



# West Thornton Primary Academy

## Medical Conditions Policy

**Date:** January 2019

**Review Date:** January 2020

*Robert 12/2/2019*

Signed by the Governing Body



# Medical Conditions Policy

## Medical Conditions at School Supporting Pupils with Special Medical Needs

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### INCLUSION AND SAFEGUARDING STATEMENT:

We are committed to building futures in a welcoming and supportive learning environment, in which all pupils feel valued and challenged to be resilient thinkers, active learners with transferable skills and have an appetite for world learning.

At West Thornton Academy all pupils are valued inspired and respected within our happy, welcoming academy community. We set high expectations for all our pupils.

Practitioners give every pupil the opportunity to experience success in their learning, by providing a relevant and challenging curriculum with an emphasis on personalised learning.

All children have unique experiences to share. At West Thornton we celebrate this diversity by valuing the contribution of all pupils and providing an environment that encourages interdependence and autonomy in their learning.

Our Academy is committed to safeguarding and promoting welfare of children and expect staff to share this commitment.

### **Medical Conditions at school Supporting Pupils with Special Medical Needs**

This policy should be read in conjunction with the Admissions Policy, the Healthy and Safety Policy and the SEN policy (if applicable).

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRU's to make arrangements for supporting pupils at their school with medical conditions.

- 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.

## Rationale

Schools have a responsibility to make sure that safety measures cover the needs of all pupils at the school, particularly in the case of pupils with special medical needs. This may mean making special arrangements for individual pupils, particularly if they are disabled. Where this is the case the governing body must comply with their duties under the Equality Act 2010 as we are responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

We now have a duty under the Children and Families Act 2014 (from September 2014) to make arrangements for children with medical conditions. Some children with medical conditions may be disabled. 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.

Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone however, the school does not have to accept a child identified as having a medical condition at times when it would be detrimental to the health of that child or others to do so.

### Aims:-

- To ensure pupils at school with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential;
- To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves;
- To arrange training for volunteer staff to support individual pupils;
- To liaise as necessary with medical services in support of the individual pupil;
- To ensure access to full education if possible; ☑ To monitor and keep appropriate records.

### INCLUSIVE PRACTICE

We will provide the appropriate level of care to meet children's needs and will judge each case on its merits with reference to the child's Individual Health Care Plan.

### We shall:-

- Enable children to access their inhalers and medication and administer medication when and where necessary;
- Not assume that every child with the same condition requires the same treatment;
- Not ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged);
- Not send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their Individual Healthcare Plans; ☑ Not penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- Support pupils with whatever they need in order to manage their condition effectively e.g. drinking, eating or taking regular toilet breaks; ☑ Support parents by ensuring that we do not make them feel obliged to attend school to administer medication or provide medical

support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs;

- Encourage children to participate in every aspect of school life and will make the necessary arrangements for children to be accompanied by school staff on any trips and not expect parents to have to accompany the child.

## PROCEDURES

The SENCO is responsible for ensuring that whenever the school is notified that a pupil has a medical condition:-

- Sufficient staff are suitably trained;
- All relevant staff are made aware of a child's condition (i.e. teachers, TA's, Before and After school clubs, catering staff and Office staff);
- Cover arrangements in case of staff absence/turnover is always available; ☑ Student teachers are briefed;
- Risk assessments for visits and activities out of the normal timetable are carried out; ☑ Individual Health Care Plans are monitored (at least annually or as set out below in procedures);
- Transitional arrangements between schools are carried out;
- If a child's needs change, the above measures are adjusted accordingly.

Where children are joining West Thornton Primary Academy at the start of a new academic year, these arrangements should be in place for the start of term. Where a child joins mid-term or a new diagnosis is given, arrangements should be in place as soon as possible, ideally within two weeks.

### Individual Health Care Plans (IHCP's)

Any pupil with a medical condition requiring medication or support in school should have an Individual Healthcare Plan which details the support that child needs. If the parents, healthcare professional and school agree that an Individual 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.

In addition to the Individual Health Care Plan, Children with any serious conditions which could be life-threatening, such as Allergies, Asthma, Epilepsy and Diabetes will need to have an additional plan. Examples of these are an Asthma Plan or an Allergy Action Plan. This will include all children needing an EPIPEN. These would need to be completed by the child's treating health professional i.e. their GP or Practice Nurse. This will then need to be brought into school along with their medication.

The following needs consideration when writing an Individual Health Care Plan (IHCP)

The medical condition, its triggers, signs, symptoms and treatments;

- The pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues;
- Specific support for the pupil's educational, social and emotional needs;
- The level of support needed, including in 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;

Make 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 confidently;

- 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;
- Where a child has SEN but does not have an Education, Health and Care Plan, their special educational needs should be mentioned in their EHCP.

### **Roles & Responsibilities:**

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

### **The Governing Body:-**

- 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 pupils with medical conditions;
- Must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk.

