

# Gladstone Primary Academy

## Supporting Pupils with Medical Conditions

*This policy applies to all staff and children from EYFS to Year 6 (including Nurture Provision)*



Chair of Governors: Mrs Christine Bartley  
Headteacher: Mrs Elaine Preston

*Policy update: May 2017*

## **Introduction**

Most children at some time in their lives will have a medical condition which could affect their attendance or participation in activities. This may be short-term, such as completing a course of medication, or long term which, if not managed properly, could limit their access to a particular setting and the activities which are on offer. Other children may require medicine in particular circumstances such as asthma or severe allergies.

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.

At Gladstone Primary Academy we place the needs of each individual child at the heart of their learning. This includes medical conditions.

All relevant staff at Gladstone Primary Academy will be made aware of a child's condition.

## **What happens when a child with a medical condition joins Gladstone Primary Academy?**

Ideally we like to be informed about a child's medical condition before they start their first day at our school. This allows us to make an initial assessment and draw up a plan to meet a child's needs where we can prior to their enrolment. When this is not possible, e.g. when a child starts school mid-term, or receives a new diagnosis mid-term, every effort will be made to ensure that suitable arrangements are put into place to support the child within two weeks.

Before a child starts school we will ensure that sufficient members of staff are trained to support him/her. All relevant staff will be made aware of a child's condition while also maintaining confidentiality.

When a medical condition is unclear, or where there is a difference in opinion, judgements related to the support that will be put into place, will be made based on the medical evidence that is available and consultation with parents.

Once a child starts our school it may be appropriate for a named member of staff to be a support/main point of contact for a child or their family with a medical condition on a daily basis. At Gladstone Primary Academy supporting a child with a medical condition during school hours is not the sole responsibility of one person, even when a named person is their daily support/point of contact. We are firmly committed to working in partnership with all members of our community, Healthcare Professionals and other agencies to provide the support that a child with a medical condition may require, to the best of our ability.

Where a child returns to school following a period of hospital education or alternative provision (including home tuition), our school will work with the Local Authority and Education Provider to ensure that the child receives the support they need to reintegrate effectively.

## **Training for Staff**

At Gladstone Primary Academy we are committed to ensuring that sufficient staff are suitably trained before a child with a medical condition starts our school. Mrs Claire Annese ensures that all relevant staff are aware of the child's medical condition and that training is regularly updated. All training is individual, to meet the needs of the child with the medical condition. Usually training is renewed every twelve months.

All members of staff will have awareness training. Only staff who have had suitable training will support a child with a medical condition.

When assessing training needs we are mindful that a First Aid Certificate alone does not constitute appropriate training to support a child with a medical condition.

Gladstone Primary Academy is committed to identifying and reducing triggers that can make common medical conditions worse or that can bring on an emergency both at school and during out-of-school visits. School staff have access to a list of the triggers for each pupil with medical conditions at our school, where this is deemed necessary. Gladstone Primary Academy actively works towards reducing or eliminating these health and safety risks.

## **Other Roles and Responsibilities**

See document entitled Supporting Pupils at School with Medical Conditions. School checklists for Headteacher's, SENCO's, Senior Leadership Teams to support putting policy in place.

## **Arrangements for Briefing New Teachers, Including Supply Teachers:**

When a new member of staff joins our school, Mrs Claire Annese will show this person where our medical needs records are. They are kept in the School Office and on the School Server. An assessment of training needs will be conducted before this person commences employment.

Staff are asked to keep a record of medical needs for children in their class in their planning file and also in a separate information file.

## **Risk Assessments**

At Gladstone Primary a risk assessment is carried out at least once a year for every classroom/ area of the school that children may frequently access including the playground, lunchroom and school hall. Separate risk assessments are carried out for school visits (on and off site) holidays and other activities that are outside the normal school timetable, including after school clubs.

## **Allergies**

When a parents informs the school that their child has an allergy this is recorded on our records. Children with severe allergies will have their photographs displayed in classrooms. If the allergy is around a food type then there will be some liaison with Mrs Bentley, our School Cook, so that she can accommodate any dietary needs.

