

## PERRYFIELDS INFANTS SCHOOL SUPPORTING PUPILS WITH MEDICAL CONDITIONS



*Helping each other to learn and grow*

Medical Care Policy for supporting all pupils including those with medical conditions:

### Overview

This school places the highest importance on the care, safety, well-being and health of its pupils and staff especially those with known medical conditions. This policy had been written to give clear guidelines about the appropriate action to be taken where a pupil is admitted to school with an identified medical condition or when any child or adult is unwell or has an accident. It should be read in conjunction with the Medicines in School Policy, the First Aid Policy, Intimate care Policy and Educational Visits Policy and the DfE guidance 'Supporting Pupils at school with Medical Conditions' December 2015.

### Governors

"Governing Bodies – must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that a pupil with medical conditions is supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions." (**Supporting Pupils with Medical Conditions December 2015**).

### Objectives:

1. To ensure that good, effective and appropriate care is provided when a child is admitted to school with an identified medical condition or when any child or adult is unwell or has an accident in school or on a school occasion.
2. To ensure that the DfE guidance 'Supporting pupils with medical conditions' (Dec 2015) is known, understood and followed and to ensure that appropriate training is provided for all staff and particularly for those with the care of pupils with medical conditions in line with DfE guidance (Dec 2015).

### Strategies:

1. Where a pupil is admitted to school with a medical condition, the school will liaise with parents, carers, relevant medical, clinical and other appropriate authorities to ensure that the child's individual needs are met and that they are given full access to the education provided for all pupils. Appropriate records will be kept.
2. The headteacher will make teachers, LSAs and others who care for a pupil with a medical condition, aware of the medical condition and their needs and levels of care and support that are to be provided.
3. Appropriate training will be provided for all staff and particularly for those with the care of pupils with medical conditions in line with DfE guidance (Dec 2015).
4. All staff receive induction training and regular whole school awareness training so that all staff are aware of the school's policy for supporting pupils with medical conditions and their role in implementing the policy.

5. Mrs Reid, Headteacher, will seek advice from relevant healthcare professions about training needs, including preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.
6. A list of all staff who have received general first aid training, paediatric first aid training and specific /specialised training is kept on a file in the office. The names of trained staff are also available around the school.
7. All medication is stored in appropriate conditions high up in the school office.
8. Parents are asked to collect and replace and dispose of any out-of-date medication.
9. If any pupil including those with known medical conditions, is unwell in class or has an accident in school, the headteacher and/or first aider (or if the situation occurs out of school – the LSA/First Aider in charge) will assess the pupil and decide on the appropriate action which may include giving care and first aid or calling for an emergency ambulance if a pupil is seriously unwell or injured or their known medical condition is causing concern.
10. In the event of a serious medical emergency requiring hospital treatment, an ambulance should be called immediately and the patient should be cared for by staff until medical help arrives. Incidents are reported on the Online Accident and Incident Report form within the Essex County Council Health and Safety section of the website.
11. In the event of a child in Reception having a serious accident in school, staff should, wherever possible seek the help and support of a Paediatric Trained First Aider.
12. A pupil's parents will be contacted as soon as possible, whenever there is a medical emergency or if a pupil receives first aid treatment or has an accident. Where appropriate, the school will ask the parent/guardian to attend to support the pupil. Parents must always be notified if a child has a head injury, however minor it may appear at the time this will be via an accident reporting slip or phone call.
13. If in an accident or medical emergency, bodily fluids need clearing up the site staff or trained first aiders will be called to deal with the matter.
14. The accident form (for recording accidents and other medical emergencies) must be completed by the member of staff who is present at the scene of an accident or medical emergency and the First Aider.
15. If the injured person is a member of staff, they are responsible themselves for completing the form in the appropriate accident book. All accidents are reported on the Online Accident and Incident Report form within the Essex County Council Health and Safety section of the website.
16. If an accident or medical emergency occurs off the school premises the member of staff/First Aider present should complete the Accident Form as soon as possible after returning to School.
17. The teacher and class LSA/First Aider in charge of any outing off the school premises has the responsibility for being acquainted with any specific medical needs or conditions of the pupils in his/her charge and the LSA should have appropriate training in how to care for the child's subsequent medical needs.
18. Risk assessments must be carried out for all pupils especially those with known medical conditions on each trip. Prior to educational trips and visits, parents will be asked to complete a Consent Form and provision will be made to meet all risks and cover medical needs.
19. In the event that an accident occurs out of school and the family cannot be contacted, at least one member of staff should accompany the person to hospital. In no circumstances should any students be left unattended as a result of a member of staff accompanying the injured person to hospital; in this instance, an ambulance should be called.
20. Staff planning educational visits or journeys, should consider the level of First Aid cover that will be required and the specific support needed by pupils with known medical conditions.
21. A designated member of staff (LSA/First Aider) will be given overall responsibility for the care of pupils with known and identified medical conditions.
22. A designated governor will be nominated to oversee this policy and to report annually to the governing body on its effectiveness

