

The Federated Schools of
Wood Street Infant School
&
Worplesdon Primary School



Managing Medical Needs Policy

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Managing Medical Needs Policy

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This policy should be read in conjunction with the school’s policies for SEND and Accessibility Plan.

Compliance

This policy complies with the statutory requirement laid out in Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions

Definition

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

- Short-term affecting their participation in school activities which they are on a course of medication.
- Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs)

Aims of the School

The Federated School of Wood Street Infant School and Worplesdon Primary School are committed to providing an appropriate and high quality education to all the children attending the schools. We ensure that children at our schools 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. We also ensure that the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents/carers and the pupils themselves.

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Procedure

When a child is identified as requiring support for a medical condition we will ensure that:

- Sufficient staff are suitably trained
- All relevant staff are made aware of the child's medical condition
- Cover arrangements in case of staff absence is always available
- Cover teachers are briefed
- Risk assessments for visits and activities outside the normal timetable are carried out
- All medical needs and medication are recorded on medical tracker, including when children are given their medication in school.
- Individual Healthcare Plans (IHPs) are created and monitored for children with ongoing or long term medical condition.
- Transitional arrangements between schools are carried out

If a child's needs change, the above measures are adjusted accordingly

Where the child is joining our school at the start of an academic year arrangements should be in place for the start of the term. If they join or are diagnosed mid-term, arrangements will be put in place as soon as possible, ideally within two weeks.

Individual Healthcare Plans (IHPs)

Any pupil with a long term medical condition requiring medication (whether the medication is short term or long term) or support in school should have an individual healthcare plan which details the support that child needs. The class teacher must ensure the SENDCo is informed straight away of any changes in medication. If the parents/carers, healthcare professional and school agree that a 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. School staff will remember that behind every medication there is a child whose emotional and physical wellbeing must be cared for.

The following information should be considered when writing an individual healthcare plan:

- 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
- arrangements for written permission from parents and the Head of School for medication to be administered by a member of staff or self-administered (children who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision)
- 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
- confidentiality
- what to do if a child refuses to take medicine or carry out a necessary procedure

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- what to do in an emergency, who to contact and contingency arrangements
- where a child has SEND but does not have an Education, Health and Care plan (EHCP), their special educational needs should be mentioned in their individual healthcare plan if deemed necessary and appropriate

Roles and Responsibilities

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

Pupils

- should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP.

Parents/Carers

- 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 IHP.
- should carry out any action they have agreed to as part of the IHP implementation.

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 children with medical conditions. All staff to complete yearly medical training.
- any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help, especially in the event of an emergency.

SENDCO (Special Educational Needs and Disabilities Coordinator)

- is responsible for the development of IHPs. IHP's will be shared with staff and uploaded to medical tracker.
- 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.

Head Teacher

- 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 child's condition.
- should ensure sufficient numbers of staff are trained to implement the policy and deliver IHPs, including in emergency and contingency situations, and they are appropriately insured.

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 children with medical conditions.
- must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk.

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Healthcare professionals

- should notify the school nurse or relevant school staff 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. Epilepsy, diabetes).

Unacceptable Practice

The following practice is considered not acceptable:

- preventing children from easily accessing their medication and administering it when and where necessary.
- assuming children with the same condition require the same treatment.
- ignoring the views of the child, their parents/carers; ignoring medical advice or opinion.
- sending children with medical conditions home frequently or prevent them from staying for normal school activities (unless specified in IHP).
- penalising children for their attendance record if their absences are related to their medical condition that is recognised under this policy.
- preventing children from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively.
- to require parents to attend school to administer medication or provide medical support to their child, including toileting issues.
- preventing children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips (such as requiring parents to accompany the child).

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.