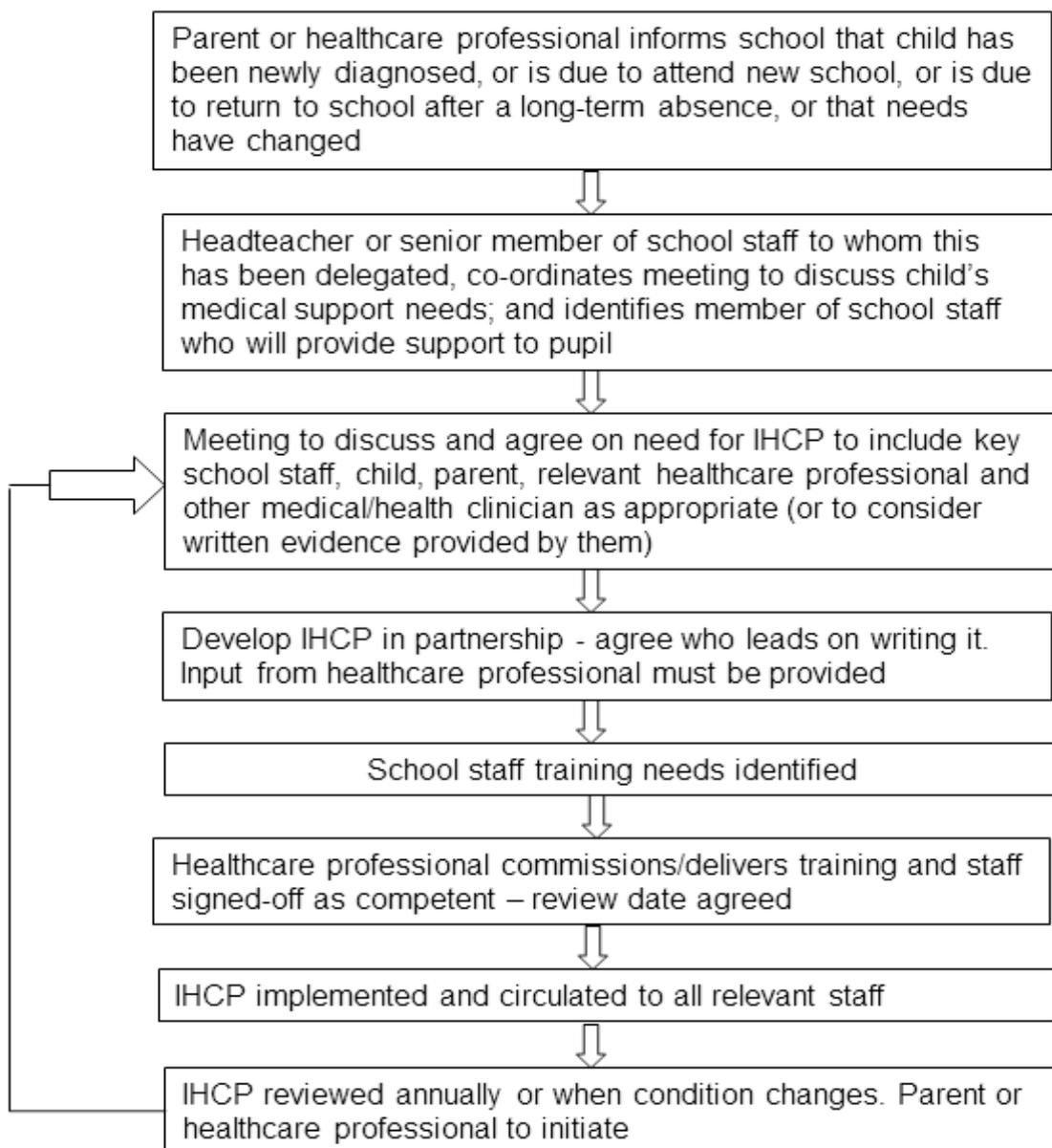
## **Individual Healthcare Plans (IHCPs)**

At Gladstone Primary Academy all children may have medical needs from time to time. When a child has a medical condition that is long term s/he will have an Individual Healthcare Plan. IHCPs are written in partnership with pupils, parents, school staff and any outside agencies that are involved including nurses. They are reviewed on an annual basis, unless a child's needs change before this date. In this case a plan is reviewed as soon as a mutual date can be arranged for all stakeholders to meet and review it. Mrs Claire Annese (Deputy Head) is responsible for the development of IHCPs in supporting a child at school with a medical condition.

When an IHCP is created, the best interests of the child are central to this. At Gladstone Primary Academy we try our best to ensure that all risks to a child's education, health and social wellbeing have been assessed, managed and that any disruptions are minimised. All members of our teaching staff are aware that it is not the sole responsibility of one person to ensure that an IHCP is carried out.

For some children with a disability which is not a Special Educational Need i.e a wheelchair user, the above plans will also be put into place to ensure that the building and the curriculum is still accessible.

The flow chart below outlines how our school identifies and agrees the support that a child may need when developing an IHCP:



(Source: Supporting Pupils at School with Medical Conditions Department for Education December 2015 Annex A.)

