



## SUPPORTING PUPILS WITH MEDICAL CONDITIONS

### STATEMENT OF INTENT

1.1 We value all children equally and we ensure that all pupils with medical conditions, in terms of both physical and mental health, are supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.

1.2 At Riverside we will ensure the needs of pupils with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.

### PROCEDURE

2.1 **Helen Baldry** is the Head of School with the overall responsibility for pupils with medical conditions.

2.2 Whenever the school is notified that a pupil has a medical condition, we will ensure:

- sufficient staff are suitably trained
- relevant staff are aware of a child's condition
- arrangements to cover staff is in place
- cover teachers are briefed
- risk assessments for extra-curricular visits/activities are carried out
- individual care plans are monitored and reviewed
- transitional arrangements between schools are effective
- adjustments as required are made accordingly.

2.3 On entry to school these arrangements will be put into place within two weeks of a parent notifying the school of a medical condition.

2.4 Any pupil with a medical condition that requires medication or support in school will have an individual care plan which details the support that pupil needs. If a parent, health care professional and the school agree that a care plan is inappropriate or disproportionate, a record of the pupil's medical condition and any implications for the pupil will be kept on file in the Head of School's office.

2.5 There is an expectation that medicines will only be taken in school when they are essential (i.e. where it would be detrimental to a pupil's health if the medicine was not administered during the school day). It is anticipated that whenever possible parents would arrange the dosage to be administered at home before/after school.

### Individual Care Plan

3.1 The following information will 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 an emergency
- who will provide support, their training needs, expectations of their role, confirmation of their proficiency and cover arrangements
- who in school needs to be aware of the pupil's condition and the support required
- arrangement for written permission from parents and the Head of School for medication to be administered by a member of staff or self-administered (pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision)
- separate arrangements/procedures required for school trips or other extra-curricular school activities that will facilitate participation
- confidentiality
- what to do if a pupil refuses to take medicine or carry out agreed procedure
- what to do in an emergency
- if a pupil's SEN details should be mentioned.

### **Managing medicines**

4.1 The school will only accept medicines that have been prescribed by a doctor or dentist and will only be administered by a member of staff (or supervised by a member of staff if the pupil is managing own medication) with the exception of asthma pumps. Large amounts of medicine will not be stored.

4.2 Medicines must be provided in original containers as dispensed by a pharmacist and include the prescriber's instructions for administration. The following information must be included on the label:

- pupil's name
- name of medication
- dosage
- frequency of administration
- date of dispensing
- storage requirements
- expiry date.

4.3 Parents must sign a permission form (available from the Head of School and/or the website) before medicines will be administered.

4.4 Parents are able to come into school and administer medicines at lunch and break times with prior consent from the Head of School.

4.5 Medicines will be stored appropriately as directed by the Head of School.

4.6 Arrangements for taking any necessary medicines on school trips will be agreed with the Head of School and the member of staff with overall supervision responsibility prior to the day of the trip.

4.7 Pupils must not carry cough sweets, aspirin or any other medicines in school.

4.8 Pupils will have free access to their asthma pump. Asthma pumps are stored in classrooms.



### **Protocol for accepting pupils back into school whilst on crutches**

5.1 A letter is required from a medical professional (GP, hospital) before a pupil may return to school on crutches. This letter must detail:

- that the pupil is required to use crutches at school
- that the pupil will be able to manage multiple staircases, particularly in cases of an emergency response
- how long (approximately) this will be for
- the next appointment at the fracture clinic/physiotherapy

5.2 Looking after pupils on crutches, particularly in the main building, is not a responsibility to be taken lightly by the school and poses a risk without clear medical information. In some cases, such as leg injury, pupils may not be able to attend school.

5.3 A meeting will be held between a parent and the Head of School prior to the pupil returning to school to:

- discuss any protective footwear worn and its suitability
- agree collection arrangements
- consider ways of travelling within the school, highlighting potential risks
- discuss any further support, including medication
- confirm emergency contact details
- agree arrangements for when there are practical activities on the timetable
- write an agreed risk assessment.

## **ROLES AND RESPONSIBILITIES**

6.1 Supporting a pupil with a medical condition during school hours is not the sole responsibility of one person. The school works collaboratively with any relevant personnel to provide effective support.

6.2 The governing body must:

- make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented
- ensure sufficient staff receive suitable training and are competent to support pupils with medical conditions
- ensure the appropriate level of insurance is in place and appropriately reflects the level of risk.

6.3 The Head of School must:

- ensure all staff are aware of this policy and understand their role in its implementation
- ensure all staff who need to know are informed of a pupil's medical condition
- ensure sufficient numbers of staff are trained to implement the policy and deliver the requirements of care plans, including emergency and contingency situations, and they are appropriately insured
- be responsible for the development of care plans
- contact the school nursing service in the case of any pupil with a medical condition who has not been brought to the attention of the school nurse.
- provide support to pupils with medical conditions, including the administering of medicines.

6.5 All school staff will:

- be familiar with normal precautions for avoiding infection and follow appropriate hygiene procedures



- be asked to provide support to pupils with medical conditions
- receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting pupils with medical conditions
- know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

6.6 The school nurse will:

- be responsible for notifying the school when a child has been identified as having a medical condition which will require support at school
- support staff on implementing a pupil's care plan and provide advice.

6.7 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
- provide advice on developing care plans
- provide support through specialist teams for particular conditions (e.g. diabetes).

6.8 Pupils should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their care plan.

6.9 Parents must provide the school with sufficient, up-to-date information about their child's medical needs and be involved in developing and reviewing their child's care plan, including carrying out any action agreed.

## **SPECIAL CONSIDERATION**

7.1 The school does not have to accept a child identified as having a medical condition at times when it would be detrimental to the health of that child or others to do so.

7.2 The following practice is considered unacceptable:

- preventing pupils from easily accessing their medication and administering it when and where necessary
- assuming pupils with the same condition require the same treatment
- ignoring the views of the pupil, their parents or medical advice
- frequently sending pupils home or preventing them from participating in normal school activities unless specified in their care plan
- penalising pupils for their attendance record if absences are related to their identified medical condition
- preventing pupils from eating, drinking or taking toilet breaks whenever they need to in order to manage their medical condition effectively
- requiring parents to attend school to administer medication or provide medical support
- preventing pupils from participating in any aspect of school life, including school trips.

## **COMPLAINTS**

Parents or pupils who are dissatisfied with the support provided should discuss their concerns with the Head of School. If talking to the Head of School does not resolve the issue, parents may make a formal complaint via the school's complaints procedure.

