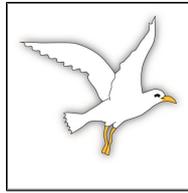


SHOREFIELDS POLICY FOR SUPPORTING PUPILS WITH MEDICAL CONDITIONS



1 INTRODUCTION

- The Children and Families Act 2014 includes a duty for schools to support children with medical conditions
- All children have a right to access the full curriculum, adapted to their medical needs and disabilities and to receive the on-going support, medicines or care that they require at school to help them manage their condition and keep them well.
- We recognise that medical conditions may impact social and emotional development as well as having educational implications.
- Our school will build relationships with healthcare professionals and other agencies and in order to support effectively pupils with medical condition.

2 ROLES AND RESPONSIBILITIES

The person responsible for children with medical conditions is the school nurse. This person is responsible for

- Informing relevant staff of medical conditions
- Arranging training for identified staff
- Ensuring that staff are aware of the need to communicate necessary information about medical conditions to supply staff and where appropriate, taking the lead in communicating this information.
- Developing, monitoring and reviewing Individual Healthcare Plans
- Working together with parents, pupils, healthcare professionals and other agencies

The Governing Body is responsible for:

- Determining the school's general policy and ensuring that arrangements are in place to support children with medical conditions.

The Headteacher is responsible for:

- Overseeing the management and provision of support for children with medical conditions
- Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver individual healthcare plans, including to cover absence and staff turnover
- Ensuring that school staff are appropriately insured and are aware that they are insured
- Ensuring school staff receive appropriate training to carry out any health care tasks and this is updated as required, on a regular basis
- Assisting with risk assessment for school visits

Teacher and Support staff are responsible for:

- The day to day management of the medical conditions of children they work with, in line with information, training received.
- Working with the named person and the headteacher to ensure that risk assessments are carried out for school visits and other activities outside of the normal timetable.
- Providing information about medical conditions to supply staff who will be covering their role where the need for supply staff is known in advance.
- Ensuring all relevant medical information is signposted in the child's Pen Picture.

The school nurse is responsible for:

- Notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible this should be done before the child starts at our school.
- Providing support for staff on implementing a child's individual healthcare plan and providing advice and liaison including with regard to training.
- As part of our admissions process, the named person will liaise with relevant individuals, including as appropriate parents, the individual pupil, health professionals and other agencies to decide on the support to be provided to the child
- Where appropriate, an Individual Healthcare Plan will be drawn up.

3 INDIVIDUAL HEALTHCARE PLANS (IHCPs)

- A Healthcare Plan will be written for pupils with a medical condition that is long term and complex.
- It will clarify what needs to be done, when and by whom and include information about the child's condition, special requirements, medicines required, what constitutes an emergency and action to take in the case of an emergency clarity.
- IHCPs will be reviewed annually or earlier if evidence is provided that a child's needs have changed.

4 ADMINISTERING MEDICINES

- Written consent from parents must be received before administering any medicine to a child at school.
- Medicines will only be accepted for administration if they are:
 - a. Prescribed
 - b. In date
 - c. Labelled
 - d. Provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.
 - e. The exception to this is insulin which must be in date but will generally be available inside an insulin pen or pump, rather than in its original container
- Medicines are stored in a locked container.
- Written records will be kept of all medicines administered to children.
- Only trained staff may administer medicines.

5 ACTION IN EMERGENCIES

A copy of this information will be displayed in the school office:

- Request an ambulance – dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat information if asked.
 - a. The school's telephone number
 - b. Your name
 - c. Your location
 - d. Provide the exact location of the patient within the school
 - e. Provide the name of the child and a brief description of their symptoms
 - f. Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient.
- Ask office staff to contact premises to open relevant gates for entry.
- Contact the parents to inform them of the situation.
- A member of staff should stay with the pupil until the parent/carer arrives. If a parent/carer does not arrive before the pupil is transported to hospital, a member of staff should accompany the child in the ambulance.

6 ACTIVITIES BEYOND THE USUAL CURRICULUM

- Reasonable adjustments will be made to enable pupils with medical needs to participate fully and safely in day trips, residential visits, sporting activities and other activities beyond the usual curriculum.
- When carrying out risk assessments, parents/carers, pupils and healthcare professionals will be consulted where appropriate.
- Risk assessments make specific reference to medication requirements.

7 COMPLAINTS

- An individual wishing to make a complaint about actions regarding the school's actions in supporting a child with medical conditions should discuss with the school in the first instance.
- If the issue is not resolved, then a formal complaint may be made, following the complaints procedure as set out.

8 EQUALITY IMPACT STATEMENT

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity. We will use an appropriate Equality Impact Assessment to monitor the impact of all our policies and the policy may be amended as a result of this assessment.