



HERSCHEL GRAMMAR SCHOOL

Supporting pupils with medical needs Policy

Date approved:

October 2019

Responsibility:

**Full Governors
Committee**

Approved by full Governing Body

Author:

Alison Oxley

SUPPORTING PUPILS WITH MEDICAL NEEDS POLICY

Statement of intent

Herschel Grammar School will ensure that pupils with medical conditions will receive appropriate care and support at school. We aim to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and access and enjoy the same opportunities in school as any other child. This includes access to school trips and physical education.

This policy has been developed in line with the Department for Education's guidance released in September 2014 "Supporting pupils at school with medical conditions".

Responsibilities

Parents and carers are responsible for:

Ensuring that their child is well enough to attend school.

Keeping the school informed about any changes to their child/children's health.

Providing the Medical Needs Co-ordinator with sufficient information about their child's medical condition and support and care required at school.

Completing a parental agreement for school to administer medicine form before bringing medication into school.

Where appropriate, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Medical Needs Co-ordinator, other staff members and healthcare professionals.

The role of the pupil

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures.

Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.

If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

The school will ensure that

Appropriate arrangements are made to support children with medical conditions, and where necessary, make reasonable adjustments to include pupils with medical conditions in lessons. All relevant staff are made aware of a pupil's medical condition.

Individual healthcare plans, when appropriate, are initiated, monitored and reviewed at least annually.

Consideration is given to the reintegration of pupils into school after periods of absence due to a medical condition.

All accidents are recorded in an electronic accident book (EVOLVE)

If a child needs to be taken to hospital, a member of staff will stay with the child until a parent arrives, or accompany the child taken to hospital in an ambulance.

If a pupil goes to hospital, directly from school, whether accompanied by a parent or school staff, and subsequently receives treatment (ie not just X ray) the electronic accident book is updated and the report is shared with the Business Manager who makes the RIDDOR report. Injuries in PE lessons are not usually reportable under RIDDOR unless the equipment or playing surface is defective. Other injuries from sport at lunchtime / extra curricular should be reported.

Training of staff

The school will ensure that sufficient staff are suitably trained and available to implement the policy.

Staff will receive appropriate training to assist them with the role of supporting pupils with medical needs.

First Aiders will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.

First Aiders will receive training in the electronic recording of injuries (for RIDDOR reporting)

Medicines in school

Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.

If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a [parental agreement for a school to administer medicine](#) form.

No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.

Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.

No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.

Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.

Written records will be kept of any medication administered to children.

Individual Healthcare Plans (IHCPs)

The school, healthcare professional and parent should agree, based on evidence, when an Individual Healthcare Plan (IHCP) would be appropriate. The IHCP will be developed in

collaboration with the pupil, parents/carers, the Medical Needs Co-ordinator and medical professionals.

IHCPs will be easily accessible whilst preserving confidentiality.

IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.

Where a pupil has an Education, Health and Care Plan, the IHCP will be linked to it or become part of it.

Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that any IHCP identifies the support the child needs to reintegrate.

School Trips

The school will make every effort to ensure that pupils with medical needs have the opportunity to participate in school trips and visits, or in sporting activities. Teachers should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. The school will make arrangements for the inclusion of pupils in such activities with any adjustments as required, unless evidence from a clinician such as a GP states that this is not possible.

Parents must ensure that the party leader has full information on medical needs and any relevant emergency procedures.

The Medical Needs Coordinator will provide a list of pupils' medical needs.

Liability and indemnity

The school insurance arrangements cover staff providing support to pupils with medical conditions.



