

# Giffards Primary School Policy for Supporting Pupils with Medical Conditions

including policy on - **Education for children with health needs who cannot attend school**

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

**Agreed by Governors**

last reviewed April 2020

**Next Review Date**

March 2021 or earlier if guidance changes

Signed by Chair of Governors \_\_\_\_\_ Date \_\_\_\_\_

**Policy for Supporting Pupils at School with Medical Conditions**  
**with reference to the DfE guidance of the same name, updated September 2017**

### **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 long term/complex medical conditions).

#### **Rationale**

LAs, schools and governors 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 long term/complex medical conditions, 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 long term/complex 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 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 sufficient information and ensure that the school is kept up to date with any changes to the child's condition and/or needs

#### **Aims**

The school aims to:

- assist parents in providing medical care for their children;
- educate staff and children in respect of long term/complex medical conditions;
- 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, especially around the writing and implementation of Individual Healthcare Plans;
- 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 appropriate 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, as per DfE guidance;
- 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 SEND, 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, as per DfE guidance. 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.

Where appropriate the child will be involved in discussions about their medical support needs and must understand the need to comply with their individual healthcare plan.

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 with a symptom caused by their medical condition.

## **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 school 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:

- the 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 individual health care plans for the relevant children in their care and that all adults appreciate that not every child with the same condition requires the same treatment;
- they always listen to the views of the child or their parents; however will never ignore medical evidence or opinion, (although this may be challenged and will contact the professionals if there are any discrepancies between individual health care plans and the child's/parent's views.
- 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 and after other attempts at resolution have been exhausted.

## **Education for children with health needs who cannot attend school**

It is important that children of compulsory school age who are unable to attend school due to health needs or illness have the same access to education as other children.

### **Key information**

As soon as it is clear that a child will be absent for more than 15 days, this can either be consecutive days or a total of days over a period of time, the local authority must make sure that suitable education is provided. This applies whether or not the child is on the roll of a school and whatever the type of school they attend. It applies to children who are pupils in academies, free schools, special schools and independent schools as well as those in maintained schools.

**Giffards Primary School will liaise with the LA to ensure educational provision continues.**

The Department for Education has published the following statutory guidance for local authorities and schools; outlining their roles to ensure children receive a good education.

- [Supporting pupils with medical conditions at school](#)
- [Ensuring a good education for children who cannot attend school because of health needs](#)

### **What you can do**

If your child has health needs and is unable to attend school regularly, you should, in the first instance, talk to your child's school to ensure that together you put appropriate education in place for your child.

## **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