## **Individual Healthcare Plans**

Individual healthcare plans will help to ensure that Perryfields Infant School effectively supports pupils with medical conditions. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex. However, not all children will require one. The school, healthcare professional and parent/carer should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached the Headteacher, Mrs Reid, is best placed to take a final view. A flow chart for identifying and agreeing the support a child needs and developing an individual healthcare plan is provided at appendix 1.

Individual healthcare plans (see appendix 2) will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will capture the key information and actions that are required to support the child effectively. The level of detail within the plan will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support. Where a child has SEN but does not have a statement or EHC plan, their special educational needs should be mentioned in their individual healthcare plan.

Individual healthcare plans (and their review) should be drawn up in partnership between the school, parents/carers and a relevant healthcare professional eg school, specialist or children's community nurse, who can best advise on the particular needs of the child. Pupils should also be involved whenever appropriate. The aim should be to capture the steps which Perryfields Infant School should take to help manage their condition and overcome any potential barriers to getting the most from their education. Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the school.

Perryfields Infant School will ensure that individual healthcare plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They will be developed and reviewed with the child's best interests in mind and ensure that Perryfields Infant School assesses and manages risks to the child's education, health and social wellbeing, and minimises disruption. Where a child is returning to school following a period of hospital education or alternative provision, we will work with the local authority and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively. Further documentation can be attached to the Healthcare Plan if required.

Healthcare Plans are used to create a centralised register of pupils with medical needs. An identified member of staff has responsibility for the register at this school. The responsible member of staff clarifies the details on a pupil's Healthcare Plan with the parents, if necessary. Parents at this school are regularly reminded to update their child's Healthcare Plan, for example if their child has a medical emergency or if there has been changes to their symptoms. The school will contact parents to check information held by the school on a pupil's condition is accurate and up to date. An anonymised overview of the report will be given to governors annually summarising key issues that have emerged for the plans. Parents are given a copy of the pupil's current agreed Healthcare Plan. Healthcare Plans are kept in a secure central location at school. All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care. Perryfields Infant School ensures that all staff protect pupil confidentiality. We seek permission from parents to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Healthcare Plan. Healthcare Plans help the school to effectively support pupils with medical conditions in accessing the curriculum and wider school life.

## **Other record keeping**

At Perryfields Infant School we keep an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, parent, carer, dose, date and time are recorded (see appendix 3). All pupils' medical conditions are placed on a centralised 'Medical Register' of pupils with medical needs. This is kept in the school office and an

identified member of staff has responsibility for the register upkeep at this school. The responsible member of staff clarifies the details on a pupil's medical needs and makes any necessary changes when informed by a parent/carer and sends out reminders to renew out-of-date medication, although it is ultimately the responsibility of the parents/carers to ensure that this is done.

