



## Supporting Children at School with Medical Conditions

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### Table of Changes

Date	Section of Policy	Amendment
October 22	Overall	Restructured to include Intent Implementation Impact
October 22	Intent	Adding Reference to Rights Respecting Framework.
October 22	Policy Implementation	Changed name of Headteacher
October 22	End of Policy	Added an Impact section

## Contents

About this Policy 3

Intent 3

The Role of the Governing Body 4

Policy Implementation 4

Procedure to follow when notification is received that a pupil has a medical condition 5

Individual Healthcare Plans 5

Roles & Responsibilities 7

Staff Training & Support 9

The child's role in managing their own medical needs 9

Managing Medicines on school premises 10

Record Keeping 10

Emergency Procedures 10

Day trips, residential visits and sporting activities 11

Other issues 11

Liability & Indemnity 11

Complaints 12

Impact 12

## About this Policy

This policy is governed by the statutory guidance and non-statutory advice set out in the document “Supporting Pupils at school with Medical Conditions” DFE September 2014.

The policy also applies to activities taking place off-site as part of normal educational programmes.

Early Years Department will continue to apply the Statutory Framework for the Early Years Foundation Stage.

The Children and Families Act 2014 places a duty on the Governing Body to make arrangements for supporting pupils in school with medical conditions.

## Intent

Our vision, our values and our rights underpin all of our policies and the education we deliver. Article 3 of the United Nations Convention on the Rights of the Child states that:

*The best interests of the child must be a top priority in all decisions that affect children.*

This policy has been created to keep the children at Delamere School safe and happy.

Every effort will be made to ensure that

- Pupils at school with medical conditions will be properly supported so that they have full access to education, including school trips and physical education.
- The health of all pupils is monitored through regular health checks.
- Medical and para-medical healthcare support and advice is available.
- Staff have training in specific health needs including autism.
- The Governing Body is legally responsible and accountable for ensuring that arrangements are in place in school to support pupils with medical conditions.
- The Governing Body will ensure that school leaders consult with health and social care professionals, pupils and parents / carers to ensure that the needs of children with medical needs are effectively supported.
- The needs of the children include educational impacts, and social & emotional implications associated with medical conditions.
- The Governing Body will ensure that it meets its duty under the Equality Act 2010.
- As our children at Delamere have Education, Health and Care Plans (EHCP), this policy operates in conjunction with the SEND Code of Practice Sep 2014.

## The Role of the Governing Body

1. The Governing Body will ensure that arrangements are in place to support pupils with medical conditions. In doing so they will ensure that such children can access and enjoy the same opportunities at school as any other child. In some cases this will require flexibility and support through, for example, strategies to address sensory processing difficulties.
2. In making their arrangements the Governing Body will take into account 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 Governing Body will therefore ensure that the focus is on the needs of the individual child.
3. The Governing Body will ensure that their arrangements give parents / carers and pupils confidence in the school's ability to provide effective support for medical conditions in school. 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 as appropriate. They will ensure that staff are properly trained to provide the support that pupils need.
4. 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 will be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with their safeguarding duties, the Governing Body will 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 when it would be detrimental to the health of that child or others to do so.
5. The Governing Body will ensure that the arrangements they put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented. This aligns with their wider safeguarding duties. The Governing Body will ensure that this policy is reviewed regularly and is readily accessible to parents / carers and school staff.

## Policy Implementation

Named person: Sally Judge (Headteacher) in conjunction with Delamere school nurse is responsible for ensuring that;

- Sufficient staff are suitably trained, including in the case of staff absence or staff turnover.
- All relevant staff, including supply staff are aware of children's health conditions.

- Risk assessments for school visits, holidays and other school activities outside of the normal timetable include reference to children's medical needs.
- Individual healthcare plans are kept up to date.

## Procedure to follow when notification is received that a pupil has a medical condition.

- A school leader will consult with the relevant health & social care professionals, the pupil and parents / carers as soon as notification is received. This may include occupational therapist, physiotherapist, and nursing services. Where a child is changing schools, professionals linked to the previous setting will be consulted.
- Relevant Health & Social Care professionals, the pupil, parent / carers will contribute guidance as appropriate where a pupil is being re-integrated into school or where their needs have changed. This may include decisions about the rate of integration, timetable adaptations, arrangements for staff training & support. Every effort will be made to ensure that arrangements are put into place as soon as practically possible.
- In some cases Delamere School may not wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, the school nurse will make a judgement about what support to provide based on the available medical evidence and in consultation with parents / carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place in the best interests of the child.

## Individual Healthcare Plans

Named person: The Headteacher is responsible for compiling of individual healthcare plans, although this will be supported by the school nurse in most cases. Delamere School, healthcare professionals and parents / carers should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the Headteacher will take a final view. Individual Healthcare Plans will be easily accessible to all who need to refer to them, while preserving confidentiality. The level of detail within plans will depend on the complexity of the child's condition and the degree of support needed.

