

Hillshott Infant School and Nursery

2024



Supporting Children with Medical Conditions Policy

The named members of school staff responsible for this medical conditions policy and its implementation are:

Claire Bunyan	SENCO
Melissa Peacock	Headteacher

The policy framework describes the essential criteria for how a school can meet the needs of children and young people with long-term conditions. It is in line with DfE statutory guidance on Supporting Pupils with Medical Conditions (2014) for governing bodies of maintained schools and proprietors of academies in England

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/349435/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf

DfE guidance

Governing bodies should ensure that all schools develop a policy for supporting pupils with medical conditions that is reviewed regularly and is readily accessible to parents and school staff.

Governing bodies should ensure that the arrangements they set up include details on how the school's policy will be implemented effectively, including at least two named people who have overall responsibility for policy implementation.

Details should include:

- who is responsible for ensuring that sufficient staff are suitably trained,
- a commitment that all relevant staff will be made aware of the child's condition,
- cover arrangements in case of staff absence or staff turnover to ensure someone is always available,
- briefing for supply teachers,
- risk assessments for school visits, holidays, and other school activities outside of the normal timetable,
- monitoring of individual healthcare plans.

Hillshott Infant school and Nursery is an inclusive community that supports and welcomes pupils with medical conditions.

- All children with medical conditions will be provided with the same opportunities as other pupils.
- No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
- We will listen to the views of pupils and parents/carers.
- Pupils and parents/carers will feel confident in the care they receive from us and the level of that care meets their needs.
- Staff understand that the medical conditions of pupils at Hillshott may be serious, adversely affect a child's quality of life and impact on their attendance, ability and/or wellbeing.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school and local health community understand and support the medical conditions policy.
- We understand that not all children with the same medical condition have the same needs; our school will focus on the needs of each individual child.
- The school recognises its duties as detailed in Section 100 of the Children and Families Act 2014. (Other related legislation is referenced in DfE guidance p21). Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, this school complies with their duties under that Act.
- Some children with a medical condition may also have special educational needs or disabilities (SEND) and may have an Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEND, this policy should be read in conjunction with the Special Educational Needs and Disability (SEND) policy.

This policy was originally developed in consultation with a range of local key stakeholders within both the school and health settings.

- Stakeholders include pupils, parent/carers, school nurse, school staff, governors, and relevant local health specialist services.

This policy is made available to staff, parent/carers and other key stakeholders to ensure its full implementation.

- Pupils, parents/carers, relevant local healthcare staff, and other external stakeholders can access this policy on the school website or by requesting a copy via the school office.
- This policy is emailed to all staff, with a hard copy made available in school.

All staff understand and are trained in what to do in an emergency for children with medical conditions at Hillshott Infant School and Nursery.

- All school staff are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed in line with recommendations.
- All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at this school have an Individual Healthcare Plan (IHCP)¹. The IHCP will detail the child's condition, along with any daily care requirements, signs of an emergency and the actions that need to be taken. This is developed in conjunction with the child's parent and if necessary, a relevant healthcare professional.
- For children with medical conditions that are deemed low risk if managed by medication or a pump, e.g. asthma, minor allergies, parents will be asked to complete a medication consent form. This is kept with the child's medication in the school office and relevant staff are made aware of the procedures.
- We make sure that all staff providing support to a child have received suitable training and ongoing support to ensure that they have confidence to intervene as necessary. For high-risk conditions, training materials will be provided by a specialist nurse, school nurse or other suitably qualified healthcare professional. Parents/carers may also provide training, depending on the nature of the condition.
- The school keeps a record of all training undertaken and by whom.

All staff understand and are trained in the school's general emergency procedures.