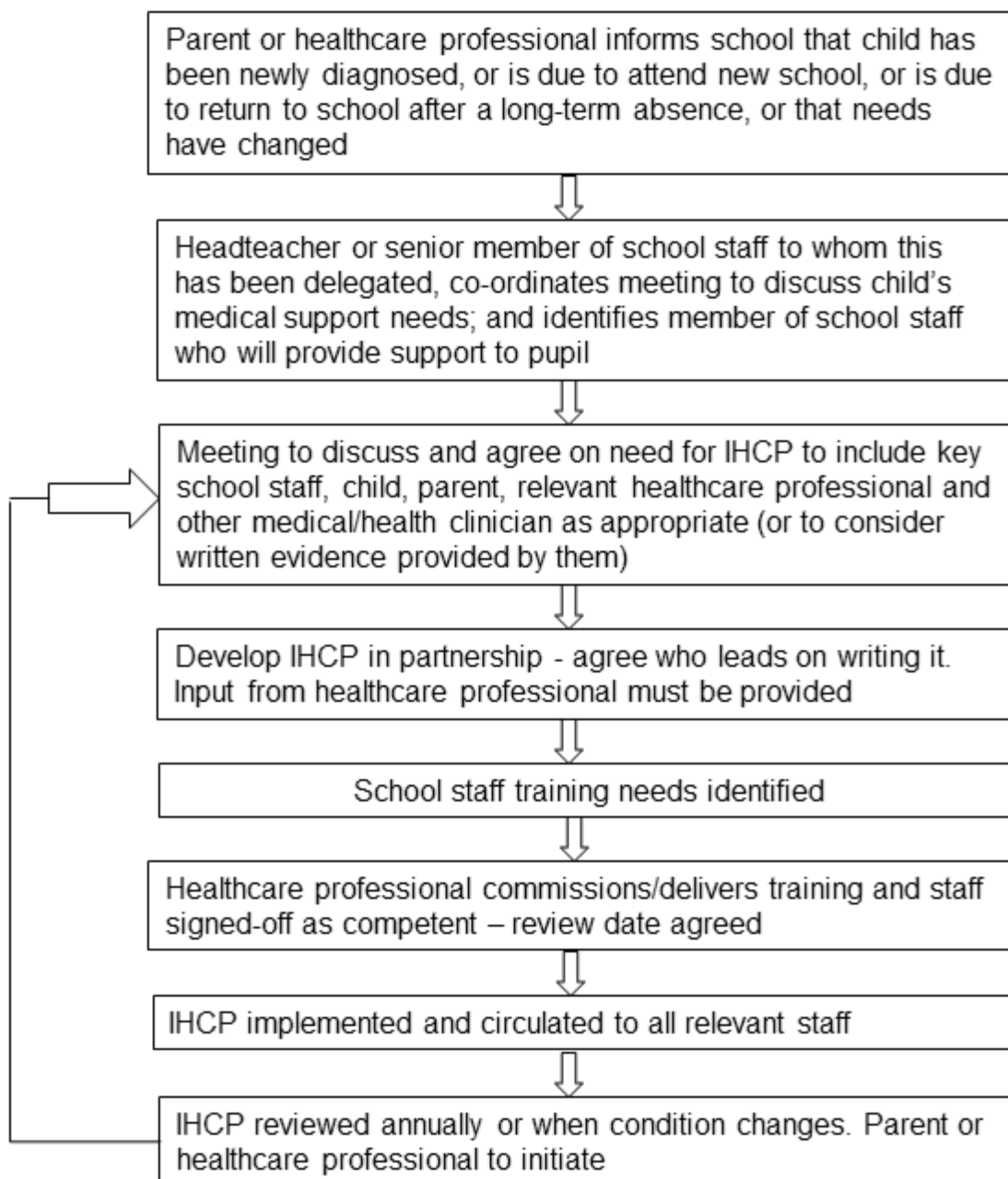
**Conclusion:**

This policy will ensure that where a child has a medical condition or where a child or adult is unwell or has an accident in school or on a school occasion, they are appropriately supported and cared for. It will ensure that the school does all that it reasonably can to give all pupils including those with a known medical condition full access to the education provided.

Signed: .....

Date: .....

## Appendix 1: Model process for developing individual healthcare plans



## Appendix 2: individual healthcare plan



Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

### Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

### Clinic/Hospital Contact

Name	
Phone no.	

### G.P.

Name	
Phone no.	

Who is responsible for providing support in school	
--	--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil’s educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Do the parents give permission for the information contained in the Healthcare Plan to be sent to the emergency care services, should an emergency happen during school hours or at a school activity outside the normal school day?

Yes ☐ No ☐

Signed\_\_\_\_\_ (Parent/Carer)

## PERRYFIELDS INFANT SCHOOL

### RECORD OF MEDICATION ADMINISTERED TO PUPILS

\*Where Paracetamol is administered also give reason.

Name of person responsible for administering medication \_\_\_\_\_

Deputy (in case of absence) \_\_\_\_\_