



At Broadmere we are SAFE, RESPECTFUL and RESPONSIBLE.

SUPPORTING CHILDREN WITH SPECIAL MEDICAL NEEDS POLICY

Compliance

This policy complies with the statutory requirement laid out in Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils with medical conditions at their school.

Definition

Pupils' medical needs may be broadly summarised as being of two types:

- Short term affecting their participation in school activities while they are on a course of medication;
- Long term, potentially limiting their access to education and requiring extra care and support (deemed **special medical needs**).

Aims of the school

Broadmere Primary School is committed to providing an appropriate and high quality education to every child attending the school. We ensure that children with medical conditions, in terms of both physical and mental health, are properly supported so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

We also ensure that the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents/carers and the pupils themselves.

Procedure

When a child is identified as requiring support for a medical condition we will ensure that:

- Sufficient staff are suitably trained;
- All relevant staff are made aware of the child's condition;
- Cover arrangements in case of staff absence are always available;
- Supply teachers are briefed;
- Risk Assessments for visits and activities outside the normal timetable are undertaken;
- Individual Healthcare Plans are created and monitored;
- Transitional arrangements between schools are carried out.

If a child's needs change, the above measures are adjusted accordingly.

If the child is joining our school at the start of an academic year, arrangements should be in place for the start of the term. If they join the school/diagnosed mid-term, arrangements will be put in place as soon as possible, ideally within 2 weeks.

Individual Healthcare Plans (IHPs)

Any pupil with a medical condition requiring medication or support in school should have an Individual Healthcare Plan which details the support the child needs. If the parents, healthcare professional and school agree that a Healthcare Plan is inappropriate or disproportionate, a record of the child's medical condition and any implications for the child will be kept in the school's medical record and the child's individual record.

The following should be considered when writing an IHP:

- The medical condition, its triggers, signs, symptoms and treatments;
- The child's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues;
- Specific support for the child's educational, social and emotional needs;
- The level of support needed, including during emergencies;
- Who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements;
- Who in school needs to be aware of the child'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 (children who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision);
- Separate arrangements/procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate;
- Confidentiality
- What to do if a child refuses to take medicine or carry out a necessary procedure;
- What to do in an emergency, who to contact and contingency arrangements;
- If a child has SEND but does not have an Education, Health and Care Plan (EHCP), their special educational needs may be mentioned in their IHP.

Roles and Responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. We will work in partnership with any relevant person or agency to provide effective support for the child.

Pupils

- Should, however possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP.

Parents/Carers

- Must provide the school with sufficient and up-to-date information about their child's medical needs;
- Are the key partners and should be involved in the development and review of their child's IHP;
- Should carry out any action/s they have agreed as part of the IHP implementation.

School Staff

- Any staff member may be asked to provide support for pupils with medical conditions, including the administering of medicines, although they cannot be required to do so;
- Should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions;
- Any staff member should know what to do and respond accordingly when they become aware that a child with a medical condition needs help.

SENDCo (Special Educational Needs & Disabilities Coordinator)

- Is responsible for the development of IHPs;
- Should contact the school nursing service in the case of any child with a medical condition who has not been brought to the attention of the school nurse.

Headteacher

- Should ensure all staff are aware of this policy and understand their role in its implementation;
- Should ensure that all staff who need to know are informed of a child's condition;
- Should ensure sufficient numbers of staff are trained to implement the policy and deliver the IHPs, including in emergency and contingency situation, and they are appropriately insured.

The Local Governing Committee

- Must make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented;
- Must ensure sufficient staff receive suitable training and are competent to support children with medical conditions;
- Must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk.

Healthcare Professionals

- Should notify the school nurse, who in turn will inform the school, when a child has been identified as having a medical condition that will require support at school;
- May provide advice on developing healthcare plans;
- Specialist local teams may be able to provide support for particular conditions (eg epilepsy, diabetes).

Unacceptable Practice

The following practice is considered not acceptable:

- Preventing children from easily accessing their medication and administering it when and where necessary;
- Assuming children with the same condition require the same treatment;
- Ignoring the views of the child, parents, medical advice or opinion;
- Sending the children with medical conditions home frequently or prevent them from staying for normal school activities (unless specified in IHP);
- Penalising children for their attendance record if their absences are related to their medical condition that is recognised under this policy;

- Preventing children from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively;
- To require parents to attend school to administer medication or provide medical support for their child, including toileting issues (no parent should have to give up working because the school is failing to support their child's medical needs);
- Preventing children from participating, or create unnecessary barriers to children participating in any aspect of school life, including trips (such as requiring parents to accompany the child).

Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

Reviewed: October 2019
Next review: October 2020