Teaching staff who have daily contact with a pupil with a medical condition are given a paper copy of their IHCP and a hard copy is also available on the school server. These staff will be asked to acknowledge that they have read and understood the IHCP as well as any risk assessments associated with it.

## **Procedures for Managing Medicines**

At Gladstone Primary Academy medicine is only administered if it would be detrimental to the child's health or school attendance, if this was not administered. Any form of medication will only be administered when written consent has been received by the child's parent(s).

All medication must be in date, labelled, provided in the original container as dispensed by the pharmacists and include instruction for administration, dosage and storage (except insulin). This includes aspirin, which we will not administer to children under 16 years of age unless it has been prescribed by a doctor. Medication will be stored in a safe place throughout the school day, usually via the school office. This also applies for medication which is to be administered on a temporary basis. All cases will be considered on an individual basis.

When a child at Gladstone Primary Academy is required to take medicine during school time parents should contact the school office in the first instance. Ms Reeves will provide parents with the necessary form to complete before any medication can be administered and this must be signed completed by the parents/carers before any medication is administered. For longer term medication and medical needs parents/carers will be invited in to meet with Mrs Annese to draw up an IHCP to meet the child's needs.

All pupils will know where their medicine is kept at all times. In the first instance this is the responsibility of the parent. Where children are able to administer medication themselves e.g. asthma inhalers, blood glucose testing machines, these will be under an appropriate level of supervision by an appropriate member of staff.

When medication has been administered parents will be informed that their child has received this, including the date and time, by a member of the school office or the child's class teacher. All medication that is administered is recorded. Each record states what is administered, how much, when and by whom (any side effects are also noted). Medicines are returned to parents as soon as they are no longer required. This is observed by two members of staff who countersign the record sheet.

In some instances a child may refuse to take their medication. When this happens staff will follow the procedure in the child's IHCP and inform parents so that alternative options can be considered. A member of staff will never force a child to take medication.

## **Emergency Arrangements**

In an emergency situation the first person that a member of staff will contact will be the Headteacher (Mrs Preston). She will then decide whether to contact the emergency services. Every child's IHCP will contain further details about what constitutes an emergency procedure and what procedures should be carried out in these circumstances.

When an emergency procedure arises a member of staff will remain with a child at all times, until their parent arrives.

### **Acceptable and Unacceptable Practice:**

At Gladstone Primary School it is generally acceptable practice to:

- Allow children easy access to their inhalers, medication and administering their medication when and where necessary.
- Assume that every child has a unique treatment plan.
- Listen to the views of the child and their parents and that of medical evidence/professionals.
- Keep children in school who have medical conditions as much as possible, unless it is otherwise specified on their IHCP.
- Send a child to the office/medical room with a suitable person.
- Allow children to drink, eat and take toilet breaks or other breaks whenever they need to in order to manage their medical condition effectively.
- Administer medication, support children with toileting issues when reasonably appropriate.
- Remove barriers for children with medical conditions, so far as is reasonably appropriate, to allow them to participate in all aspects of school life including school trips.

It is not acceptable practice for a member of staff not to adhere to the acceptable practice set out above.

We do not penalise children where they are absent from school for a genuine reason related to their medical condition such as a hospital appointment.

### **Asthma Inhalers**

Asthma Inhalers are kept in school for emergency use only. Before allowing the use of an Asthma Inhaler in school the procedure for managing medicines, mentioned earlier in this policy, must be followed.

A child's Asthma Inhaler will be kept within accessible reach of the child at all times (this will usually be in their classroom). When this is administered usually a trained member of staff will supervise or administer this. Further details regarding Asthma can be found in the Asthma Classroom Pack.

Parents should be aware that the storage of inhalers at school is entirely voluntary.

## **Liability and Indemnity**

Gladstone Primary Academy have appropriate insurance in place:

This insurance covers all staff who provide support to pupils with medical conditions, including the administration of medicines.

Where necessary individual insurance will be arranged by the school for any healthcare procedures.

## **Complaints**

If a parent, child or other member of our school community feels that they are dissatisfied with the support that we provide as a school they have the right to make a complaint. In the first instance this should be discussed with the child's class teacher. For further details of our complaints procedure please see the School's Complaint's Policy.

This policy should be read in conjunction with the following documents:

- Supporting Pupils at School with Medical Conditions.
- Asthma Classroom Pack
- School checklists for Headteachers, SENCOs, Senior Leadership Teams to support putting policy in place.
- Templates for Supporting Pupils with Medical May 2014
- SEND Code of Practice 2015