

Noam Primary School

Medical Conditions Policy

September 2022

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| **Supporting Pupils with Long-Term Medical Conditions** |

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| **Date** | **Review Date** | **Coordinator** | **Nominated Governor** |
| **2/9/2022** | **2/9/2024** | **Mrs Marilyn Gerson** | **Mrs Nahva Rose** |

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

* Medicines Act 1968
* Misuse of Drugs Act 1971
* Health and Safety Act 1974
* Children Act 1989
* Education Act 1996
* Education Act 2002
* Children Act 2004
* The NHS Act 2006
* Equality Act 2010
* School Premises (England) Regulations 2012 (as amended)
* Children and Families Act 2014
* Special Educational Needs and Disability (Amendment) Regulations 2015
* Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

The following documentation is also related to this policy:

* Equality Act 2010: Advice for Schools (DfE)
* The Special Needs and Disability (SEND) Code of Practice
* Supporting Pupils at School with Medical Conditions (DfE)

We are an inclusive community that supports and welcomes pupils with long and short term medical conditions. We will not deny admission to any child with a medical condition or prevent them from taking up a place if arrangements for their medical condition have not been made.

We have a legal duty under the Children and Families Act 2014 to support pupils with long-term medical conditions such as diabetes, asthma and epilepsy, and we will ensure that these children have full access to the curriculum, all sporting activities and educational visits so that they can play a full and active role in school.

We work closely with parents/carers, health and social care professionals, the local authority, commissioners and other support services to ensure effective individual health care plans, monitoring, reviewing and updating procedures are in place and to ensure children with medical conditions receive a full education.

We understand individual healthcare plans will be drawn up in partnership between the school, parents, pupil and a relevant healthcare professional.

We want parents to feel confident and reassured that we are providing effective support for their child's medical condition that involves:

* having in place risk assessments for all school activities on and off-site
* having in place individual healthcare plans
* having good links with local health and social care services
* allowing children easy access to their inhalers and medication
* administering medication when and where necessary
* not ignoring the views of children, parents unless it is felt that it will be detrimental to the child’s wellbeing
* taking advice from medical professionals
* allowing children to participate in all curriculum, sporting and school activities
* providing assistance when a child becomes ill
* allowing children with medical conditions to take drinking, eating or toilet breaks when and where necessary
* not penalising a child for poor attendance due to their medical condition
* dealing with children's social and emotional problems linked to their medical condition
* building confidence and promoting self-care
* having in place sufficient school staff that are suitably trained
* having in place adequate absence cover arrangements for school staff ensuring someone is always available
* ensuring all relevant school staff including supply teachers are aware of individual children's medical condition

We are aware that we have a common law duty to act in loco parentis and we will take the necessary action in an emergency whether it is on or off-site.

Administration of medicines by any member of the school staff is undertaken purely on a voluntary basis and individual decisions will be respected. However, appropriate training will be provided before any member of the school staff who has volunteered and accepted this role to be familiar with all administration of medication procedures. Under no circumstances will a member of the school staff administer prescription medicines or undertake healthcare procedures without appropriate training.

We ensure the physical school environment is accessible, inclusive and favourable to pupils with short and long term medical conditions when undertaking all school activities in or out of school time.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

**Aims**

* To support pupils with long-term medical conditions such as diabetes, asthma and epilepsy.
* To ensure pupils with long-term medical conditions have full access to education, all sporting activities and educational visits so that they can play a full and active role in school.
* To ensure effective individual health care plans are in place.
* To ensure compliance with all relevant legislation connected to this policy.

**Responsibility for the Policy and Procedure**

**Role of the Governing Body**

The Governing Body has:

* responsibility for ensuring 'that arrangements are in place in schools to support pupils at school with medical conditions';
* appointed a member of staff to be responsible for coordinating supporting pupils with long-term medical conditions;
* responsibility for ensuring that the Headteacher 'consults health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported';
* delegated powers and responsibilities to the Headteacher to ensure all school staff and stakeholders are aware of and comply with this policy;
* nominated a link governor to:
* visit the school regularly;
* work closely with the Headteacher and the coordinator;
* attend training related to this policy;
* report to the Governing Body every term;

**Role of the Headteacher and Senior Leadership Team**

The Headteacher and the Senior Leadership Team will:

* ensure all necessary arrangements are in place for all new entrants;
* provide the necessary support for pupils with long-term medical conditions;
* ensure all pupils with long-term medical conditions have full access to the curriculum, all sporting activities and school activities;
* ensure individual healthcare plans are in place to ensure that pupils with medical conditions are effectively supported;
* ensure relevant school staff (full-time and supply teachers) are made aware of children with long-term medical conditions;
* ensure relevant school staff are made aware of all individual healthcare plans;
* monitor all individual healthcare plans;
* ensure insurance cover supports all pupils with long-term medical conditions;
* ensure school staff are appropriately insured;
* ensure appropriate school staff are trained in the use of the defibrillator in order to deal with sudden cardiac arrest;
* ensure that sufficiently trained school staff are in place to deliver individual healthcare plans;
* ensure more than adequate school staff absence cover arrangements are in place;
* contact the school nursing service when a child with a medical condition needs support;
* bring to the attention of the school nurse any child who has a medical condition that may require support at school;
* ensure school staff do not prevent children with medical conditions:
* taking a full part in all school activities
* having full access to the curriculum
* accessing their inhalers and medication
* administering their medication when and where necessary
* ensure school staff do not:
* assume that every child with the same medical condition requires the same treatment
* ignore the views of children or parents
* send pupils who feel ill to the school office/medical room unattended or by someone unqualified
* penalise the attendance record of pupils
* prevent pupils managing their medical condition effectively
* expect parents to administer their child's medication
* expect parents to provide medical support for their child
* expect parents to accompany their child on educational visits
* ensure that risk assessments are in place for school visits, holidays and other school activities;
* ensure if a child's needs change then all relevant staff are made aware of these changes;
* ensure parents are aware of the complaints process;
* ensure all school staff, pupils and parents are aware of and comply with this policy;
* work closely with the link governor and coordinator;
* provide guidance, support and training to all staff;

