

Bredenbury Primary School
SUPPORTING PUPILS AT SCHOOL WITH MEDICAL
CONDITIONS

January 2020

Signed and dated:

Chair of Governors

Headteacher

Status – STATUTORY

Including DfE update: December 2015

INTRODUCTION

Section 100 of the Children and Families Act 2014 places a duty on Governing Bodies of maintained schools to make arrangements for supporting pupils at their school with medical conditions. In meeting this duty, the Governing Body will have regard to guidance issued by the Secretary of State under this section. Section 100 came into force on 1st September 2014. The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Further advice: Schools, local authorities, health professionals, commissioners and other support services should work together to ensure that children with medical conditions receive a full education. In some cases this will require flexibility and involve, for example, programmes of study that rely on part-time attendance at school in combination with alternative provision arranged by the local authority⁶. Consideration may also be given to how children will be reintegrated back into school after periods of absence

Updated with December 2015 DfE guidelines in:	January 2016
Reviewed by Staff & Governors in:	January 2016
Ratified by Governors on:	2.2.2016
Reviewed by Staff and Governors in:	January 2020
To be reviewed by Staff and Governors in:	January 2021

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KEY POINTS

Parents of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. This is because pupils with long term and complex medical conditions may require on-going support, medicines or care while at school 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.

- Pupils at schools with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- The Governing Body **must** ensure that arrangements are in place in school to support pupils at school with medical conditions.
- The Governing Body will also ensure that the Headteacher consults health and care professional, pupils and parents to ensure that the need of children with medical conditions are effectively supported.

DEFINITION

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

(a) Short-term, affecting their participation in school activities while they are on a course of medication.

(b) Long-term, potentially limiting their access to education and requiring extra care and support

SCHOOL ETHOS

Schools have a responsibility for the health and safety of pupils in their 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

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of pupils with special medical needs, the responsibility of the school is to make sure that safety measures cover the needs of all pupils at the school. 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.

Bredenbury Primary School 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.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. Pupils with medical conditions 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, teachers and other school staff in charge of pupils have a common law duty to act 'in loco parentis' and must ensure the safety of all pupils in their care. To this end, we reserve the right to refuse attendance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including the School 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, classmates).

OUR AIMS

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits

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- To ensure that school 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 write, in association with healthcare professionals, Individual Healthcare Plans where necessary
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support
- To keep, monitor and review appropriate records

UNACCEPTABLE PRACTICE

While school staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent children from accessing their medication
- Assume every child with the same condition requires the same treatment
- Ignore the views of the child or their parents / carers
- Ignore medical advice
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare plan
- Penalise children for their attendance record where this is related to a medical condition

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- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- Require parents to administer medicine where this interrupts their working day
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part

ENTITLEMENT

Bredenbury Primary School provides full access to the curriculum for every child wherever possible. We believe that pupils with medical needs have equal entitlement and must receive the necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows:

Employees may:

- Choose whether or not they wish to be involved
- Receive appropriate training
- Work to clear guidelines
- Bring to the attention of the Headteacher any concern or matter relating to the support of pupils with medical conditions

EXPECTATIONS

It is expected that:

- Parents will inform school, in writing, of any medical condition which affects their child.
- Parents will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container

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- Parents will ensure that medicines to be given in school are in date and clearly labelled with the child's name
- 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 school life of that individual
- Bredenbury Primary School 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)
- School 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 schools will be completed in such a way that Bredenbury Primary School will ensure full disclosure of
- relevant medical information, Healthcare plans and support needed in good time for the child's receiving school to adequately prepare
- Individual Healthcare plans will be written, monitored and reviewed regularly by a Health Professional

PROCEDURE

The Governing Body of Bredenbury Primary School ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions. (Zurich Municipal. Policy held by School Administrator).

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INFORMATION

Children with serious medical conditions will be known to staff along with any other necessary information, details also kept in the Medical Room. Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible in their classroom, and all adults dealing with the child will have their attention drawn to this information. All other medical conditions will be noted from children's SIMs records and this information will be provided to class teachers annually (or if conditions alter).

IN AN EMERGENCY

In a medical emergency, staff have been appropriately trained to administer emergency first aid, and emergency paediatric first aid, as necessary.

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

ADMINISTRATION OF MEDICINES

- Only essential medicines will be administered during the school day. These will be only those prescribed by a doctor. Parents must submit a

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written permission slip before any medicine is administered. Medicines to be given during the school day must be in their original container, in date and with clear instructions for the child concerned. Controlled drugs can also be administered, subject to all other conditions as described in the Policy.

- Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.
- Named staff members will give medicines (see end of Policy). Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct, and that written permission has been given.
- Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded in the Administration of Medicines book (located in the school reception office).
- All medicines will be stored safely. Medicines needing refrigeration will be stored in the medical room fridge. Some medicines (inhalers, etc) will be kept in the child's classroom and carried with the children, for ease of access during outside activities. All medicines must be clearly labelled.
- Controlled drugs or prescribed medicines will be kept in the locked cabinet in the medical room. Access to these medicines is restricted to the named persons.
- Staff will record any doses of medicines given in the Medicine file.
- Children self-administering asthma inhalers do not need to be recorded. Parents will be informed that a child has used their inhaler, by the adult in charge of the class.

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- Inhalers are kept in the child's classroom. Children have access to these inhalers at all times, though must inform a member of staff that they are taking a dose. All inhalers are marked with the child's name. All children with an inhaler must take them on educational visits, however short in duration.
- In the event that a child at the school has a severe allergy and needs to keep an emergency Epi-pen and Cetirizine in school, they will be kept in a cupboard in the medical room. In the case of the Cetirizine or Epi-Pen being required for immediate use, all staff have access to this room.
- Epi-pen – Any member of staff can administer an Epi-pen in an emergency. The pen (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn. Ambulances must be called for a child who may require an epi-pen. Prescribed Cetrizine may be given if slight tingling of the lips occurs following ingestion of possible irritants for nut allergy sufferers. This is a liquid medicine stored with the Epi-pen. If symptoms are more severe, the epi-pen should be given immediately. An ambulance must be called immediately. Parents should be contacted after this call has been made.

COMPLAINTS

Should parents be unhappy with any aspect of their child's care at Bredenbury Primary School, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be managed. If this does not resolve the problem or allay concern, the problem should be brought to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the Bredenbury Primary School's Complaints Procedure.

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TRAINED STAFF

School First Aiders (full certificate) are:

Mrs S Hanson

Mrs L Robson Tull

Paediatric First Aid:

Mrs C Haynes

Mrs V Davies

Named people for administering medicines:

As Above

CONCLUSION

In making these arrangements the Governing Body has taken 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.

Our Governing Body will endeavour to:

- ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life
- ensure that our arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school

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- ensure the arrangements 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
- ensure that staff are properly trained to provide the support that pupils need
- ensure that pupils with medical conditions receive their entitlement to a full education and have the same rights of admission to school as other children (no child with a medical condition will be denied admission or prevented from taking up a place in our school because arrangements for their medical condition have not been tried to be met)
- ensure that the arrangements Bredenbury Primary School has put in place are sufficient to meet our statutory responsibilities
- and ensure that the policy, plans, procedures and systems are properly and effectively implemented

For more in depth guidance please refer to the DfEE document '***Supporting pupils at school with medical conditions***'.