



St. Hilary School

Educating Children with Medical or Mental Health Needs Policy

Introduction:

Most children will have at some time a medical condition that may affect their participation in school activities. For many this will be short-term; perhaps finishing a course of medication.

Other children have medical conditions that, if not properly managed, could limit their access to education. Such children are regarded as having **medical needs**. Most children with medical needs are able to attend school regularly and with some support from school, can take part in most normal school activities. However, staff may need to take extra care in supervising some activities to make sure that these children, and others, are not put at risk.

There will be some children whose access to the curriculum is impaired not so much by the need to take medication but that their condition brings with it a level of dependency on adult support to meet their personal needs. This policy seeks to include these children and their needs.

Children with temporary or recurring medical or mental health needs are valued as full and participating members of the school community. They are properly supported in school so that they can:

- Remain healthy
- Play an active role in school life, including taking part in PE and school trips
- Achieve their academic potential

Rationale:

St. Hilary School will do all it can to ensure that such children are supported through their period of absence from school and sensitively re-integrated once they are well enough to attend.

The school will at all times aim to work in partnership with parents to ensure the best possible outcomes and a return to school as soon as possible.

This policy follows the DfE 'Supporting pupils at school with medical conditions guidance' Dec 2015 and ensures the school is compliant with the Equality Act 2010 'to make reasonable adjustments and ensure equality of opportunity for pupils'.

The named person for medical links is: Mrs Jude Gardner

The policy should be read in conjunction with the schools:

- Health & Safety Policy
- First Aid Policy
- Equality & Diversity Policy
- SEN Policy

Roles and RESPONSIBILITIES

Supporting a child with a medical condition is not the sole responsibility of one person. To provide effective support the school will need to work with other agencies.

Governors

The Governing body will ensure that:

- The Headteacher implements this policy effectively.
- The Individual Healthcare Plans are devised, implemented and monitored by the Headteacher/Named lead, working in partnership with the parents, child and relevant healthcare professionals.
- Written records are kept of all medicines administered to children.
- All Individual Healthcare Plans (IHPs) actively support students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.
- That staff are properly trained to provide the support that students need.
- That the school's policy sets out what should happen in an emergency situation.
- That the appropriate level of insurance is in place and appropriately reflects the level of risk, with risk assessment being carried, when appropriate.
- That parents provide the school with sufficient and up-to-date information about their child's medical needs. This will be prompted with an annual data check.

Headteacher

The Headteacher:

- Is responsible for implementing the schools policy in practice and for developing detailed procedures.
- Is responsible for implementing Individual Healthcare Plans (IHP's)
- Should ensure that good lines of communications exist between parents and all relevant education and healthcare professionals.
- Should ensure that school staff receive proper training and support and that they understand their role in implementing the policy.
- Is responsible for the day to day decisions on administering medication.
- Must share information with relevant staff to ensure the best care for the child after seeking parental agreement to do so.
- Should contact the school nursing service if a child with a medical condition requires support at school
- Ensure school staff are given basic first Aid training every 3 years.

Parents & Guardians

Parents should:

- Provide the Headteacher with sufficient information and up to date information about their child's medical condition and treatment to allow the appropriate arrangements to be put in place in school.
- Reach agreement jointly with the school on the school's role in helping with their child's medical needs. Be key partners involved in the development and review of their child's Individual Health Care Plan.
- Should carry out any action they have agreed to as part of its implementation, e.g. provide medicines & equipment agreed to.

School Staff

- Staff are made aware of the school's policy for supporting children with medical needs and have a duty to implement it on a daily basis.
- Staff should provide support to pupils with medical needs, including the administration of medicine in line with the prescribed dosage.
- Staff should follow procedures outlined in a child's Individual Healthcare Plan.
- Staff should take the views of the children and their parents into account; act on medical evidence and opinion but challenge it when appropriate.
- Staff should encourage children with medical conditions to remain in school for normal school activities, including lunch, unless this is specified in their Individual Healthcare Plans and encourage children with medical needs to participate in all aspects of school life including trips.
- Staff should supervise children with medical conditions if they become ill and contact relevant care authorities.
- Staff should not penalise children for their attendance record if their absences are related to their medical conditions e.g. hospital appointments.

Pupils

- Pupils are often best placed to provide information about how their condition affects them. Where age appropriate they will be fully involved in discussions about their medical support needs.
- Where appropriate pupils will be encouraged to be as independent as possible in meeting their own needs- this will be outlined in the Individual Health Care Plan.

Local Authorities

Where children would not receive a suitable education in a mainstream school because of their health needs, the Local Authority has a duty to make other arrangements. Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from school for 15 days or more because of health needs (whether consecutive or cumulative across the year).

School Procedures

Upon entry to the school, information about all medical conditions for all children is collected; this is stored on SIMS and updated annually. All classes and staff are then issued with a data sheet, which is stored in their class, referring to the pupil's medical information and school staff are responsible for ensuring that child's needs are met.

When a parent informs the school of a change to a child's medical condition, if needed a risk assessment will be made e.g. if a child has a broken bone and needs support to access the school building. If necessary an Individual Healthcare Plan can be written (see below).

If condition specific training is needed to enable school staff to support pupils, the named lead will co-ordinate and organise this for individual staff or the school team.