### **The Head of Inclusion:-**

- Should ensure all staff are aware of this policy and understand their role in its implementation; ☒ Should ensure all staff who need to know are informed of a pupil's condition;
- Should ensure sufficient numbers of staff are trained to implement the policy and deliver IHCPs including in emergency and contingency situations, and they are appropriately insured to be responsible for their development;
- 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; ☒ Should ensure that any medication needed is in school from the first day of each term;
- Should ensure that first aid boxes are checked half termly to ensure that any medication is up to date.

### **School Staff:-**

- Any staff member may be asked to provide support to 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 pupils with medical conditions;
- Any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help

### **School Nurses:-**

- Are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school ☒ May support staff on implementing a child's IHCP and provide advice and liaison ☒ Our school nurse is Manga Chambeshi (May 2017) Tel: 0208 274 6391

### **Other healthcare professionals:-**

- Should notify the school nurse 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 (e.g. Anaphylaxis, Asthma, and Diabetes).

### **Pupils:-**

- Should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHCP

### **Parents:-**

- 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 IHCP
- Should carry out any action they have agreed to as part of the IHCP implementation;
- Ensure that they contact their GP or Practice nurse to go through their child's additional plan where it is needed (see above) ☒ Must ensure that the child has any required medication in school at all times;
- Must ensure that all medication is in date;
- Must ensure that all medication is prescribed and is clearly labelled with the child's name and date of birth;
- Where their child is requiring an EPIPEN, ensure that there are always two kept in school and that they are in date. One in the office and the other in the classroom.

Class teacher need to ensure EPIPENS are taken on trips and pupils identified in trip risk assessments.

- Asthma pumps must be taken on trips and pupils identified in trip risk assessments.
- Will be asked to take their child home if there is no 'in-date' EPIPEN in school

### **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.

## Medical Procedures for WTPA Updated March 2019

### Protocol for Managing Medical Needs at WTPA

IHCP's are filled in for new Reception children at the Parents evening in the summer term before they start

Data collection sheets and IHCP's go out in the first week of September asking for any changes in personal information and medical needs

Meeting arranged with parents in school within the first two weeks to update plans -Medicines form filled in if necessary

All relevant staff informed of needs

Medical Alert Posters to be updated and displayed around the school

SIMS and medical checklists to be updated within the first two weeks

A text message reminder will be sent out at the beginning of Spring and Summer term for any changes to medical and dietary needs/SIMS will be updated accordingly and staff informed

At the end of the Academic Year all records will be updated to reflect new class lists ready for September

### **Individual Health Care Plans** (IHCP) & Additional Plans for children with life threatening conditions

Any child who suffers from any medical condition including Anaphylaxis/Epilepsy/Sickle-cell/Diabetes or any other serious condition will need to have an IHCP. This includes all children with nut allergies or any other food allergies, asthma or any serious condition that may cause them to go into an Anaphylaxis shock.

In addition to the Individual Health Care Plan, Children with the above serious conditions which could be life-threatening, will need to have an additional plan. Examples of these are an Asthma Plan or an Allergy Action Plan. This will include all children needing an EPIPEN. These would need to be completed by the child's treating health professional i.e. their GP or Practice Nurse. This will then need to be brought into school along with their medication.

The SENCO will:-

1. Fill out an IHCP with parent, teacher and child;
2. Ensure that the additional plan (as completed by the child's treating health professional) has been provided by the parent and health professional;
3. Notify all relevant staff (Teachers/SMDS/Admin/Canteen Staff);
4. Meet with parents annually or when necessary to update the plans;
5. Meet with Admin staff half termly to monitor records;
6. 'Spot-check' half termly
7. Go through medical protocols during safeguarding training for all staff
8. Liaise with the school nurse on a needs basis

**ADMIN STAFF will:-**

1. Complete a Medical Alert Poster for Teachers/Office/Medical room/Dinner Hall;
2. Collect 2 Epipen's/and or any other medication from parents and ensure 'in-date';
3. Ensure 'Permission to Administer Medication' form is filled in and signed by parents;
4. Label and store the Epipen's/medication in individual zip-wallets to be kept in Epipen Medical boxes in office;
5. Keep record of date on Epipen's/medication and notify parents a month before the expiry date (White board);
6. Ensure all Year Groups have 'up-to-date' information by means of a register on children including a copy of their care plans;
7. Create a register of needs for each year group including Medical Alert Posters;
8. Ensure all records are kept up to date including on SIMS;
9. Text parents at the beginning of Spring and Summer term to inform school of any changes
10. Liaise with SENCO on any updates;

**TEACHERS will:-**

1. Meet with the SENCO and parents to go through the IHCP and additional plan
2. Notify staff in their year group including TA's, students etc., of all medical needs and ensure all are aware of what to do in the case of an emergency;
3. Sign to say they are familiar with medical needs in their year group and would know what to do in an emergency
4. Liaise with SENCO and Admin staff on any medical matters that have been brought to their attention by parents or medical staff

**Individual Health Care Plans (IHCP) for all other children.**

ALL children with any other medical needs including Eczema and hay-fever for example will need to have an Individual Health Care Plan (IHCP).

