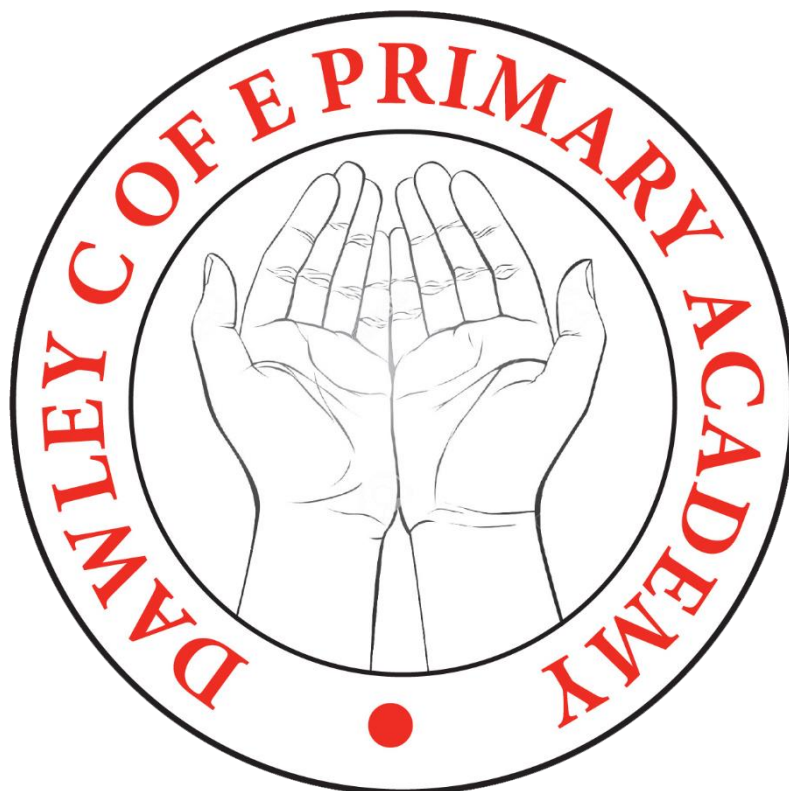


# Dawley C of E Primary Academy



*Enriching Learning, Enriching Life'*

John 10:10 '...I have come that they may have life, and have it to the full.'

# **Supporting Children with Medical Conditions Policy**

**Date: Sept 2018**

**To be reviewed: Sept 2021**

## **Introduction**

The aim of this policy is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported at our Academy so that they can play a full and active role in Academy life, remain healthy and achieve their academic potential.

Parents of children with medical conditions may be concerned that their child's health will deteriorate when they attend the Academy. This is because pupils with long-term and complex medical conditions may require on-going support, medicines or care while at the Academy 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 the Academy will provide effective support for their child's medical condition and that pupils feel safe. As an Academy we will establish relationships with relevant local health services to help them. It is crucial that the Academy receives and fully considers advice from healthcare professionals and listens to and values 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 the Academy 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 considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case the Academy will comply with their duties under that Act. 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 Academy's SEND policy and SEND Academy Offer.

## **Academy Ethos**

The Academy has a responsibility for the health and safety of pupils in its care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the Academy is to make sure that safety measures cover the needs of all pupils at the Academy. This may mean making special arrangements for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. Dawley C of E Primary Academy is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) may need.

Section 100 of the Children and Families Act 2014 places a duty on Schools to make arrangements for children with medical conditions. Pupils with medical conditions are entitled to a full education and have the same rights of admission to the Academy as other children. This means that no child with a medical condition should be denied admission or prevented from taking up a place at the Academy

because arrangements for their medical conditions have not been made. However, in line with our safeguarding duties, the Academy must ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases. Therefore, we do not have to accept a child at the Academy at times where it would be detrimental to the health of that child or others to do so.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the Academy with all relevant information needed in order for proficient care to be given to the child. The Academy takes advice and guidance from a range of sources, including the Academy Nurse, Health professionals and the child's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected (for example, their class mates).

