

Giffards Primary School

Policy for Supporting Pupils with Special Medical Needs

This policy was developed in the Summer Term 2014 in conjunction with the School Medicines Policy through a process of consultation

Agreed by Governors

September 2014, reviewed September 2016

Next Review Date

September 2018

Signed by Chair of Governors _____ Date _____

Policy for Supporting Pupils with Special Medical Needs

Definition

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

- (a) Short-term affecting their participation in school activities when they are on a course of medication.
- (b) Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

Rationale

LAs and schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 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 who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act places a duty on schools to make arrangements for children with medical conditions. Pupils with special medical needs 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 may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information.

Aims

The school aims to:

- assist parents in providing medical care for their children;
- educate staff and children in respect of special medical needs;
- adopt and implement the school's policy of Medication in Schools;
- arrange training for volunteer staff to support individual pupils;
- liaise as necessary with medical services in support of the individual pupil;
- ensure access to full education if possible.
- monitor and keep appropriate records.

Entitlement

The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils.

The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- choose whether or not they are prepared to be involved;
- receive appropriate training;
- work to clear guidelines;
- have concerns about legal liability;
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

Ofsted - their inspection framework places a clear emphasis on meeting the needs of disabled children and pupils with SEN, and considering the quality of teaching and the progress made by these pupils. Inspectors are already briefed to consider the needs of pupils with chronic or long-term medical conditions alongside these groups and to report on how well their needs are being met.

Staff training and support

School staff - any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. 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. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

The training that a member of staff at Giffards should receive will be identified during the development or review of individual healthcare plans for relevant children. 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 needs should be included in meetings where this is discussed.

The child's role in managing their own medical needs.

Arrangements for children who are competent to manage their own health needs and medicines will be made. After discussion with parents, children who are competent will be encouraged to take responsibility for managing their own medicines and procedures and will be reflected within individual healthcare plans.

Wherever possible, children will be able to access their medicines for self-medication quickly and easily. Children who can take their medicines themselves or manage procedures will receive the appropriate level of supervision by an adult. If it is not appropriate for a child to self-manage, then relevant staff will administer medicines and manage procedures for them.

Record keeping

The Governing Body will ensure that written records are kept of all medicines administered to children. Records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents should be informed if their child has been unwell at school.

Emergency procedures

The Governing Body will ensure that the relevant school staff are aware of what should happen in an emergency situation. As part of general risk management processes, the school has arrangements in place for dealing with emergencies.

Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.

If a child needs to be taken to hospital, staff will stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance. The school will ensure that relevant staff understand the local emergency services cover arrangements and that the correct information is provided for navigation systems.

If a child refuses to take medicine or carry out a necessary procedure, staff will not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents will be informed.

Day trips, residential visits and sporting activities

Teachers will already be aware of a child's medical condition however will have to consider how their needs may impact on their participation and will ensure that, wherever possible, there will be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. The schools will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.

Other issues for consideration

Transport to other education establishments for a child who is being educated off site for whatever reason – it is the responsibility of the school, at the time of booking, to make the transport company aware of a pupil's individual healthcare plan and what it contains, especially in respect of emergency situations. It is the responsibility of the parent to ensure that all medication needed is supplied and the staff on the day from the transport company are aware of the child's needs.

Acceptable practice

Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, staff will ensure that:

- children will be able to easily access their inhalers and medication and be given help to administer their medication when and where necessary;

- they have made other adults in their classroom aware of the health care plan for the relevant children in their care and that all adults appreciate that not every child with the same condition requires the same treatment;
- will always listen to the views of the child or their parents; or will never ignore medical evidence or opinion, (although this may be challenged);
- will not send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans and is absolutely necessary
- if the child becomes ill an adult will accompany the child to the school office, at no time should they be left to go to the office alone
- will not penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments. The usual procedures will be followed for recording all absences, as per Attendance Policy, and letters will be sent out at key milestones if attendance drops below statutory targets. A child's illness however will be taken into consideration if a child's absence triggers the point which under different circumstances attendance panel meetings, fines or Education Welfare Officer involvement would be arranged.
- will allow pupils to access a drink, food or take toilet or other breaks whenever they need to in order to allow them to manage their medical condition effectively
- the school will do everything it can to administer medication so that parents do not feel obliged to attend school to administer medication or provide medical support to their child, including with toileting issues unless absolutely necessary. The governing body appreciates that no parent should have to give up working due to their child having medical needs and so will endeavour to ensure that the school is able to support their child's medical needs
- will ensure that all children, wherever possible, are able to participate in every aspect of school life, including school trips.

Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure. Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted.

Review

This policy will be reviewed every two years unless additional guidance is distributed by the DfE that requires the policy and school procedures to change.

Appendices:

A – Individual Healthcare Plan

B – Parental agreement for school to administer medicine

C – Record of medicine administered to a (child with a specific Healthcare Plan)

D - Record of medicine administered to children without a specific Healthcare Plan

E – Staff training record

F – Contacting emergency services

G - Model letter to parents inviting them to contribute to individual healthcare plan