

Upperwood Academy Policy for Supporting Children with Medical Needs

June 2019

Objectives

(Taken from Statutory Guidance 2014)

Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

Governing bodies **must** ensure that arrangements are in place in schools to support pupils at school with medical conditions.

Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

From 1 September 2014 a new duty will come into force in schools. The aim is 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 achieve their academic potential.

Parents of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. This is because pupils with long-term and complex medical conditions may require on-going support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parents feel confident that schools will provide effective support for their child's medical condition and that pupils feel safe. In making decisions about the support they provide, schools should establish relationships with relevant local health services to help them. It is crucial that schools receive and fully consider advice from healthcare professionals and listen to and value the views of parents and pupils.

In addition to the educational impacts, there are social and emotional implications associated with medical conditions. Children may be self-conscious about their condition and some may be bullied or develop emotional disorders such as anxiety or depression around their medical condition. In particular, long-term absences due to health problems affect children's educational attainment, impact on their ability to integrate with their peers and affect their general wellbeing and emotional health. Reintegration back into school should be properly supported so that children with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short term and frequent absences, including those for appointments connected with a pupil's medical condition, (which can often be lengthy), also need to be effectively managed and appropriate support put in place to limit the impact on the child's educational attainment and emotional and general wellbeing.

Some children with medical conditions may be disabled. Where this is the case governing bodies **must** comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this guidance should be read in conjunction with the SEN code of practice.

Schools do not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgments will be needed about what support to provide based on the available evidence. This would normally involve some form of medical evidence and consultation with parents. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place.

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. A school's ability to provide effective support will depend to an appreciable extent on working cooperatively with other agencies. Partnership working between school staff, healthcare professionals (and where appropriate, social care professionals), local authorities, and parents and pupils will be critical. An essential requirement for any policy therefore will be to identify collaborative working arrangements between all those involved, showing how they will work in partnership to ensure that the needs of pupils with medical conditions are met effectively.

School staff - any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level

of competency before they take on responsibility to support children with medical conditions. 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.

Other healthcare professionals, including GPs and paediatricians - should notify the school nurse when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Specialist local health teams may be able to provide support in schools for children with particular conditions (e.g. asthma, diabetes).

Pupils – with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully 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 pupils will often be sensitive to the needs of those with medical conditions.

Roles and Responsibility

Mr Alistair Budd Principal and the Governing Body are responsible for ensuring that Upperwood School applies the statutory responsibilities stated in this Policy.

At Upperwood Academy we will ensure that children with medical needs:

- Receive a full education. In some cases this will require flexibility and involve, for example, programs of study that rely on part time attendance at school in combination with alternative provision arranged by the local authority.
- Are reintegrated back into school after periods of absence with all the support they require.

At Upperwood Academy we will ensure that staff are made aware that:

- Many of the medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others.
- The focus is on the needs of each individual child and how their medical condition impacts on their school life.
- There are procedures to be followed whenever a school is notified that a pupil has a medical condition.
- They should not prevent a child from accessing their inhalers and medication.
- Not all children with the same condition require the same treatment.
- They should not ignore the views of a parent or child
- They should not send a child with a medical condition home frequently or prevent them from staying for normal school activities unless part of healthcare plan.
- They should not send an ill child unaccompanied to the school office.
- They should not prevent a child from eating, drinking or using the toilet to effectively manage their medical condition.
- They need to be competent and have confidence in their ability to support pupils with medical conditions, and to fulfill the requirements as set out in individual healthcare plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.
- They must not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any individual healthcare plans). A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.

-

At Upperwood Academy we will ensure that the Principal, Senior Leaders and the Governing Body :

- Write a policy which is effectively implemented with partners.
- Ensure that policy is reviewed with staff annually or at induction of any new staff.
- Ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- Ensure that all staff that need to know are aware of the child's condition.
- Ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. This may involve recruiting a member of staff for this purpose.
- Ensure that the relevant healthcare professional should be able to advise on training that will help ensure that all medical conditions affecting pupils in the school are understood fully. This includes preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.
- The principal has overall responsibility for the development of individual healthcare plans.
- The Governing Body should have appropriate levels of insurance in place reflecting the level of risk appropriately.
- Make insurance policies available to staff providing medical support.
- Ensure insurance policies have liability cover.
- They should also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way.
- They should contact the school nursing service in the case of any child 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.
- Do not penalise a child for their attendance record if absence is related to a medical condition or hospital appointment.
- Do not require parents, or make them feel obliged to attend school to administer medication or provide medical support, including toileting.
- Do not prevent children from participating in any aspect of school life by requiring parents to accompany the child.
- Consider the purchase of life saving equipment. E.g., defibrillator
- Ensure that their arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. The arrangements should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care.
- Ensure that children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition should be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made.
- Ensure that pupils' health is not put at unnecessary risk from, for example infectious diseases. They therefore do 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.
- Ensure that all policies, plans, procedures and systems are properly and effectively implemented. This aligns with their wider safeguarding duties.

