



Supporting Pupils with Medical Conditions Policy

This Policy applies to St Giles Nursery School and St Giles Nursery School Pre2s.

Definition

Pupils' medical needs may be broadly summarised as being of two types:

- (a) Short-term, affecting their participation in school activities for which they are on a course of medication.
- (b) Long-term, potentially limiting their access to education and requiring extra care and support

School Ethos

Schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. St Giles Nursery School is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) may need.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. Pupils with medical conditions have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of pupils have a common law duty to act *'in loco parentis'* and must ensure the safety of all pupils in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including Health professionals, in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected (for example, class mates).

Our Aims

- To support pupils with medical conditions so that they have full access to education, including physical education and educational visits. (*Supporting pupils at school with medical conditions-Statutory guidance for governing bodies of maintained schools and proprietors of academies in England, Dec 2015*)
- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication.
- To comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs.
- To write, in association with healthcare professionals, Individual Healthcare Plans where necessary.
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support.
- To keep, monitor and review appropriate records.

Unacceptable Practice

While school staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent children from accessing their medication.
- Assume every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents/carers.
- Ignore medical advice.
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare Plan.
- Penalise children for their attendance record where this is related to a medical condition.
- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition.
- Require parents to administer medicine where this interrupts their working day.
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part.

Entitlement

St Giles Nursery School provides full access to the curriculum for every child wherever possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows:

Employees may:

- Choose whether or not they wish to be involved.
- Receive appropriate training.
- Work to clear guidelines.
- Bring to the attention of the Headteacher any concern or matter relating to the support of pupils with medical conditions.

Expectations

It is expected that:

- Parents will inform school of any medical condition which affects their child.
- Parents will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container.
- Parents will ensure that medicines to be given in school are in date and clearly labelled.
- Parents will co-operate in training their children to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible.
- Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the school life of that individual.
- St Giles Nursery will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan (for example, an inhaler).
- School staff will liaise as necessary with healthcare professionals and services in order to access the most up-to-date advice about a pupil's medical needs and will seek support and training in the interests of the pupil.
- Transitional arrangements between schools will be completed in such a way that St Giles Nursery School will ensure full disclosure of relevant medical information, Healthcare Plans and support needed in good time for the child's receiving school to adequately prepare.
- Individual Healthcare Plans will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals.

Procedure

The Governing Body of St Giles Nursery School ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions.

Information

Children with medical conditions/impairments requiring medical support will have their photo and brief description of condition, along with any other necessary information, in the staffroom. Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible in their classroom, and all adults dealing with the child will have their attention drawn to this information. All other medical conditions will be noted from the Home Visitor Visit where the Medical Information Form will be completed, as required, and this information will be provided to class teachers USING Scholarpack and updated as required.

Illness in the School

If a pupil becomes ill at school and the Teacher feels that medical treatment is required, then the pupil should be cared for and treated appropriately.

If the Teacher feels that the pupil is too ill or injured to be moved, then a designated First Aider should be called. All staff are qualified in paediatric first aid. The ideal staff member would be the child's key person, however this may not always be possible.

First Aid should be administered, as appropriate. If it is thought that follow-up treatment is required, the parent will be contacted and/or a telephone call/letter sent home with the pupil.

An 'Accident/Incident/Illness Form' should always be completed by the Teacher/First Aider. In more serious cases, where hospital attention is deemed necessary, the Nursery School will contact parents, who will be expected to take their child to hospital.

In an emergency, an ambulance will be called and the parent contacted by the Nursery School. In the absence of a parent, a member of staff must accompany the pupil to the hospital and remain there until the parent arrives.

If a parent cannot be contacted, the School will act *in loco parentis* and give permission for any emergency treatment.

The School has a strict policy that no medication will be given orally or externally unless permission has been given by a parent. Parents will be contacted depending upon the nature of the medical problem and should complete the necessary forms.

Infectious Diseases

The school has a duty to ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases.

Parents should inform the school immediately if their child is diagnosed with or suspected of having an infectious disease. The school may decide to inform some or all parents of children in the School; usually via email.

Please refer to 'Guidance on Infection Control in Schools and Maintained Settings' (2017).

https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf

The school does not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.

Pupils with long-term medical needs

Pupils with medical needs entering the school will be identified through the admissions procedure and through discussions with their parents, to ensure appropriate records are kept and appropriate provision can be made.

Parents are requested to approach the school with any information that they feel the school will need to care for individual pupils. The parents will be required to complete the required medical forms to identify any medical needs.

Parents are responsible for informing the school of medical issues that arise during the pupil's time in the school.

The school may wish to consult with healthcare professionals, e. g. the pupils GP, in order to help make decisions about the support required. Permission will be sought from parents before contact is made.

The child's Teacher is responsible for informing other staff about medical conditions as appropriate e. g. assistants, teachers and supply/cover staff.

Individual Healthcare Plans

Individual healthcare plans can help to ensure that schools effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. They will often be essential in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed and are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex.

Individual healthcare plans (and their review) may be initiated, in consultation with the parent, by a member of school staff or a healthcare professional involved in providing care to the child.

Please refer to **Appendix A** for a flowchart for identifying and agreeing the support a child needs and developing an individual healthcare plan.

In an emergency

In a medical emergency, teachers have been appropriately trained to administer emergency paediatric first aid if necessary. If possible, one of the school's First Aiders will be asked to attend.

If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.

Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

Administration of medicines

Medicines will only be administered:

- Prescription medicines if they've been prescribed for the child by a doctor, dentist, nurse or pharmacist
- Medicines containing aspirin if prescribed by a doctor
- Prescription or non-prescription medicines where you've obtained **written permission** for that particular medicine from the child's parent or carer

Parents must complete a written 'Parental Agreement for Nursery School to Administer Medicine Form' before any medicine is administered. Medicines to be given during the school day must be in their original container. A copy of the Permission will be kept in the main office and the original will be stored in the First Aid Cupboard in the classroom.

Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

Named staff members will give medicines (see end of Policy). Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct, and that written permission has been given. Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded on a 'Record of Medicine Administered' form. This will be held in the classroom with the medication and signed by the parents on collection of the child on that day, or as soon as possible afterwards.

All medicines will be stored safely. Medicines needing refrigeration will be stored in the staffroom fridge. Some medicines (inhalers, etc) will be kept in the child's classroom and carried by the staff member, for ease of access during external outside activities. All medicines must be clearly labelled.

Controlled drugs or prescribed medicines will be kept in the wall cabinet in the classroom. Access to these medicines is restricted to the named persons.

Inhalers are kept in the child's classroom. Adults will have access to these inhalers at all times, and will complete a 'Record of Medicine Administered' form specific to inhalers, as required. All inhalers are marked with the child's name. Inhalers must be taken on educational visits, however short in duration.

Epi-pen – Any member of staff can administer an epi-pen in an emergency. Staff working with children requiring an epi-pen will receive training.

School off-premises visits

The school believes that all pupils are entitled to participate fully in activities associated with the School and will attempt at all times to accommodate pupils with medical needs. However, consideration must be given to the level of responsibility that staff can be expected to accept.

Discussion will take place between school staff, parents and pupils where appropriate in deciding the outcome.

Training

All new staff will receive a copy of this policy during their induction period.

School staff will receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

Some staff may already have some knowledge of the specific support needed by a child with a medical condition and so extensive training may not be required.

Staff who provide support to pupils with medical conditions should normally be included in meetings where this is discussed.

Where an individual healthcare plan is developed, the relevant healthcare professional will normally lead on identifying and agreeing with the school the type and level of training required, and how this can be obtained.

All staff will complete Paediatric First Aid training.

The Role of the Governing Body

The governing bodies must ensure that arrangements are in place to support pupils with medical conditions. In doing so it should ensure that such children can access and enjoy the same opportunities at school as any other child.

In making their arrangements, governing bodies should take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others. Governing bodies should therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.

The governing body should ensure that its arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. The arrangements should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase confidence and promote self-care. They should ensure that staff are properly trained to provide the support that pupils need.

Governing bodies must ensure that the arrangements they put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented.

Complaints

Should parents be unhappy with any aspect of their child's care at St Giles Nursery School, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be managed. If this does not resolve the problem or allay concern, the problem should be brought to a member of the leadership team, who will, where necessary, bring concerns to the attention of the Head teacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the St Giles Nursery School Complaints Procedure.

Appendix A

Flowchart for identifying and agreeing the support a child needs and developing an individual healthcare plan

