

Telford Junior School

Supporting Children with Medical Conditions Policy



Reviewed: October 2024

Introduction

The Children and Families Act 2014 placed a duty on the governing bodies of maintained schools, the proprietors of academies, and the management committees of pupil referral units to make arrangements for supporting pupils with medical conditions.

This duty came into force on 1 September 2014, and is set out in section 100 of the Act.

The Department for Education (DfE) has published guidance on supporting children with medical conditions:

- Schools do not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the availability of evidence.
- This would normally involve some form of medical evidence and consultation with parents.
- Where a child has a special educational need (SEN) identified in a statement or an education, health and care (EHC) plan, the individual healthcare plan should be linked to or become part of that statement or EHC plan.
- Where a child has SEN but does not have a statement or EHC plan, his/her special educational needs should be mentioned in his/her individual healthcare plan.

Telford Junior School wishes to ensure that pupils with medical conditions receive appropriate care and support in school. All pupils have an entitlement to a full time curriculum, or as much as their medical condition allows. This policy has been developed in line with the DfE's statutory guidance. The school will have regard to the statutory guidance issued, taking account of it, carefully considering it and making every effort to comply.

Definition of 'Medical Conditions'

The DfE does not provide a definition of 'medical conditions', or a list of conditions that would be classified as such. The school understands that medical conditions refers to either a physical or mental health medical condition, as diagnosed by a healthcare professional, which results in the child requiring special adjustments for the school day, either on-going or intermittently. This includes a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery treatment or surgery. Being unwell and common childhood diseases are not covered.

Responsibilities

The Local Authority (LA) is responsible for:

1. Promoting co-operation between relevant partners, regarding supporting pupils with medical conditions.
2. Providing support, advice/guidance and training to schools and their staff, to ensure Individual Healthcare Plans (IHP) are effectively delivered.
3. Working with schools to ensure pupils attend full-time, or to make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more, due to a health need, and who otherwise would not receive a suitable education.

The Governing Body of Telford Junior School is responsible for:

1. Ensuring arrangements are in place to support pupils with medical conditions.
2. Ensuring the policy is developed collaboratively, with other relevant professionals/services from outside school, involved in the provision for children with medical conditions.
3. Ensuring the policy identifies roles and responsibilities and that the policy is implemented effectively in school.
4. Ensuring that the policy does not discriminate on any grounds and complies with the Equality Act 2010.
5. Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.
6. Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips /sporting activities, remain healthy and achieve their potential.
7. Ensuring written records are kept of medicines administered to pupils (see Medicines Policy).
8. Ensuring the policy sets out procedures in place for emergency situations.
9. Ensuring appropriate levels of insurance are in place.
10. Handling complaints regarding this policy, as outlined in the school's complaint procedures.

The Head Teacher is responsible for:

1. Ensuring the policy is developed effectively with partner agencies and then making staff aware of the policy.
2. Ensuring that funding is in place to provide the appropriate support for children with medical conditions: to cover staffing, specialist equipment, building modifications and available space for medical treatment/care.
3. If necessary, facilitating the recruitment of staff for the purpose of delivering appropriate support.
4. Ensuring that reasonable cover arrangements are in place in the event of staff absence.
5. Ensuring the necessary staff training is provided by an appropriate provider to a sufficient number of staff members, enabling the delivery of IHPs in normal, contingency and emergency situations.
6. Ensuring with the LA that the correct level of insurance is in place for staff members who support pupils in line with this policy.
7. Ensuring staff comply with confidentiality and data protection guidance and legislation.

The SENCO is responsible for:

1. Supporting teachers, teaching assistants and midday supervisors in implementing the policy for individual children.
2. Liaising with healthcare professionals regarding the training required for staff.
3. Identifying staff who need to be aware of a child's medical condition.
4. Liaising with Schools Health around Individual Healthcare Plans, which will be drafted and produced by Schools Health.
5. Liaising with Schools Health in the case of any child who has or develops an identified medical condition.

Staff members are responsible for:

1. Taking appropriate steps to support children with medical conditions and familiarising themselves with any procedures which detail how to respond when they become aware that a pupil with a medical condition needs help.
2. Knowing where controlled drugs are stored and where the key is held. NB. These are not usually stored on site (see Medicines Policy). Should the need arise in relation to a particular child, relevant procedures would be included in the IHP, which would be shared with all staff involved with that child.
3. Taking account of the needs of pupils with medical conditions in lessons.
4. Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
5. Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.

