Green Shoots Partnership

Respect Reflection Responsibility Resilience

Supporting Pupils with Medical Needs Policy Conditions

Our Vision

Green Shoots Partnership is a nurturing federation with a strong sense of pride and belonging, with the belief that all have the potential to thrive.

Our Purpose

We exist to cultivate a love of learning by broadening horizons and opening minds to new possibilities. Through our Partnership Values, we grow confident individuals who aspire to shape the future.

Meadowside Primary School

Great Doddington Primary School

Last Updated: September 2024

EQUALITY DUTY

At Green Shoots Partnership we want everyone to reach their full potential and to ensure that all members of our community are treated fairly in all situations.

The Equality Act provides us with a framework to support our commitment to valuing diversity, tackling discrimination, promoting equality and fostering good relationships between people.

Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how our federation will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including off site trips and sporting activities

The governing body will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupil's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring individual medical plans

Legislation and Statutory Responsibilities

This policy meets the requirements under 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.

It is also based on the Department for Education's statutory guidance: Supporting pupils at school with medical conditions.

Roles and Responsibilities

The Governing Body

The governing body has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing body will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

The Executive Head Teacher and Head of School

The Executive Head Teacher and Head of School will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual medical plans including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a pupil's condition
- Take overall responsibility for the development of individual medical plans
- Make sure that federation staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Parents

Parents will:

- Provide the federation with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's individual medical plan and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the individual medical plan e.g. provide medicines and equipment

Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their individual medical plans. They are also expected to comply with their individual medical plans.

School nurses and other healthcare professionals

Our school nursing service will notify the federation when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. They may also support staff to implement a pupil's individual medical plan.

Healthcare professionals, such as GPs and Paediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition. They may also provide advice and support on developing an individual medical plan.

Equal Opportunities

Our federation is clear about the need to actively support pupils with medical conditions to participate in off-site trips and visits, or in sporting activities, and not prevent them from doing so.

The federation will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on off-site trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

Being Notified That a Child Has a Medical Condition

When the federation is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an individual medical plan.

The federation will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our federation.

Individual Health Plans

The Executive Head Teacher and Head of School has overall responsibility for the development of individual medical plans for pupils with medical conditions. This has been delegated to the SENDCo and Deputy SENDCo.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When

- By whom

Not all pupils with a medical condition will require an individual medical plan. It will be agreed with a healthcare professional and the parents when an individual medical plan would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the Executive Head Teacher and /or Head of School will make the final decision.

Plans will be drawn up in partnership with the federation, parents and a relevant healthcare professional, such as the school nurse, specialist or Paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

Individual medical plans will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has SEND but does not have an EHC plan, the SEND will be mentioned in the individual medical plan.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The SENDCO, Executive Head Teacher and Head of School will consider the following when deciding what information to record on the individual medical plans:

- 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, e.g. crowded corridors, travel time between lessons
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will 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 pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the federation needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents, the Executive Head Teacher and Head of School 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 pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements

Managing Medicines

Prescription medicines will only be administered at school:

A form must be filled in with the details of the medication; this will need to be given to the office staff before the medication can be left in school. The original box or packaging with the child's name clearly written. The date must also be visible and the dosage and time to be administered. The medication can only be given in school if it is oral suspension or tablet to be taken orally. The federation only administers medicines that are four times per day to support the family with spacing of doses in a 24 hour period.

The federation will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The federation will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

All controlled drugs will be kept in a securely in the school office and only named staff have access. Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

Medicines required to be taken off school site will be collected by the class teacher from the school office. Only the required dosage (x 2 in the case of tablets) will be taken off site along with the record sheet, original packaging inc. original information sheet. All medication and documentation must be returned to the school office as soon as child returns to school site.

Pupils managing their own needs

Pupils will be not be allowed to carry their own medicines or relevant devices. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the individual medical plan and inform parents so that an alternative option can be considered, if necessary.

Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be stored in a class or individual 'grab bags' making them readily available to pupils and not locked away. Pupils will access these under adult supervision. A record of any doses used will be recorded and will be kept with the medication. During lunch breaks, PE lessons, off site visits or in the event of an evacuation grab bags will be taken from the classroom by the class teacher/or collected by the LTS for the duration of the break and /or activity.

Unacceptable practice

Green Shoots staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual medical plans
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the federation is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in federation's toilets

Emergency Procedures

Staff will follow the federation's normal emergency procedures (for example, calling 999). All pupils' individual medical plans will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of individual medical plans. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the SENDCo, Executive Head Teacher and Head of School. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the individual medical plans
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

Record Keeping

The governing body will ensure that written records are kept of all medicine administered to pupils. Parents will be informed if their pupil has been unwell at school. Individual medical plans are kept in a readily accessible place which all staff are aware of.

Liability and Indemnity

The governing body will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the class teacher in the first instance. If the class teacher cannot resolve the matter, parents can request to meet with the SENDCo and Pastoral Manager in the first instance. If parents still feel that the issue is unresolved they will be advised to follow the school's complaints procedure.

Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy
- Inclusion Policy

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Appendix 1: Being notified a child has a medical condition