**Role of the Coordinator**

The coordinator will:

* lead the development of this policy throughout the school;
* work closely with the Headteacher and the nominated governor;
* ensure all individual healthcare plans are in place and up to date;
* monitor and annually review all individual healthcare plans;
* ensure relevant school staff are made aware of children with long-term medical conditions;
* ensure relevant school staff are made aware of all individual healthcare plans;
* provide cover in the absence of relevant staff
* provide information for supply teachers;
* provide guidance and support to all relevant staff;
* provide awareness training for all staff on induction and when the need arises;
* undertake risk assessments for extra-curricular activities, educational visits and other off-site visits;
* ensure emergency procedures are in place;
* liaise with parents and will ensure arrangements are in place when a pupil is diagnosed with a medical condition;
* liaise with feeder schools and transitional schools;
* ensure all medications are kept in a secure place and accessible only to the designated persons;
* ensure all medications are kept cool in a small secure fridge;
* ensure records are kept of all medications administered to children;

**Individual Healthcare Plans**

Individual Healthcare Plans will be devised and written at a meeting involving:

* relevant school staff
* the child
* parents/carers
* local healthcare and medical professionals

At this meeting the following will be discussed:

* confidentiality of pupil information
* list of school staff who need to know of the child's condition
* the medical condition
* symptoms and treatments
* signs
* how the condition is triggered
* medication and dosage
* self-management of medication
* medication administered by school staff (with written permission in place)
* storage and accessibility of medication
* dietary requirements
* access to food and drink
* specialist equipment
* level of support required
* school personnel absence cover arrangements
* training needs of support personnel
* health and safety issues
* environmental issues and requirements
* attendance at medical appointments
* procedures regarding educational visits
* school timetable
* time between lessons
* extra time to complete exams
* use of rest periods
* additional support in catching up with lessons
* counselling sessions
* reintegration back into school after a period of absence
* transitional arrangements
* special educational needs arrangements (if any) or
* links to a special educational needs statement
* risk assessments
* dealing with emergency situations
* school evacuation procedures
* roles and responsibilities of relevant school staff

**Role of Parents/Carers**

Parents/carers will:

* be aware of and comply with this policy;
* inform the school if their child has a medical condition;
* work in partnership with the school;
* provide up to date medical information of their child's condition;
* be involved in discussions regarding medical support and individual healthcare plan for their child;
* provide the appropriate medication for the school to administer;
* ensure medications are in good supply;
* provide any specialist equipment;
* ensure their contact details are kept up to date;
* ensure that all emergency contacts are current;
* made aware of the Complaints procedures policy if they should need to use it;
* comply with this policy for the benefit of their children;

**Role of School Staff**

Administration of medicines by any member of the school staff is undertaken purely on a voluntary basis and individual decisions will be respected. However, appropriate training will be provided before any member of the school staff who has volunteered and accepted this role to be familiar with all administration of medication procedures.

School staff will:

* comply with all aspects of this policy;
* not administer medications without the appropriate training;
* not undertake healthcare procedures without the appropriate training;

**Role of Pupils**

Pupils will:

* be aware of and comply with this policy;
* be involved in discussions regarding their medical support and individual healthcare plan;
* after discussions with parents/carers be encouraged to manage their own health needs and medications;
* have access to their own medicines and relevant devices;
* be encouraged to work in partnership with the school by making decisions and exercising choice in relation to their educational program;

**Medication and Record Keeping**

* The school will ensure that all medication is stored safely and securely and that pupils with medical conditions know where they are at all times and have access to them immediately.
* Parents are asked to collect all medication/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
* The school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits.
* The school has a centralized register of IHP’s and an identified member of staff has the responsibility for this register.

**Role of School Nursing Services**

The school nursing service will:

* notify a school before a child, who has been identified with a medical condition and needs support, starts;
* provide information about medical conditions;
* support school staff implementing individual healthcare plans;
* provide advice and training on developing individual healthcare plans;
* provide support for children with medical conditions;
* liaise with lead clinicians.

**Role of Healthcare Professionals**

Healthcare professionals such as pediatricians' and general practitioners will provide:

* contact the school nursing service when a child has been identified with a medical condition that requires support at school;
* advice on developing individual healthcare plans;
* information about medical conditions;
* support for children with particular conditions;
* training for school staff

**Raising Awareness of this Policy**

We will raise awareness of this policy via:

* the school website
* meetings with school staff
* reports such annual report to parents and Headteacher reports to the Governing Body

**Training**

Training will be provided to all school staff who support pupils with a medical condition and will consist of:

* awareness of the medical condition(s) in question
* first-aid
* administering medication
* record keeping
* intimate Care
* manual handling
* confidentiality
* periodic training so that they are kept up to date with new information

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| **Headteacher:** | Graphical user interface, text, application, Word  Description automatically generated | **Date:** | September 2022 |
| **Chair of Governing Body:** | D:\Users\Family Rose\Downloads\new doc 2020-11-12 21.56._1 (1).jpg | **Date:** | September 2022 |