Individual Healthcare Plans (and their review) may be initiated, in consultation with the parent / carer, by a member of school staff or a healthcare professional involved in providing care to the child. Plans will be drawn up in partnership between the school, school nurse, parents / carers, and a relevant healthcare professional who can best advise on the particular needs of the child. For example, NHS dieticians may contribute sections on feeding needs, specialist nurses would give guidance on epilepsy or asthma. Pupils will also be involved wherever appropriate. The aim will be to capture the steps Delamere School will

take to help the child manage their condition and overcome any potential barriers to getting the most from their education.

Plans will be reviewed at least annually, or earlier if evidence is presented that the child's needs have changed. The plans will be developed with the child's best interests in mind and ensure that Delamere School assesses and manages risks to the child's education, health and social well-being and minimises disruption. The Individual Healthcare Plan will be linked or become part of each child's statement or EHC Plan. School nurse and other relevant health professionals will be expected to attend Annual Reviews of pupil EHC Plans and to contribute towards a review of the healthcare plan at the same time.

## Contents of Individual Healthcare Plans

These will include as appropriate;

- 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.
- Specific support for the child's educational, social and emotional needs.
- 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 such as the school nurse.
- Arrangements for written permission from parents / carers and the headteacher 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.
- What to do in an emergency, including who to contact, and contingency arrangements. Where children have an emergency healthcare plan prepared by their lead clinician, this will be used to inform development of their Individual Healthcare Plan.

## Roles and Responsibilities

Partnership between school staff, school nurse, healthcare professionals (and where appropriate social care professionals), local authorities, parents / carers and pupils is critical in providing effective support, to ensure that the needs of the pupils with medical conditions are met effectively. Collaborative working arrangements between all those involved, showing how they will work in partnership is set out below.

- The Governing Body – will make arrangements to support pupils with medical conditions in school, including making sure that this policy is developed and implemented. They will ensure that a pupil with medical conditions is supported to enable to maximum participation in all aspects of school life. The Governing Body will ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.
- The Headteacher will ensure that this policy is developed effectively and implemented with partners. This includes making sure that staff are aware of the policy and understand their role in its implementation. The Headteacher should ensure that all staff who need to know are aware of the child's condition. They should 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 Headteacher will also make sure that school staff are appropriately insured.
- The school nurse, Headteacher and Governing Body will work together to ensure that Individual Healthcare Plans are written to a high quality and reviewed regularly. They will also liaise with external healthcare professionals as appropriate in order to draw up Individual Healthcare Plans. The school nurse is responsible for organising training for school staff, ensuring that training is regularly refreshed, and keeping records of proficiency. The school nurse is responsible as the lead professional overseeing the system for administration of medication, auditing that medication is in date and dosages are correct on a regular basis, alongside providing training for staff in administering medication. The school nurse will also provide guidance and support for school staff caring for children with medical conditions.
- School staff – any member of the teaching assistant team at Delamere may be asked to provide support to pupils with medical conditions in line with their job description and SEN pay band, including the administration of medication. School staff will receive sufficient and suitable training and achieve the necessary level of competency before they take responsibility for supporting children with medical conditions. Delamere School follows the team ethos, where all teaching assistants within a class team undertake the training required to support the children's medical conditions within their class group to ensure support for each other and cover in the event of absence.
- 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 will be asked to provide support for children with particular conditions (e.g. asthma, diabetes and epilepsy).

- Parents / carers – should provide the school with sufficient and up-to-date information about their child’s medical needs. They may in some cases be the first to notify school that their child has a medical condition. Parents / carers are key partners and will be involved in the development and review of their child’s individual healthcare plan. They should carry out 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.
- Pupils –with medical conditions may be best placed to provide information about how their condition affects them. They will be as involved as possible in discussions about their medical support needs.
- Local authorities – are commissioners of school nurses for maintained schools and academies. 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, proprietors of academies, clinical commissioning groups and NHS England, with a view to improving the well-being of children so far as relating to their physical and mental health, and their education, training and recreation. Local authorities should provide support, advice, and guidance, including suitable training for school 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 fulltime. Where pupils would not receive a suitable education at Delamere School because of their health needs, the local authority will be contacted to fulfil its 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 school for 15 days or more because of health needs (whether consecutive or cumulative across the school year).
- Providers of health services – should co-operate with Delamere School in the support of children with a medical condition, including appropriate communication, liaison with school nurses and other healthcare professionals such as specialist and children’s community nurses, as well as participation in locally developed outreach and training. Good relationships with health services will be fostered and developed as they can provide valuable support, information, advice and guidance to the school, to support children with medical conditions at school.
- Ofsted – their inspection framework places a clear emphasis on meeting the needs of disabled children and pupils with SEND, and considering the quality of teaching and the progress made by these pupils. Inspectors are already briefed to consider the needs of pupils with chronic or long-term medical conditions alongside these groups and to report on how well their needs are being met. Delamere School will make this policy available and be able to demonstrate that this is implemented effectively.



