Supporting children with medical needs policy

Henry David Learning

Woodland Rise School

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Signed off by Propriety Body

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Introduction
Section 100 of the Children and Families Act places a duty on all schools to make arrangements for supporting children with medical conditions, and to have regard for the Department for Education's Supporting Children at School with Medical Conditions (DfE 2015). This policy outlines how an HDL School will ensure that all children with medical conditions will be supported to ensure they can play a full and active role in school life, remain healthy and achieve their academic potential.

Aims and objectives
We have adopted the key drivers of the 'Supporting pupils at school with Medical Conditions' by the DfE as our aims and objectives.

- To ensure pupils with medical conditions are properly supported so that they have full access to education, including school trips and physical education.
- To ensure arrangements are in place to support pupils at school with medical conditions, including the use of risk assessment and health care plans.
- To work with health and social care professionals, pupils and parents/carers to ensure that the needs of children with medical conditions are properly understood and effectively supported.

Procedure once notification is received
When the school becomes aware that a child with medical needs will begin attending or that a child already attending the school has medical needs, the principal will be informed and ensure that all of the relevant staff are notified and begin the process of planning for the child's safe admission to school. Arrangements to support pupils are ideally in place before they start, or no later than two weeks after their admission.

When a formal diagnosis has not yet been made, or where there is a difference of opinion, the school makes a judgement about what support to provide based on the available evidence- usually some form of medical evidence and consultation with parents/carers. If evidence conflicts, the SLT lead challenges appropriately to ensure that the right support can be put in place.

Roles and responsibilities
Any member of school staff may be asked to provide support to children with medical conditions, including the administering of medicines, although they cannot be required to do so. Any member of staff must know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Parents/Carers are responsible for:

- Providing the school with sufficient and up-to-date information about their child's medical needs
- Participating in the development and review of their child's individual healthcare plan
- Carrying out any actions they have agreed to as part of the plan's implementation (e.g., provide medicines)
- Ensuring that written records are kept of all medicines administered to children
- Ensuring they or another nominated adult is always contactable and contact information is kept up to date.

The principal is responsible for

- Making arrangements to support children with medical conditions in school, including making sure that this policy is in place

- Ensuring sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions
- Ensuring that the school's procedures are explicit about what practice is not acceptable
- Making sure it is clear how complaints may be made and will be handled concerning the support provided to children with medical conditions
- Ensuring the school's policy clearly identifies the roles and responsibilities of those involved in the arrangements they make to support children at school with medical conditions
- Promoting this policy with the whole staff team, parents/carers, pupils and agency partners
- Ensuring the training needs of all staff are met, including the whole school staff regarding this policy, First Aiders trained by the school as well as individual members of staff with responsibility for individual children
- Cover arrangements to ensure availability of staff to meet individual children's needs
- Monitoring the provision of individual healthcare plans for those children who require one and undertaking healthcare plan reviews
- Taking an operational overview and monitoring role in relation to this policy and school-wide practice in meeting the needs of children with medical needs
- Ensuring all relevant staff are made aware of individual children's needs, and that confidentiality is respected
- Ensuring staff who provide support to this group of children can access information and support materials as needed
- Briefing cover staff who are engaged to meet the needs of individual children with medical needs
- Ensuring all children with medical needs have a healthcare plan where appropriate, that it is kept up to date, is shared with all the individuals who need to know about it and reviewed at Woodland Rise School annually.

Teachers and Support Staff are responsible for:

- Supporting the child as much as possible in self-managing their own condition
- Creating Risk assessments for school visits, school journeys and other school activities outside of the normal timetable
- Implementing the actions identified in individual healthcare plans

Links to achievement and social and emotional **wellbeing**

There are often social and emotional implications associated with medical conditions. Children may be self-conscious about their condition, and some may become anxious or depressed. Long-term absences due to health problems may affect attainment, impact on a pupil's ability to sustain friendships and affect their wellbeing and emotional health.

At Woodland Rise School we work closely with the child, their parent/carer and other practitioners to ensure that the impact of their medical needs on their achievement and social and emotional wellbeing is minimised.

Woodland Rise School staff are highly skilled in providing excellent social and emotional support. Our team will develop bespoke programmes to support transition following a period of absence working with outside agencies where appropriate.

Procedures for managing medicines:

Medicines are only to be administered at school when it would be detrimental to a child's health or school attendance not to do so. No child under 16 is given prescription or non-prescription medicines without their parent's/carers written consent or given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, is never administered without first checking maximum dosages and when the previous dose was taken.

- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours
- We only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage (the only

exception to this is insulin which must still be in date, but will generally be available to us inside an insulin pen or a pump, rather than in its original container)

- All medicines are stored safely. Pupils know where their medicines are kept and are able to access them with support from a member of staff. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to pupils and not locked away and are accessible on school trips
- A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Where pupils are able to manage and administer their own medication, we require parental consent otherwise, we keep controlled drugs that have been prescribed for a child securely in a locked medicine cabinet in the First Aid room. A record is kept of any doses used and the amount of the controlled drug held in school
- Staff may administer a controlled drug to the child for whom it has been prescribed, doing so in accordance with the prescriber's instructions. We complete the child's log of medicines administered, stating what, how and how much was administered, when and by whom. Any side effects of the medication are also noted.
- When no longer required, medicines are returned to the parent/carer to arrange for safe disposal. Sharps boxes are used for the disposal of needles and other sharps.