ASTHMA PUMPS WILL BE KEPT IN THE MEDICAL BOX IN THE CLASSROOM (WITH THEIR ASTHMA PLANS) - ALL OTHER MEDICATION WILL BE STORED IN THE MAIN OFFICE

**ADMIN STAFF WILL:-**

1. Fill out IHCP with parent, teacher and child;
2. Notify all relevant staff of needs (Teachers/SMDS/Admin/Canteen Staff);
3. Create a register of needs for each year group;
4. Ensure all Year Groups have 'up-to-date' information (register) of children's medical needs including a copy of their care plans
5. Ensure all Year Groups have medical boxes and relevant forms including 'medical box checklist';

6. Be responsible for collecting medicine from parents and filling out the 'permission to administer medication' form - signed and dated
7. Allocate medicine to either the class teacher (asthma pump) or to the medicines box in the office or fridge, updating the register;
8. Keep a record of any children taking medication (other than asthma pumps) in the school office by making a note on the white board and send a reminder for the child to be sent down for the medicine at the time specified on the form;
9. Return the prescribed course of medication to the parent on completion of the course and ensure parent has signed and dated the permission form. Form will then be filed in child's school file;
10. Send out a copy of IHCP in September to parents for any updates and liaise with SENCO if there are significant changes and an additional plan is needed;
11. Meet with parents to update changes on IHCP plans;
12. Ensure all records are kept up to date including on SIMS;
13. Text parents at the beginning of Spring and Summer term to inform school of any changes

**The SENCO will:-**

1. Meet with Admin staff half termly to monitor records;
2. 'Spot-check' half termly
3. Go through medical protocols during safeguarding training for all staff
4. Liaise with the school nurse on a needs basis

**TEACHERS WILL:-**

1. Notify staff in their year group including TA's, students etc., of all medical needs and ensure all are aware of what to do in the case of an emergency;
2. Sign to say they are familiar with medical needs in their year group and would know what to do in an emergency situation;
3. Be responsible for the upkeep of the Medical box in their year group and fill in 'Medical box checklist';
4. Brief all staff termly (during a staff-meeting) of the medical needs in their year group;
5. Ensure children are supervised when taking their asthma pumps as per their asthma plan (i.e. there is always an adult present) and make sure children are being regularly reminded of this;
6. Ensure all 'Record of administration of medicine' forms are being filled in correctly by staff supervising the child taking the asthma pump;
7. Support the Admin staff in reminding children to go down to the office for their medicine;
8. Liaise with SENCO and Admin staff on any medical matters that have been brought to their attention by parents or medical staff.

## **SAFEGUARDING – A WHOLE SCHOOL RESPONSIBILITY**

### THE STORAGE AND ADMINISTRATION OF MEDICATION

- All medication (apart from Asthma pumps) will be stored and administered in the main office.

#### Medical boxes in the classrooms

- All Asthma pumps will be stored in the classroom and children will be encouraged to administer it themselves (younger pupils may need assistance). However, this needs to be under supervision
- The medical box will contain zip wallets for each child with Asthma. This is where their inhaler will be stored. A copy of the IHCP and 'Permission for Prescribed Medication/Record of Administration of Medication' will be kept in a folder in the Medical box. This needs to be updated and signed (including the printed name), by the member of staff who is administering the medication. **THIS IS VERY IMPORTANT INFORMATION AND MUST BE COMPLETED ON THE FORM EACH TIME ANY MEDICATION IS ADMINISTERED.**

\*Medication should not be stored anywhere else including the Staffroom or Medical room\*

#### **Medical boxes in school office**

- There are 3 green crates (medical boxes) in the office. One belongs to KS1, another to KS2 and a third with all EPIPENS
- The KS1 and KS2 boxes contain all prescribed medication (we do not accept any medication which is non-prescribed). The underside of the lid will have an up-to-date list of all the children who have prescribed medication and will be updated regularly.
- The medical boxes will contain zip wallets for each child with prescribed medication.
- A copy of the 'Permission for Prescribed Medication/Record of Administration of Medication' will be kept in a folder inside the medical box which gives the instructions and correct dosage. This needs to be updated and signed (including the printed name), by the member of staff who is administering the medication.

**THIS IS VERY IMPORTANT INFORMATION AND MUST BE COMPLETED ON THE FORM EACH TIME ANY MEDICATION IS ADMINISTERED.**

- The medical box with the Epipen's will also contain zip wallets for each child with the name clearly labelled. A copy of the 'Permission for Prescribed Medication/Record of Administration of Medication' will be kept in a folder inside the medical box which gives the instructions and correct dosage.

In the event of an emergency, an ambulance will be called by dialling '999' and the instructions on the 'Medical Alert Poster' will be followed whilst we wait for an ambulance to arrive.

All Plans and registers of children on an Individual Health Care Plan (IHCP) are kept in the pink files (separate folders for KS1 and KS2). Copies of these plans are also kept in a folder in each year group.

The information from here is updated on SIMS