



The Fairlawn and Haseltine Federation Policy for supporting Pupils with Medical Conditions

This policy should be read in conjunction with the First Aid policy, Medicines in schools and, if applicable, the SEN policy and Intimate Care policy.

This policy is written in regard to 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.

Aims

To ensure pupils at school 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.

To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.

Procedure

The SENCO is responsible for ensuring that whenever the school is notified that a pupil has a medical condition:

- sufficient staff are suitably trained to be able to support and provide advice to other staff regarding medical conditions
- all relevant staff are made aware of a child's condition
- cover arrangements in case of staff absence is always available
- cover teachers are briefed
- risk assessments for visits and activities out of the normal timetable are carried out
- individual care plans are monitored (at least annually)
- transitional arrangements between schools are carried out
- if a child's needs change, the above measures are adjusted accordingly

Where children are joining Fairlawn at the start of a new academic year, these arrangements should be in place for the start of term. Where a child joins mid-

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term or a new diagnosis is given, arrangements should be in place as soon as

possible, ideally within two weeks.

Any pupil with a serious medical condition requiring medication or support in school should have a care plan which details the support that child needs. Any pupil with a prescription for an inhaler or a diagnosis of asthma keeps a spare pump in school and their information is kept on file. This is reviewed yearly.

Care plans (CPs)

The following information should be considered when writing an individual care 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 teacher 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
- what to do in an emergency, who to contact and contingency arrangements

Roles and Responsibilities

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

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

The Head of school

- 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 CPs, including in emergency and contingency situations, and they are appropriately insured
- is responsible for the development of CPs
- 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

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
- any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help
- Any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned

School Nurses

- are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school

- may support staff on implementing a child's CP and provide advice and liaison

Other healthcare professionals

- should notify the school nurse 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. Asthma, diabetes)

Pupils

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

Parents

- 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 CP
- should carry out any action they have agreed to as part of the CP implementation
- Where parents have asked the school to administer the medication for their children it must be clearly labeled and a permission slip signed

Date Agreed: September 2014

Written By: Hania Ryans and Emily Bruggy

Review Date: September 2015

Signed Head teacher:

Signed Chair of Governors: