



**Comper Foundation Stage School**  
**Supporting Children with Medical**  
**Needs Policy**  
**December 2021**

<b>Updated:</b>	December 2021	
<b>Review:</b>	December 2024	
<b>Signed CoG</b>		Date: December 2021
<b>Print CoG</b>	JESPER EKELUND	Date: December 2021
<b>Signed HT</b>		Date: December 2021
<b>Print HT</b>	CATHERINE KING	Date: December 2021



Person responsible for the Policy	Chrissy Gower
Date Agreed by Governors	Dec 2021
Review Date	Dec 2022
Is this Policy to appear on the school website	Yes

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## 1. Aims

### **This policy aims to ensure that:**

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

### **The governing board will implement this policy by:**

- Making sure sufficient staff are suitably trained
- Making staff aware of pupil's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring individual healthcare plans (IHPs)

**The named person with responsibility for implementing this policy is Chrissy Gower, SENCo.**

## 2. Legislation and statutory responsibilities

This policy meets the requirements under [Children and Families Act 2014 section 100](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions. It is also based on the Department for Education's statutory guidance: [Supporting pupils with medical conditions at school](#) and the [Statutory framework for the early years foundation stage](#)

## 3. Roles and responsibilities

The governing body has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

### **The headteacher will:**

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Take overall responsibility for the development of IHPs



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- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

### Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will:

- receive sufficient and suitable training and will achieve the necessary level of competency before doing so
- Teachers will take into account the needs of pupils with medical conditions that they teach
- All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

### Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment

### 3.5 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. However, our children are very young and therefore should be involved in discussions about their medical support needs when it is appropriate. These discussions will mostly happen with their parents/carers who have ultimate responsibility.

### 3.6 School nurses and other healthcare professionals

**The School Nurse is Sophie Beveridge and they can be contacted by 07810 506700**

email: [sophie.beveridge@oxfordhealth.nhs.uk](mailto:sophie.beveridge@oxfordhealth.nhs.uk)

Our school nursing service will:

- notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible



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- Healthcare professionals, such as GPs and paediatricians, will liaise with the schools' nurses and notify them of any pupils identified as having a medical condition
- Wherever possible, they should 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 on 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; for example, there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school
- Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition. See also section 9 below about training for school staff.

Specialist local health teams may be able to provide support in schools for children with particular conditions (e.g. asthma, diabetes, epilepsy).

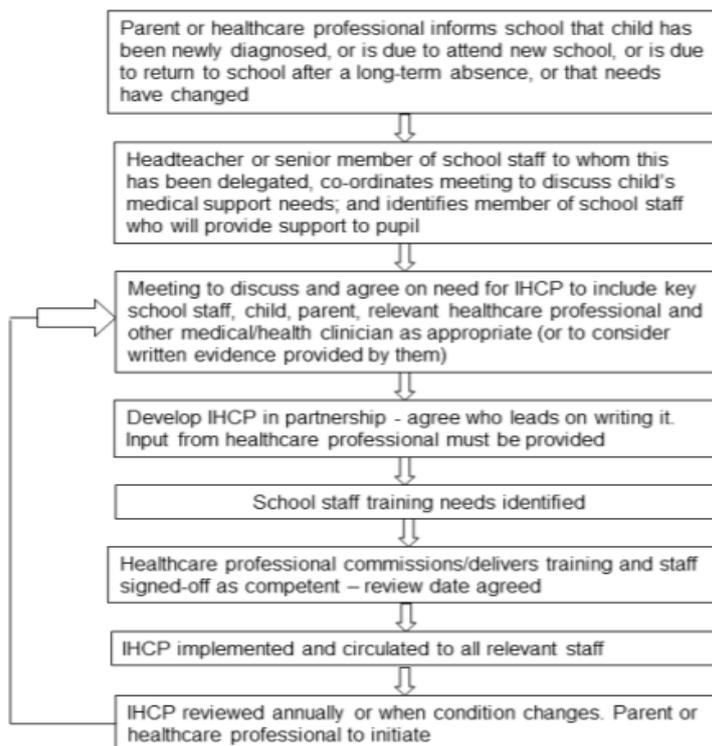
#### **4. Equal opportunities**

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, and visits. Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

#### **5. Being notified that a child has a medical condition**

When the school is notified that a pupil has a medical condition, the staff will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.



## 6. Individual healthcare plans

The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. **This has been delegated to the SENCO, Chrissy Gower.** Plans will be reviewed at least annually or earlier if there is evidence that the pupil's needs have changed. Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the headteacher will make the final decision. Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate. IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has SEN but does not have an EHC plan, the SEN will be mentioned in the IHP. The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing body and with the headteacher Catherine King and the SENCo Chrissy Gower, will consider the following when deciding what information to record on IHPs:

- 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.
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, or additional support in catching up with lessons
- The level of support needed, including in emergencies.
- 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
- 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, 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

## 7. Managing medicines

Prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so and
- Where we have parents' written consent

Pupils will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed. The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage
- The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.
- All medicines will be stored safely.
- The staff in each setting or class will be informed about where the children's medicines are at all times and be able to access them immediately.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. Providers must keep a written record each time a medicine is administered to a child and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable.



Medicines will be returned to parents to arrange for safe disposal when no longer required.

### **Controlled drugs**

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone. All other controlled drugs are kept in a secure box in each setting and only the staff in that setting have access. Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

### **Pupils managing their own needs**

The pupils in our setting are too young to manage their own needs and must have adult support

### **Unacceptable practice**

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
  - Assume that every pupil with the same condition requires the same treatment
  - Ignore the views of the pupil or their parents
  - Ignore medical evidence or opinion (although this may be challenged)
- 
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
  - 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, e.g. 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, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
  - Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
  - Administer medicine in school toilets

## **8. Emergency procedures**



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Staff will:

- follow the school's normal emergency procedures (for example, calling 999).
- All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.
- If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

## 9. Training

Staff who are responsible for supporting pupils with medical needs will:

- Receive suitable and sufficient training to do so. The training will be identified during the development or review of IHPs
- Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed
- The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the headteacher
- Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will:

- Provide confirmation of the proficiency of staff in a medical procedure, or in providing medication
- Ensure all staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

## 10. Record keeping

The governing body will ensure that written records are kept of all medicine administered to pupils. Parents will be informed if their child has been unwell at school.

IHPs are kept in a readily accessible place which all staff are aware of.

## 11. Liability and Indemnity

The governing body will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.



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The details of the school's insurance policy are:

[Malvern Public Sector: Personal Injury Insurance \(Oxfordshire County Council insurer which we use as we are an LA school\).](#)

[The policy details can be found at:](#)

<http://schools.oxfordshire.gov.uk/cms/content/schools-insurance-faq>

## **12. Complaints**

Parents with a complaint about their child's medical condition should discuss these directly with the headteacher in the first instance. If the headteacher cannot resolve the matter, they will direct parents to the school's complaints procedure.

## **13. Monitoring arrangements**

This policy will be reviewed and approved by the governing body every 3 years.

## **14. Links to other policies**

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy
- Medicines Policy