At Dawley C of E Primary Academy we will ensure that the arrangements that are in place are sufficient to meet our statutory responsibilities and will ensure that policies, plans and procedures and systems are properly and effectively implemented.

### **Our Aims**

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits
- To ensure arrangements are in place to support pupils with medical conditions and in so doing ensure that such children can access and enjoy the same opportunities at the Academy as any other child
- To take into account that many of the medical conditions that require support at the Academy will affect quality of life and may be life-threatening. Some will be more obvious than others. The Academy will ensure that the focus is on the needs of each individual child and how their medical condition impacts on their Academy life
- To give parents and pupils confidence in the Academy's ability to provide effective support for medical conditions in Academy. The arrangements will 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.
- To ensure that Academy staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication
- To comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs
- To consult with health and social care professions, pupils and parents to ensure that the needs of children with medical conditions are effectively supported
- To write, in association with healthcare professionals, Individual Healthcare Plans where necessary and the monitoring of these
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support
- To keep, monitor and review appropriate records
- To put in place cover arrangements in case of staff absence or staff turnover to ensure someone is always available
- To brief supply teachers
- To put in place the necessary risk assessments for Academy visits, trips and other Academy activities outside of the normal timetable.

## **Expectations**

It is expected that:

- Parents will inform Academy of any medical condition which affects their child
- Parents will supply the Academy with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container
- Parents will ensure that medicines to be given into the Academy are in date and clearly labelled
- Parents will co-operate in training their children to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible
- Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the Academy life of that individual
- Dawley C of E Primary Academy will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan (for example, an inhaler)
- Academy staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to-date advice about a pupil's medical needs and will seek support and training in the interests of the pupil
- Transitional arrangements between Academies and schools will be completed in such a way that Dawley C of E Primary Academy will ensure full disclosure of relevant medical information, Healthcare plans and support needed in good time for the child's receiving Academy to adequately prepare
- Individual Healthcare plans will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals
- The Academy does 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, judgements 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 into place.

## **Definition**

Pupils' medical needs may be broadly summarised as being of two types:

- (a) **Short-term**, affecting their participation in Academy activities while they are on a course of medication
- (b) **Long-term**, potentially limiting their access to education and requiring extra care and support

## **Medical Information**

Children with a serious medical condition have their photos displayed in the staff room all relevant staff are informed. All medical conditions will be noted on the Pupils CMIS record. Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will also have an Individual Healthcare Plan a signed copy of this will be filed with their pupil record in the office and all adults dealing with the child will have their attention drawn to this information.

## **Individual Healthcare Plans**

The SENCO is responsible for the development of the child's individual Healthcare Plan in supporting pupils with medical conditions. Individual healthcare plans 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 Academy, healthcare professional and parent should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate.

The individual healthcare plan is easily accessible to all who need to refer to them while preserving confidentiality. It captures 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 will 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 staff or a healthcare professional involved in providing care to the child. Plans will be drawn up in partnership between the Academy, parents, and a relevant healthcare professional, e.g. Academy, 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 will be to capture the steps which the Academy 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 Academy. Dawley C of E Primary Academy ensures that plans are reviewed at least annually, or earlier if evidence is presented that the child's needs have changed. They will be developed with the child's best interests in mind and the Academy ensures that they assess and manage risks to the child's education, health and social wellbeing, and minimise disruption. Where the child has a special educational need identified in a statement or EHC plan, the individual healthcare plan will be linked to or become part of that statement or EHC plan.

Where a child is returning to Academy following a period of hospital education or alternative provision (including home tuition), the Academy will 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.

When deciding what information should be recorded on individual healthcare plans, the Academy will consider the following:

- 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, counselling 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 at the Academy needs to be aware of the child's condition and the support required;

- arrangements for written permission from parents and the Vice Principal (Pupil Welfare) for medication to be administered by a member of staff, or self-administered by the pupil during Academy hours;
- separate arrangements or procedures required for Academy trips or other Academy activities outside of the normal Academy timetable that will ensure the child can participate, eg 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.