- All staff are aware of the content of this policy, know what action to take in an emergency and receive annual refresher training in asthma, anaphylaxis and if required, epilepsy and diabetes. School staff will receive basic First Aid training every three years, with named First Aiders undertaking a higher level of training as and when required.
- The School Nursing team will provide whole-school training, or send resources and digital links for training in common conditions e.g. asthma, allergies, epilepsy and diabetes² as requested.
- If a child is at school and needs to be taken to hospital, a member of staff (preferably known to the child) will stay with them until a parent/carer arrives, or they will accompany the child in the ambulance. Staff will not take children to hospital in their own car.
- Children at this school learn what to do in an emergency situation through age appropriate lessons, assemblies or guidance from external visiting professionals e.g. the fire and rescue service.

Hillshott Infant School and Nursery has clear guidance on providing care and support and administering medication at school.

- We understand the importance of medication being taken and care received as detailed in the pupil's IHCP or medication consent form.
- Medication will only be administered when it would be detrimental to a child's health or school attendance not to do so.

¹ An example template for an IHCP has been produced by Dfe - see template A.

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

² For pupils requiring insulin injections/insulin via pumps or blood glucose monitoring in schools the Paediatric Diabetes Team will provide this level of training and education.

- We will ensure that staff are shown how to administer medication correctly. This includes staff who step in to cover any absences or other contingencies. This school's governing body has made sure that there is an appropriate level of insurance and liability cover in place.³
- This school will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances where oral consent has been obtained in an emergency. We will only administer medication that requires 4 or more doses a day as families with medications of lower dosages can cycle the dosages around the school day.
- When administering medication, for example pain relief, this school will check the maximum dosage on the label and consent form, and check when the previous dose was given at school. Parents/carers will be informed of times when medicine has been administered.
- Hillshott school will make sure that the child's parent, carer or trained member of staff is available to accompany a child with a medical condition on an off-site visit. The child's medication will be carried by the child's parent, carer or trained staff member supporting the child.
- Parents/carers at this school understand that they should let the school know immediately if their child's needs change.
- Staff and parents should be made aware that we do not currently hold an emergency salbutamol inhaler or auto-injector.

Hillshott Infant School and Nursery has clear guidance on the storage of medication and equipment at school.

- We make sure that all staff understand what constitutes an emergency for an individual child and ensure that emergency medication/equipment, e.g. asthma inhalers, auto-injectors etc. are readily available wherever the child is in the school and on off-site activities, and are not locked away.
- We store controlled drugs securely in a labelled container that is kept within the main school office, with only trained staff being able to administer a controlled drug to a pupil.
- We will make sure that all medication is stored safely, out of reach of other pupils but easily accessible by staff. Pupils with medical conditions should know where their medication is at all times. Under no circumstances will medication be stored in first aid boxes.
- We will only accept medication that is in date, labelled and in its original container including prescribing instructions for administration. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Parents/carers are asked to collect any medications/equipment at the end of the school term, and provide new and in-date medication at the start of each term.
- We dispose of needles and other sharps in line with local policies. If appropriate Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

This school has clear guidance about record keeping.

³ For school's covered by HCC's insurance where an IHCP is in place; parents have consented for the school to administer medication / meet other support needs as part of that plan; trained staff undertake these support needs and record keeping in relation to administration is robust then liability cover would be in place for common treatments administered by staff. (e.g. in relation to oral medication, inhalers, epi-pens, pre-packaged doses via injection etc.)

The insurance section have a detailed list of treatments which are covered, if you have pupils with significant medical needs contact insurance@hertfordshire.gov.uk or by phone on 01992 555480 for further advice and to ensure coverage.

Where schools are not covered by HCC's insurance they should check with their own insurers.

- As part of the school's admissions process and annual data collection exercise parents/carers are asked if their child has any medical conditions. These procedures also cover transitional arrangements between schools.