Schools Health is responsible for:

1. Producing Individual Healthcare Plans (IHP) in consultation with the school, through the SENCO.
2. Notifying the school when a child has been identified as requiring support in school due to a medical condition.
3. Supporting staff in implementing IHPs and then participate in regular reviews of IHPs; giving advice and liaising on training needs.
4. Liaising locally with lead clinicians on appropriate support, assisting the school in identifying training needs and training providers.

Parents and carers are responsible for:

1. Keeping the school informed about any new medical condition or changes to their child's health.
2. Participating in the development and regular review of their child's IHP.
3. Completing a parental consent form to administer medicine or treatment before bringing medication into school.
4. Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine.
5. Carrying out actions assigned to them in the IHP, with particular emphasis on being contactable at all times.

Pupils are responsible for:

1. Providing information on how their medical condition affects them.
2. Contributing to their IHP.
3. Complying with the IHP and self-managing their medication or health needs (including carrying medicines or devices), if judged competent to do so by a healthcare professional and agreed by parents.

Individual Healthcare Plans

IHPs will give due consideration to the following points and support staff in providing the appropriate care and support for a child with a medical condition:

1. The medical condition, its triggers, signs, symptoms and treatments.
2. The pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues.
3. Specific support for the pupil's educational, social and emotional needs.
4. The level of support needed, including emergencies.
5. Who will provide support, their training needs, expectations of their role, confirmation of their proficiency and cover arrangements.
6. Who in school needs to be aware of the child's condition and the support required.
7. Arrangements for written permission from parents (using Warwickshire's 'Consent for the Administration of Medication in School' form) – for medication administered by a member of staff, or where 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).
8. 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.
9. Confidentiality (staffrooms are considered inappropriate locations, under Information Commissioner's Office advice, for displaying IHPs, as visitors/parent helpers, etc. may enter).
10. What to do if a child refuses to take medicine or carry out a necessary procedure.
11. What to do in an emergency, who to contact and contingency arrangements.
12. Where a child has SEN but does not have an Education, Health Care Plan, their special educational needs should be referred to in their Individual Healthcare Plan.

IHPs will be reviewed annually, or when a child's medical circumstances change.

Procedure for Managing Medicines

These are set out in the Medicine's Policy. In the case, of a child requiring a controlled medication, outside the usual kinds of medication that might be brought into school, this will be identified in the child's IHP, along with the procedures for its administration.

Emergency Situations

1. Medical emergencies will be dealt with under the school's emergency procedures, set out in the Health and Safety Policy.
2. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

Access to the Curriculum and Extra Curriculum Activities

Arrangements should be made, and be flexible enough, to ensure pupils with medical conditions can participate in school trips, residential stays and sports activities. They should not be prevented from doing so, unless a clinician states it is not possible.

To comply with best practice, risk assessments should be undertaken, in line with Health and Safety Executive guidance on school trips, in order to plan for including pupils with medical conditions. There should be consultation with parents and healthcare professionals around proposed trips, etc., which are separate to the normal day-to-day IHP requirements for the school day.

Insurance Arrangements

Teachers who undertake responsibilities within this policy will be assured by the school that they are covered by the LA / school's insurance arrangements.

Avoiding Inappropriate Practice

DfE guidance states that schools should highlight practice which is considered unacceptable:

1. Preventing children from easily accessing their inhalers and medication, or from administering their medication when and where necessary.
2. Assuming that pupils with the same condition require the same treatment.
3. Ignoring the views of the pupil and/or their parents, or ignoring medical evidence / opinion.
4. Sending pupils home frequently, or preventing them from taking part in activities at school.
5. Sending the pupil to the first aid area or school office alone, or with an unsuitable escort, if they become ill.
6. Penalising pupils with medical conditions for their attendance record, where the absences relate to their condition.
7. Making parents feel obliged, or forcing parents, to attend school to administer medication, or provide medical support, including around toilet issues.
8. Creating barriers to children participating in school life, including school trips.
9. Refusing to allow pupils to eat, drink or use the toilet, when they need to in order to manage their condition.