### **Roles and Responsibilities**

Supporting a child with a medical condition during Academy hours is not the sole responsibility of one person. The Academy's ability to provide effective support will depend to an appreciable extent on working co-operatively with other agencies. Partnership working between Academy staff, healthcare professionals (and, where appropriate, social care professionals), local authorities, and parents and pupils will be critical. Some of the most important roles and responsibilities are listed below:

**Governors** – will make sure arrangements are in place to support pupils with medical conditions at the Academy, including making sure that a policy for supporting pupils with medical conditions at the Academy is developed and implemented. They will ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of Academy life. The Governors will ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They will also ensure that any members of Academy staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

**Principal/SENCO** will ensure that the Academy's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. The Principal will ensure that all staff who need to know are aware of the child's condition. They will also 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. The SENCO supported by the Headteacher will have overall responsibility for the development of individual healthcare plans. They will also make sure that Academy staff are appropriately insured and are aware that they are insured to support pupils in this way. They should contact the Academy nursing service in the case of any child who has a medical condition that may require support at the Academy but who has not yet been brought to the attention of the Academy nurse.

**Academy staff** – any member of the Academy's 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. Academy staff will 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 Academy staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help. A list of trained first aiders is displayed around Academy.

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

**Pupils** – with medical conditions will often be best placed to provide information about how their condition affects them. They will 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.

**Parents/Carers**– should provide the Academy with sufficient and up-to-date information about their child’s medical needs. They may in some cases be the first to notify the Academy that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child’s individual healthcare plan, and may be involved in its drafting. They should 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.

**Local Authority** – Under Section 10 of the Children Act 2004, they have a duty to promote co-operation between relevant partners such as governing bodies of maintained Schools and Academies, proprietors of academies, clinical commissioning groups and NHS England, with a view to improving the wellbeing of children with regard to their physical and mental health, and their education, training and recreation. Local authorities should provide support, advice and guidance, including suitable training for Academy staff, to ensure that the support specified within individual healthcare plans can be delivered effectively. Local authorities should work with schools to support pupils with medical conditions to attend full time. Where pupils would not receive a suitable education in a mainstream Academy because of their health needs, the local authority has a duty to make other arrangements. Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from Academy for 15 days or more because of health needs (whether consecutive or cumulative across the Academy year).

**Providers of health services** – should co-operate with Schools and Academies that are supporting children with a medical condition, including appropriate communication, liaison with Academy nurses and other healthcare professionals such as specialist and children’s community nurses, as well as participating in locally developed outreach and training. Health services can provide valuable support, information, advice and guidance to schools and Academies, and their staff, to support children with medical conditions at Academy.

**Clinical commissioning groups (CCGs)** – commission other healthcare professionals such as specialist nurses. They should ensure that commissioning is responsive to children’s needs, and that health services are able to co-operate with schools and Academies supporting children with medical conditions. They have a reciprocal duty to co-operate under Section 10 of the Children Act 2004 (as described above for local authorities). Clinical commissioning groups should be responsive to local authorities and schools and Academies seeking to strengthen links between health services and schools and Academies, and consider how to encourage health services in providing support and advice (and can help with any potential issues or obstacles in relation to this). The local Health and Wellbeing Board will also provide a forum for local authorities and CCGs to consider with other partners, including locally elected representatives, how to strengthen links between education, health and care settings.

### **Staff Training and Support**

Any member of the Academy's staff providing support to a pupil with medical needs will have received suitable training. This will have been identified during the development or review of individual healthcare plans. Some staff may already have some knowledge of the specific support needed by a child with a medical condition and so extensive training may not be required. Staff who provide support to pupils with medical conditions should be included in meetings where this is discussed.