- Ensure procedures are in place for parents to notify school of any medical needs their child has.
- Ensure that health plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They should be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social well-being and minimises disruption.
- Put in place procedures for a child to manage their own medical need if they are competent. This should be reflected in the Healthcare Plan.

At Upperwood Academy we will ensure that key personnel have the responsibility to:

- Ensure that all relevant staff will be made aware of the child's condition.
- Ensure cover arrangements in case of staff absence or staff turnover to ensure someone is always available.
- Brief supply teachers.
- Put in place risk assessments for school visits, holidays, and other school activities outside of the normal timetable.
- Monitor individual healthcare plans.
- Liaise with health and medical personnel.
- Ensure Medical Needs form part of transition review procedures between Key Stages and that relevant information is shared.
- Ensure that arrangements for supporting children with medical needs are put in place within two weeks of notification.
- Put in place alternative education if requested, or required.

At Upperwood Academy we place a duty on parents/carers to:

- Notify us when your child has a medical condition – this may be done through
 1. Normal Admissions
 2. Annual update form given out in September
 3. Notification given personally to staff
 4. Notification from relevant health or medical agencies
- Provide the school with sufficient and up-to-date information about your child's medical needs
- Carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Individual healthcare plans

Individual healthcare plans can help to ensure that schools effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex. However, not all children will require one. The school, healthcare professional and parent should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the headteacher is best placed to take a final view. A flow chart for identifying and agreeing the support a child needs and developing an individual healthcare plan is provided at annex A.

The format of individual healthcare plans may vary to enable schools to choose whichever is the most effective for the specific needs of each pupil. They should be easily accessible to all who need to refer to them, while preserving confidentiality. Plans should not be a burden on a school, but should capture the key information and actions that are required to support the child effectively. The level of detail within plans will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support. Where a child has SEN but does not have a statement or EHC plan, their special educational needs should be mentioned in their individual healthcare plan.

Individual healthcare plans, (and their review), may be initiated, in consultation with the parent, by a member of school staff or a healthcare professional involved in providing care to the child. Plans should be drawn up in partnership between the school, parents, and a relevant healthcare professional, e.g. school, specialist or children's community nurse, who can best advise on the particular needs of the child. Pupils should also be involved whenever appropriate.

The aim should be to capture the steps which a school should take to help the child manage their condition and overcome any potential barriers to getting the most from their education. Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the school.

Where the child has a special educational need identified in a statement or EHC plan, the individual healthcare plan should be linked to or become part of that statement or EHC plan.

Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), schools should work with the local authority and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

What will be included on a health plan?

- 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 e.g. crowded corridors, travel time between lessons;
- Specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counseling sessions;
- 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;
- 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;
- Who in the school needs to be aware of the child's condition and the support required;
- Arrangements for written permission from parents and the head teacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours;

- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments;
- Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and
- What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

Managing medicines on school premises

- Medicines should only be administered if it is detrimental to the child's health or school attendance.
- No child under 16 should be administered medicine without parental consent.
- No child under 16 should be given medication containing aspirin unless prescribed. Pain relief medication should not be given without first checking prior dosage. Parents should be informed.
- If possible medical dosages should be prescribed to take place outside school hours.
- School will only accept medication that is in date, labeled as dispensed by a pharmacist, with instructions for administration.
- Insulin is an exception.
- All medicines should be stored safely.
- Children should know where their medicine is and be able to access it, or they should be able to easily access a key adult.
- Asthma inhalers, blood glucose testers, and adrenaline pens should always be accessible to children/
- Medication should be available for school trips.
- Controlled drugs should be stored safely and securely. A record should be kept of any dose administered.
- Medication no longer required should be returned to the parent.

If a child requires immediate medical attention

- If a child is taken to hospital, staff will remain until a parent arrives.
- Staff should accompany a child in an ambulance in the absence of a parent.
- Staff should understand protocols for making emergency calls and giving information.

Day trips, residential trips and sporting events

- All staff should be made aware of the support required for children with medical needs.
- Teachers should be aware of the impact an event may have on a child.
- There should be flexibility to enable all children to take part.
- Reasonable adjustments must be made.
- A risk assessment identifies medical needs

Complaints

If a parent of a child has a complaint about any aspect of this policy and its implementation

- Notify the class teacher or a member of the management team
- Inform the School Office who will speak directly to the Principal.
- Contact school on 01226754336

All possible will be done to resolve any complaints sensitively and in the best interests of the child.

If, however, a parent is not satisfied with how a complaint has been dealt with, then the parent should contact the Chair of the Governing Body who will then take the matter further.