware of the child's condition,
- Cover arrangements will be put in place to cover for staff absence, to ensure that someone is always available,
- Supply teachers will be briefed,
- Risk assessments will be put in place for educational visits, and other school activities outside the normal timetable, and
- Individual healthcare plans will be monitored frequently.

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

The school, in consultation with all relevant stakeholders including parents, will:

- Ensure that arrangements are put into place to cover transition from another setting.
- Ensure that arrangements are implemented following reintegration into the school or when the needs of a child change.
- Put arrangements into place in time for the start of the new school term.
- In other cases, such as a new diagnosis or children moving to a new school mid-term, every effort will be made to ensure that arrangements are in place within two weeks.
- Provide support to pupils where it is judged by professionals that there is likely to be a medical condition. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put into place.
- Any staff training needs are identified and met.

### **Individual Healthcare Plans**

All pupils attending the school with a medical condition must have an Individual Healthcare Plan. The school's SENCO is responsible for developing IHPs. Annex A shows the process for developing the plan.

The school, healthcare professionals and parents/carers should agree, based on evidence, when an IHP would be inappropriate or disproportionate. Where there is a discrepancy an appropriate healthcare professional should be asked to arbitrate.

Individual Healthcare Plans must:

- Be clear and concise.
- Be written in partnership with parents, child, healthcare professionals and key staff.
- Be reviewed annually or when there is a change in the condition of the child.
- Be easily accessible whilst preserving confidentiality.
- Outline educational provision if the student is unable to attend school.
- Contain details of the medical condition, its triggers, signs, symptoms and treatments.
- Include relevant SEND information.
- Provide details of 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, modifications to buildings, furniture or equipment, and environmental issues e.g. crowded corridors, travel time between lessons.
- Outline specific support for the pupil's educational, social and emotional needs –or example, how absences will be managed, changes to the school day and detail of a personalised curriculum, requirements for extra time to complete assessments/exams, use of rest periods or additional support in catching up with lessons, counselling sessions etc.
- Outline the level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.
- State 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.

## **Roles & Responsibilities**

### Governing Body

The Governing Body will ensure that this policy is adhered to. It will ensure that children with medical needs will enjoy the same opportunities in school as any other child. The Governing Body will ensure that staff receive appropriate training and that they are competent before they take on the responsibility to support pupils with medical needs.

### Headteacher

The Headteacher will:

- Ensure that this policy is effectively implemented.
- Ensure all staff are aware of the policy and that they understand their role in implementing the policy.
- Ensure that all staff who need to know are aware of a child's condition.

- Ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all the individual healthcare plans, including in contingency and emergency situations.
- Have overall responsibility for the development of individual healthcare plans.
- Liaise with the school nurse in respect of a child who has a medical condition, including in cases where the situation has not yet been brought to the attention of the school health team.

### School Staff

Any member of the school staff may be asked to provide support to pupils with medical conditions, including the administration of medicines, although they cannot be required to do so. Although administering medicines is not part of a teachers' professional duties, they should take into account the needs of pupils with medical conditions they teach.

Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

### Pupils

Pupils with medical conditions may be best placed to provide information about how their condition affects them. They should be involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with their individual healthcare plan. Other children will often be sensitive to the needs of those with medical conditions.

### Parents

Parents should provide the school with sufficient and up-to-date information about their child's medical needs. At Shelton Infant School, parents are seen as key partners and they will be involved in the development and review of their child's individual healthcare plan. Parents should carry out the action they have agreed to as part of its implementation, eg. to provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

### Local Authority

The Local Authority has a duty to commission a school nurse service to the school. It is expected that the Local Authority will provide support, advice and guidance, including suitable training for school staff.

## **Staff Training & Support**

Training needs for staff will be assessed by looking at the current and anticipated needs of pupils already on the school roll. It may be possible to determine training needs by early information relating to a child to be admitted to school. All members of staff providing support to a child with medical needs will have received training. Wherever possible, staff will provide support to pupils with medical needs will be included in meetings where this is discussed.

The type of training, and frequency of refresher training will be determined by the actual medical condition.

## **Good Practice**

Shelton Infant School will always endeavour to adopt the following recognised good practice:-

- Pupils with a medical condition are entitled to a full education and have access to the same opportunities as other pupils.
- Staff will not force pupils to take medicines or have necessary procedures against their will. They will follow the procedure agreed in the Individual healthcare Plan and will contact parents when alternative options may need to be considered.
- Staff will take the views of the child and parents into account.
- Staff will supervise pupils with medical conditions if they become ill.
- Pupils will not be penalised for their attendance record if their absences are related to their medical condition.
- Staff will encourage pupils to drink, eat and visit the toilet whenever they need to in order to manage their medical condition effectively.
- Staff will support parents in meeting the medical needs of their child in school by accepting responsibility for the child's medical needs at school and will encourage the child to participate in all aspects of school life, including educational visits. Where necessary, risk assessments will be undertaken and reasonable adjustments made wherever possible. This will require consultation with parents and advice from the relevant healthcare professionals to ensure that the child can participate safely.

## **Emergency Procedures**

A child's individual healthcare plan will clearly define what constitutes an emergency and the action to be taken, including ensuring that all relevant staff are aware of emergency symptoms and procedures. It may be necessary to inform other pupils in general terms so that they can inform a member of staff immediately if they think help is needed.

If a child is taken to hospital, a member of staff should accompany the child in the ambulance and stay with the child until the parent arrives. Accurate information about the child will be provided to the emergency services at the call out stage, during any first response stage, or subsequent moving on to hospital.

## **Complaints**

Parents who are dissatisfied with the support provided should, in the first instance, discuss their concerns with the Headteacher. Where parents consider that their complaint has not been resolved, they should follow the school's Complaints Policy.

## **Related documents**

This policy should be read in conjunction with the 'Administration of Medicines in School' policy.

Other related policies:-

Intimate Care

Safeguarding

Inclusion

SEND

Equal Opportunities.

## Annex A: Model process for developing individual Healthcare Plans

