

# Ravensthorpe Primary School



## Medical Needs Policy

Status  
Governing Body Monitor  
Staff Lead SENCo

Publication Date November 2019  
Reviewed November 2021

Next Review Autumn 2022

**Ravensthorpe Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

### **Supporting students with medical conditions**

Students at school with medical conditions should be properly supported so that they can play an active part in school, remaining healthy and able to achieve their academic potential, with full access to education, including school trips and physical education.

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions.

### **Definition of the term Medical Condition used in this context**

A medical condition that is long term with acute episodes, requires ongoing support, and involves the need for medication and/or care whilst at school. The condition will need monitoring and could require immediate intervention in emergency circumstances.

Some children with medical conditions may be disabled. Where this is the case the Governing body must comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have an Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision. For children with SEND, this guidance should be read in conjunction with the SEND code of practice and the school's Local Offer.

### **Rational**

Ravensthorpe School wishes to provide a fully inclusive educational setting. To do this we need to ensure that correct procedures and protocols are in place to enable any pupil with a long-term medical condition to be able to attend school or have minimum disruption to their education.

### **Aims**

- To ensure as little disruption to our pupils education as possible.
- To develop staff knowledge and training in all areas necessary for our pupils.
- To ensure we develop links with all outside agency support systems.
- To ensure safe storage and administration of agreed medication.
- To provide a fully inclusive school.

### **Definition**

This policy relates to pupils who have a recognised medical condition, which will last longer than 15 days and will require the pupil to have an individual health care plan (IHCP) protocol in school.

### **Individual Healthcare Plans must:**

- Be clear and concise.
- Be written in partnership with parents, child, healthcare professional and key staff.
- Be reviewed annually or when there is a change in the condition of the child.
- Be easily accessible whilst preserving confidentiality. Securely stored on scholar pack (electronic record), by class teachers within their classroom and within PPA room.
- Outline educational provision if the student is unable to attend school.
- Contain details of the medical condition, its triggers, signs, symptoms and treatments.
- Include relevant SEN information.
  - Provide details of the student'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, modifications to buildings, furniture or equipment, and environmental issues
  - Outline specific support for the student's educational, social and emotional needs – for example, how absences will be managed, changes to the school day and details of a personalised curriculum, requirements for extra time to complete tests, use of rest periods or additional support in catching up with lessons, counselling sessions etc.
  - Outline the level of support needed. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.
  - State who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable.

**The school will:**

- Ensure that students with medical conditions are identified as they transfer to the school and through the ongoing annual data check process.
- Arrange for written permission from parents/carers and the Headteacher for medication to be administered by a member of staff, or self-administered by the student during school hours.
- Have separate arrangements in place for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, e.g. risk assessments.
- Designate individuals to be entrusted with information about a student's condition; where confidentiality issues are raised by the parent/child.
- Have an identified key worker trained to specifically meet the needs of students with an Education Health and Care Plan linked to a medical condition.

- Always have a minimum of two members of staff available trained in first aid response with knowledge of the students with medical conditions and access to their IHCPs.
- Be clear about what to do in an emergency, including who to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their Individual Healthcare Plan.
- Make all staff working directly with students aware of the students in the school with medical conditions, through ensuring the plans are on ScholarPack and securely stored in classrooms. Allergy plans are also safely displayed in the school kitchen. Staff working with the child to sign to say they have read the plan.
- Provide sufficient training for staff to meet the needs of students at the school with medical conditions.

### **Identification**

We will work with the parents and medical professionals to ensure we have specific protocols in place as soon as the child starts school. This may take the form of information sharing, developing specific care plans, organising training, employing new staff or reorganising classroom facilities. We will also regularly send out medical questionnaires to parents to ensure all our records are up to date.

### **Provision and Organisation**

The school will follow the guidance given by relevant professionals regarding supporting pupils with medical needs in school. This policy will be kept alongside that guidance to provide a management strategy to fully support the needs of all staff, pupils and parents.

Training regarding specific conditions will be delivered as required. This is usually within the term of a new pupil beginning school but if necessary before they commence their education at Priory. First aid training will continue to be under the guidance of the Health and Safety Policy. The school nurse liaises with the school and is available by email and phone for support. Pupils requiring continuous support for a medical condition will be given an Individual Health Care Plan (IHCP).

### **Individual Health Care Plans (IHCP) (See Appendix 1)**

The main purpose of an IHCP is to identify the level of support that is needed at school for an individual child. The IHCP clarifies for staff, parents/carers and the child the help the school can provide and receive. These plans will be reviewed annually as a minimum, or more frequently at the request of parents/carers or the school. As required an IHCP will include:

- Details of the child's condition
- What constitutes an emergency
- What action to take in an emergency
- What not to do in the event of an emergency
- Who to contact in an emergency

- The role of staff
- Special requirements e.g. dietary needs, pre-activity precautions
- Side effects of medicines
- The child's input

A copy will be given to parents/carers, class teachers/relevant support staff, displayed on the medical needs board in the PPA room and a copy will be retained in the medical needs file in the office and the child's individual file. The general medical information sheet given to all staff will indicate that the child has an IHCP. All trained staff will ensure they are aware of the protocols and procedures for specific pupils in school through attending training provided and reading care plans devised for individual pupils.

Pupils will not be able to carry any medication with the exception of epipens, inhalers for asthma control, or care plan specified medication. No pupil is allowed to have any non-prescription drugs in school; this is to ensure that no pupil unwittingly or otherwise gives another pupil his or her medication. Medication will be stored in the main school office apart from the specified medication carried in the medical bags worn by the child (inhalers and epipens).

### **Roles and Responsibility**

The ultimate responsibility for the management of this policy in school is with the Executive Head teacher, Head of School and Governing Body. The SENCO will manage the policy on a day-to-day basis and ensure all procedures and protocols are maintained.

### **School Visits**

At Ravensthorpe, no child will be excluded from a trip because of their medical needs and this must be considered when plans are made. When preparing risk assessments staff must consider any reasonable adjustments they might make to enable a child with medical needs to participate fully and safely on visits.

Additional safety measures may need to be taken for outside visits and it may be that an additional staff member, a parent/carer or other volunteer might be needed to accompany a particular child. Arrangements for taking any medicines will need to be planned or as part of the risk assessment and visit planning process. A copy of IHCP should be taken on trips and visits in the event of information being needed in an emergency. When the administration of non-emergency medication is required staff may exercise their voluntary right to not administer, this right maybe selective on the grounds of the type of medication in question. The members of staff willing to administer the medication to a pupil should be recorded in the individual care plan and this voluntary responsibility can be withdrawn at any time.

### **Other Support**

Outside agencies such as:

- School Nurse Service

- Medical specialists relating to pupil
- Social Services
- SEN Advisory Team
- Specialist Support Groups
- Educational Psychology Team
- Child Protection Team

All will be regularly contacted to support and advise school in the devising and management of this policy.

### **Monitoring and Evaluation**

This policy will be monitored yearly and updated when necessary ensuring new legislation is incorporated. Staff will regularly receive opportunities to discuss and evaluate the management of the procedures and protocols in school. This policy will also be made available to parents on the school website. We will ask parents for annual updates regarding medical information.

## Appendix 1 – Individual Healthcare Plan Process

Parents should advise the school of any medical condition that could impact on a child's education or experience of school. If necessary, and with the agreement of parents, an Individual Healthcare Plan will be produced. Plans should be produced before a child starts school, but there may be conditions which arise whilst a child is at school. In these circumstances, plans will be put in place prior to a child returning (for example following an accident or a period of illness) and the following timescales will not apply. In all cases, communication from parents is vital.