Emergency procedures

Where a child has an individual healthcare plan, this defines what constitutes an emergency and explains what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school know that they should inform a teacher immediately if they think help is needed. If a pupil needs to be taken to hospital, staff stay with the child until the parent/carer arrives, or accompanies a child taken to hospital by ambulance.

Extra-curricular activities

Woodland Rise School is fully committed to actively supporting pupils with medical needs to participate in the full life of the school including trips and visits. Healthcare plans clearly outline how a child's medical condition will impact on their participation, but there is flexibility for all pupils to participate according to their own abilities and with reasonable adjustments (unless evidence from a clinician state that this is not possible).

Risk assessments are carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. This includes consultation with the pupil, the parents/carer and any relevant external agency involved in the care of the child.

Unacceptable practice to keep all pupils safe and well

We are very clear that the whole team know what not acceptable practice is:

It is not acceptable practice (unless there is evidence included in the child's individual healthcare plan from a medical professional) 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; or ignore medical evidence or opinion
- Send pupils 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 pupil 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
- Prevent children from drinking, eating or laking toilet or other breaks whenever they need to in order to manage their medical condition
- Require parents/carers, or make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues

- Prevent pupils from participating or create unnecessary barriers to children participating in any aspect of school.

Support for children with allergies and medical conditions
On receiving information regarding allergies or medical conditions all staff are made aware of the allergy or medical need immediately. A member of the SLT will then liaise with families and professionals to develop a healthcare plan and deliver any necessary staff training. Where appropriate the SLT will then develop an allergy pupil profile which includes a picture of the pupil, a description of the allergy and allergic reaction symptoms. Profiles will be shared with all staff and held in the pupil file. Parents/carers must provide two Epi-Pens where applicable, one of these should be kept in the pupil's classroom and the other held centrally. The SLT will check Epi-Pens routinely to ensure they are 'in date' and have the pupils name on it. Epi-Pens must be taken on school trips and visits.

Training
Woodland Rise School undertake whole school awareness training, induction training for new members of staff and training for individually identified members of staff. We regularly review our training programme in response to changes in staffing, changes in pupil population and reviews of healthcare plans.

Medicine errors and safeguarding
Woodland Rise School recognises that, despite the high standards of good practice and care, mistakes may occasionally happen for various reasons. If a mistake occurs, this must IMMEDIATELY be reported to the head so as to prevent any harm to the pupil.
There must be no concealment or delay in reporting the incident.

- Advice must be sought from the GP/ emergency services as appropriate.
- Any advice given by the healthcare professional must be actioned immediately.
- The pupil must be observed and monitored for side effects and emergency action taken if required. The parents/carers must be informed immediately.

All medication errors, incidents and near misses must be fully and carefully investigated and documented by the principal to determine the root cause and action taken as appropriate. Detailed audits must be carried out on a regular basis and used in school briefing meetings to improve practice.

The head should encourage staff to report errors. They should be dealt with in a constructive manner that addresses the underlying reason for the incident and prevents recurrence. All medicine errors must be reported to the principal
If the head believes an error/ incident could be a safeguarding issue as defined below, they should report to the local safeguarding team.

A safeguarding issue in relation **to managing medicines** could include

- Deliberate withholding of a medicine without a valid reason
- Incorrect use of a medicine for reasons other than the benefit of a pupil
- Deliberate attempt to harm through use of a medicine
- Accidental harm caused by incorrect administration or a medicine error This list is not exhaustive.

Accurate details of any medicine-related safeguarding incidents must be recorded as soon as possible so that the information is available for any investigation and reporting. The GP must be informed straight away.

Other professionals
Woodland Rise School work closely with a range of other professionals when supporting a child with medical needs including GPs, psychologists and specialist provision in hospitals etc.

If pupils or parents/carers are dissatisfied with the support provided, they should discuss their concerns directly with the SLT. If they are unable to resolve the issue through discussion with the SLT, they should discuss their outstanding concerns with the principal through the school complaint's procedure.

Health issues related to the weather
At Woodland Rise School, we want children and staff to enjoy the sun safely. We aim to work with staff, pupils and parents to achieve this through:

EDUCATION

- We will talk about how to be safe in the sun during the summer term
- Parents and carers will be sent a letter explaining what the school is doing about sun protection and their responsibilities during the summer term.

PROTECTION

- On sunny days supervising staff will remind children that they need to seek shade during breaks, lunchtime, sports and school trips.
- Staff and parents are encouraged to act as good role models by practicing sun safety.
- Parents are to ensure their child has applied sunscreen (SPF 25+) before coming to school.
- Parents are to ensure that their child is able to apply his/her own sun screen to all exposed areas.
- Parents are to provide their child with a sunscreen product (SPF 25+) for use in school and on trips. This must be clearly marked with the child's name, kept in their school bag and replenished by their parents as needed. In hot, sunny weather, older children will be expected to re-apply their own sunscreen at lunchtime, unless the school has been informed in writing by their parent that they are unable to do this.

HYDRATION

- Pupils are encouraged to bring in their own named water bottle for PE and games lessons.
- Pupils will be encouraged to drink plenty of water during hot, sunny weather.