The relevant healthcare professional will normally lead on identifying and agreeing with the Academy the type and level of training required, and how this can be obtained. The Academy may choose to arrange training themselves and will ensure this remains up-to-date.

Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil 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.

**Staff must not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans).** In some cases, written instructions from the parent or on the medication container dispensed by the pharmacist may be considered sufficient, but ultimately this is for the Academy to decide, having taken into consideration the training requirements as specified in pupils' individual health care plans. A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.

Healthcare professionals, including the Academy nurse, can provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

The family of a child will often be key in providing relevant information to Academy staff about how their child's needs can be met, and parents should be asked for their views. They should provide specific advice, but will not be the sole trainer.

Whole Academy awareness training will be conducted through professional development staff meetings.

### **Trained Staff**

Please see Health and Safety Policy for the list of Qualified First-Aiders at the Academy.

### **The Child's Role in Managing their own Medical Needs**

After discussion with parents, children who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be reflected within individual healthcare plans.

Wherever possible, children will be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. Children who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, then relevant staff will help to administer medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, staff will not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents should be informed so that alternative options can be considered.

### **Managing Medicines / Administration of Medicines on the Academy Premises**

Please see Administering Medicine Policy.



### **Record Keeping**

The Academy will ensure that written records are kept of all medicines administered to children. A folder is kept in the Academy office. Records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents will be informed if their child has been unwell at the Academy.

### **Emergency Procedures**

In a medical emergency, a number of staff have been appropriately trained to administer emergency paediatric first aid if necessary, see appendix 3.

If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.

Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

### **Day Trips, Residential Visits and Sporting Activities**

The Academy will actively support pupils with medical conditions so they are able to participate in Academy trips and visits, or in sporting activities. Teachers will be aware of how a child's medical condition will impact on their participation, but hopefully there will be enough flexibility for all children to participate according to their own abilities and with some reasonable adjustments, unless evidence from a clinician, such as GP, states that this is not possible. We will provide additional adult support, increased staff to pupil ratio and adult training for specific medical conditions and a separate risk assessment.

The Academy will consider what reasonable adjustments have to be made to enable children with medical needs to participate fully and safely on visits. If necessary, we will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. This will require consultation with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.

### **Unacceptable Practice**

While Academy staff will use their professional discretion and judge each case on its merits in supporting individual pupils with medical conditions (referring to the child's individual healthcare plan), it is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume every child with the same condition requires the same treatment
- Ignore the views of the child or their parents / carers, or ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently or prevent them from staying for normal Academy activities, including lunch, unless this is specified in their individual healthcare plans
- If the child becomes ill, send them to the Health Co-ordinator / First Aid office unaccompanied or with someone unsuitable
- Penalise children for their attendance record if their absences are related to their medical condition, eg hospital appointments
- Prevent children from drinking, eating, or taking toilet or other breaks whenever they need to order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend the Academy to administer medicine or provide medical support to their child, including with toilet issues. No parent

should have to give up working because the Academy is failing to support their child's medical needs, or

- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of Academy life, including Academy trips, by requiring parents to accompany the child.

### **Liability and Indemnity**

The Local Academy Committee of Dawley C of E Primary Academy ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions. See the Academy Business Manager for a copy of the insurance policy.

### **Complaints**

Should parents or pupils be dissatisfied with the support provided by the Academy, they should discuss their concerns directly with the Academy. This will be with the child's Mentor/Teacher/Head of Year in the first instance, with whom any issues should be managed. If for whatever reason this does not resolve the issue, the problem should be brought to the attention of the SENCO who will, where necessary, bring concerns to the attention of the Principal. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the Academy's Complaints Procedure.

### **COMMITMENT TO REVIEW**

This Policy will be monitored and reviewed every three years by the relevant Policy Owner named below and evaluated and approved by the Local Academy Committee on a three year cycle, and/or in the light of changes to National Curriculum requirements and DfE guidance/regulations.