Individual Healthcare Plans

The school, healthcare professionals and parents/carers should agree, based on evidence, when an Individual Healthcare Plan would be inappropriate or disproportionate. Where there is a discrepancy an appropriate healthcare professional should be asked to arbitrate.

Individual Healthcare Plans must:

- Be written by school following guidance as issued by a health professional
- Be clear and concise.
- Be written in partnership with parents, child, healthcare professional (if applicable) and key staff.
- Be reviewed annually or when there is a change in the condition of the child, as notified by the parents.
- Be easily accessible whilst preserving confidentiality.
- Securely stored by the School Lead, in the school office & staffroom (along with a photograph) and with their class teacher. This information is also shared with the school lunchtime supervisors.
- Outline educational provision if the child 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 child'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 e.g. crowded corridors, travel time between breaks and lessons.
- Outline specific support for the child'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 exams, use of rest periods or additional support in catching up with lessons, counselling sessions etc.
- Outline the level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. 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.
- Refer to any relevant risk assessments.
- State contingency plan and plan of action in the event of an emergency.
- Be either updated annually or when there is a change in their condition.

School Procedures For Managing Medications

- Consent has to be given from parents via the parental consent form, which are then stored with all relevant class teachers and the school secretary.
- Any prescribed medicine is stored in a secure cupboard in the office; however inhalers, insulin will be stored in the child's class by the class teacher in KS1 and by the pupil in KS2 (See First Aid policy). All inhalers must be accessible to the children that need them and be named. Parents are asked to provide a suitable back up in school in case a child misplaces their own.
- A refrigerator is in the school office for any medicines that need to be stored in this way.
- In the case of Epi-pens: one is kept in the child's classroom, one in the office and one in the medical bag which will be outside at lunchtime.
- If a child requires medication during school time, then a member of school staff will administer, provided the parent has been given permission. The administration of medicine is recorded on the school administration of medicines form, kept either in the office or appropriate class room.

- If attending a school trip or school sporting event, a sports first aid kit is taken. Any pupil medication is carried separately to this first aid kit.

Emergency Procedures

In the event that an ambulance needs to be called any member of staff should:

- Ring the emergency service stating the medical condition
- Endeavour to make contact with the parent.
- Accompany the child in the ambulance.
- Take a copy of all medical details including medication.
- Remain with the child until the parent arrives.

Where treatment is required, but it is not an emergency then the Head/ Office staff will contact the parents for them to take over responsibility for the child.

If the parents cannot be contacted then the head teacher may decide to transport the child to hospital.

However, where the Head teacher makes arrangements for transporting a child the following points will be observed:

- 1) Only staff cars will be used, to cover such transportation.
- 2) No individual member of staff should be alone with a pupil in a vehicle
- 3) The second member of staff will be present to provide supervision for the injured pupil.
- 4) The staff must have public liability vehicle insurance.

Unacceptable Practice

As outlined in 'Supporting Pupils at school with Medical Needs' DfE 2015 (pg23), it is not acceptable to:

- Prevent children from easily accessing their inhalers & medication and administering their medication when and where necessary.
- Assume that every child with the same condition requires the same treatment,
- Ignore the views of the parent or child; or ignore medical advice 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 healthcare plan,
- If the child becomes ill, send them to the school office unaccompanied or with someone unsuitable,
- Penalise children for their attendance record, if their absences are related to their medical records 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 child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs,
- Prevent children from participating, or create necessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

Details of the schools insurance arrangements which cover staff providing support for pupils with medical needs.

Staff covered through the Employers liability as part of the schools combined insurance cover through Zurich Municipal.

Complaints (also see Complaints Policy)

Parents/carers' concerns about the support provided for their child with a medical condition should be directed, in the first instance, to the Headteacher, Mrs Kelley Butcher. Where parents/carers feel their concerns have not been addressed, they should contact Mr Dave Sharp, Chair of Governors to make a formal complaint via the school's complaint procedure.

Reviewed by: Chair of Governors Dave Sharp- March 2019

To be reviewed: Nov 2020

Supporting documents:



Blank St Hilary School Individual Healthcare Plan for a Pupil with Medical Needs

Name:

Sex: M / F

PHOTO

Date of Birth:

NHS No:

Address:

Name of School:

Class:

Date completed:

Review Date:

Emergency Contact 1

Name_____

Relationship_____

Tel No (home) _____

Tel No (mobile) _____

Tel No (work) _____

Emergency Contact 2

Name_____

Relationship_____

Tel No (home) _____

Tel No (mobile) _____

Tel No (work) _____

GP Name & Tel Number:

Specialist Consultant:

Any Hospital admissions in the last 12 months:

CONDITION/ ALLERGY:

Condition/ Allergic to:

Describe pupil's individual symptoms:

Describe what constitutes an emergency for the pupil, the action to take and follow up care:

TREATMENT:

If mild symptoms:

If severe symptoms / in an emergency:

1. Send someone to call for an ambulance *immediately*

(Dial 999). Tell the operator.

Any additional instruction's e.g. asthma care:

Please note that it is the parent/carers responsibility to ensure that the adrenaline pen is not out of date.

Agreement and Conclusion:

Both school and parents should hold a copy of this Healthcare Plan. It is the parents responsibility to inform the school if there are any changes to their child's condition or needs. Any necessary revisions will be between the school and parents.

Agreed and Signed:

Parent: _____ Date _____

IHP lead: _____ Date _____