Children with an Individual Health Care Plan (IHCP)

- The School SENCO is responsible for creating, monitoring and reviewing IHCPs.
- IHCPs are reviewed at least once per year, or whenever the child's needs change.
- The child's class teacher, parent/carers, specialist nurse (where appropriate) and relevant healthcare services all hold a copy of the child's IHCP. Other school staff are made aware of all pupils with an IHCP and have access to these in the staffroom.
- We seek permission from parents/carers before sharing any medical information with any other party.
- We keep an accurate record of all medication administered, including the dose, time, date and supervising staff.

Hillshott Infant School and Nursery ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- We are committed to providing a physical environment accessible to children with medical conditions. Children and parents are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out-of-school activities.
- As the school is a very old building with many stairs, consultation with relevant parties would take place regarding accessibility as needed. Every practical effort would be made to adapt the environment to meet the needs of pupils.
- We make sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social impact that pupils with medical conditions may experience and use this knowledge, alongside the school's Anti Bullying Policy, to help prevent and deal with any issues. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions and a diverse array of books containing characters with SEND and medical conditions are available for staff and children to read in our school library.
- We understand the importance of all pupils taking part in off site visits and physical activity and that all relevant staff make reasonable and appropriate adjustments to such activities to ensure they are accessible to all pupils. This includes out-of-school clubs run by school staff and team sports. Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual needs.
- All relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a child's medical condition when exercising and how to minimise these.
- Pupils with medical conditions who are finding it difficult to keep up educationally will be referred to the SENCO.
- For further information about how we aim to improve curriculum access, physical access and access to information, please read our Accessibility Plan. This is available to view on the school website.

Hillshott Infant School and Nursery is aware of the common triggers that can make common medical conditions worse or can bring on an emergency.

- We are committed to identifying and reducing triggers both at school and on out-of-school visits.
- This school ensures that a risk assessment is carried out before any out-of-school visit. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.
- Staff training includes risk awareness and discussions on how to reduce exposure to common triggers.
- We review all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

Children with medical absence

- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a child's medical condition.
- We will not penalise pupils for their attendance if their absences relate to their medical condition. Where attendance falls to a low level without clear reasoning, families may be called in for a meeting with the school business manager and SENCO / family support worker to find out whether any further support is required.
- Parents/carers will be asked to provide relevant information about treatments/attendance at appointments/reasons for absence in order to allow staff to plan support for children.
- All staff take responsibility for the identification of the children who are on school roll, but are absent from school with a medical need which impacts on their ability to access the curriculum.
- Where a child's absence is likely to be long-term, the SENCO will create a Pastoral Support Programme (PSP) and liaise with the local authority (ISL), parents and any other relevant agencies. The PSP will state how the child's education will be supported outside of school, and propose a plan for their transition back into school. The PSP will be reviewed at agreed intervals with parents and professionals, and updated where necessary.

Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

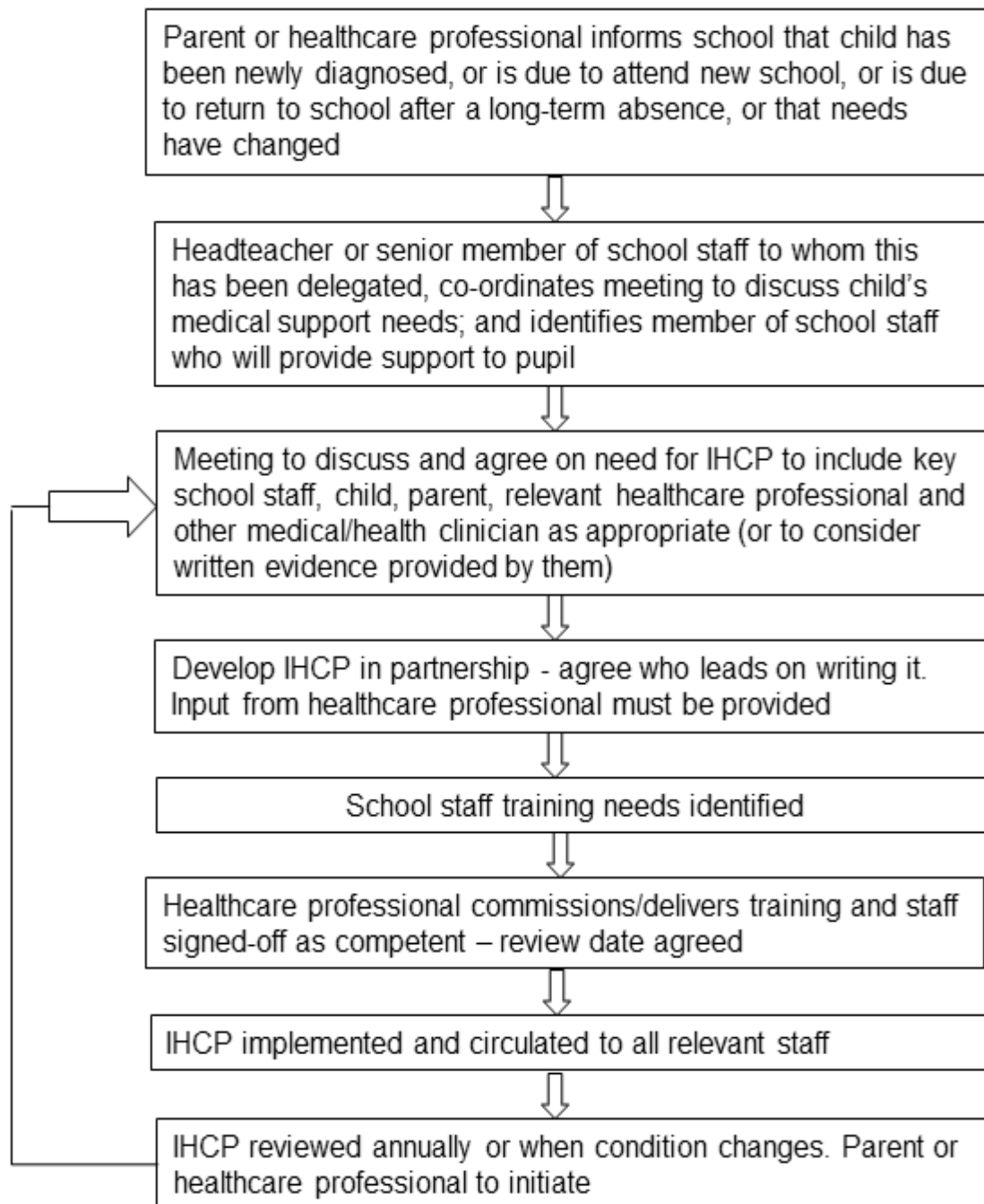
- We work in partnership with all relevant parties including the child (where appropriate), parent/carer, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- Key roles and responsibilities are outlined in Appendix 1.

The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.

- Should parents and pupils be dissatisfied with the support provided they should discuss these concerns with the Headteacher. After discussion with the Headteacher and after reasonable time to resolve issues has been given, if there are still concerns then the parents or carers should refer any remaining concerns to the Chair of Governors.

Appendix 1

Model process for developing individual healthcare plans



Appendix 2

Roles and responsibilities

Governing bodies – must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They should also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

Headteacher – should ensure that their school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. Head teachers should ensure that all staff who need to know are aware of the child's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. Headteachers have overall responsibility for the development of individual healthcare plans. They should also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. They should contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.

School staff – any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

School nurse – every school has access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they will do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition.

Other healthcare professionals - including GPs, paediatricians, nurse specialists/community paediatric nurses – should notify the school nurse and work jointly when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Anyone dealing with the medical care of a pupil in school should contact the named school nurse for that school to ensure a coordinated approach.

Pupils – with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support

needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions.

Parents/carers – should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents/carers are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

The policy will be reviewed as needed to comply with current legislation and the needs of particular groups or individual children who may attend the school. It will also be reviewed every 2 years as part of annual reviews of policy documents.