## Staff Training and Support

Any member of 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. Where staff already have some knowledge of the specific support needed by a child with a medical condition, extensive training may not be required. The relevant healthcare professional will normally lead on identifying and agreeing with Delamere School, the type and level of training required, and how this can be obtained.

Training will 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. This will include 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. Healthcare professionals including the school nurse will provide confirmation of the proficiency of staff, in a medical procedure, or in providing medication.

All staff will be made aware of the school's policy for supporting pupils with medical conditions and their role in implementing that policy. Induction arrangements for new staff will include reference to this policy.

## The child's role in managing their own medical needs

After discussion with parents / carers, 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, guided by safety considerations, children will be able to access their medicines or relevant devices for self-medication quickly and easily. Children who take their medicines themselves or manage procedures will have an appropriate level of supervision. If it is not appropriate for children to self-manage, then relevant staff will help to administer medicines and manage procedures for them.

## Managing Medicines on School Premises

- Medicines will only be administered at school when it would be detrimental to a child's health or attendance not to do so.
- A parent or carer's written consent must always be obtained prior to administering medicines.
- Medication such as pain relief will never be administered without checking maximum dosages and when the previous dose was given. A parent / carer will be informed.

- Where clinically possible, Delamere School will ask for medicines to be prescribed in dose frequencies which enable them to be taken outside school hours.
- Delamere School will only accept prescribed medicines that are in-date, labelled with the child's name, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.
- All medicines must be stored safely in a locked cabinet in the classroom or the nurse's room. Children should know where their medicines are as appropriate. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children who can self-manage.
- Delamere School will keep controlled drugs securely stored in locked medical cabinets within each classroom. Controlled drugs will be easily accessible in an emergency. A record will be kept of any doses used and the amount of the controlled drug held in school.
- School staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines will do so in accordance with the prescriber's instructions. Delamere School will keep a record of all medicines administered to individual children, stating what and how much was administered, when and by whom. Any side effects of the medication administered at school will be noted.
- When no longer required, medicines will be returned to the parent / carer to arrange for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps.

## Record Keeping

- The Governing Body is responsible for ensuring that written records are kept of all medicines administered to children. On a day-to-day basis, staff administering medication will keep written records of all medicines given, and sign to confirm the details. Parents / carer will be informed if their child has been unwell at school, either by home-school book, email, phone call or in person as appropriate.

## Emergency Procedures

Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Where appropriate, other pupils in school will be briefed on what to do in general terms, such as informing a member of staff immediately if they think help is needed.

If a child is taken to hospital, staff will stay with the child until the parent / carer arrives, or accompany a child taken to hospital by ambulance.

## Day Trips, Residential Visits and Sporting Activities.

Pupils with medical conditions will be actively supported to participate in schools trips and visits, so that their condition does not prevent them from doing so. Teacher's will be aware of how a child's medical condition will impact on their participation, but be flexible enough to enable all children to participate according to their own abilities and with any reasonable adjustments. Delamere School will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.

Delamere School staff will consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. The lead member of staff 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 may require consultation with parents / carers, pupils and advice from the school nurse. (Please also see Health and Safety Executive HSE guidance on trips).

## Other Issues

- Home to School Transport – following discussion with the school nurse and CCNT, Delamere School will notify transport of a pupil's healthcare plan and what it contains, especially in respect of emergency situations. This information will contribute to the development of transport healthcare plans for children with life-threatening conditions. All children with complex health needs requiring a trained PA or relevant emergency support on transport will be discussed at the regular transport / health meetings held in Trafford Local Authority.
- Defibrillators – in the event of a sudden cardiac arrest, quick action (in the form of early CPR and defibrillation) can help save lives. Modern defibrillators are easy to use, inexpensive and safe. Delamere has a defibrillator stored in the nurse's room for general use. The majority of staff have been trained in their use on a rolling programme of Emergency First Aid at Work training provided to all staff.

## Liability and Indemnity

Governing Bodies must ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk. The school's insurance arrangements cover staff providing support to pupils with medical conditions. These insurance policies will provide liability cover relating to the administration of medication and specific healthcare procedures such as tracheostomy care.

It is noted that in the event of a claim alleging negligence by a member of staff, civil actions are likely to be brought against the employer.

## Complaints

The procedure for making a complaint is set out in the Delamere School Complaints policy available to parents / carers on the school website. Delamere School hopes that should parents be dissatisfied with the support provided, they will discuss their concerns directly with the school first. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaint procedure.

## Impact

Delamere school is an inclusive community that supports and welcomes pupils with medical conditions.

Delamere provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.