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|   | Issued: 8 July 2021  |
| <b>SUPPORTING PUPILS AT SCHOOL<br/>WITH MEDICAL CONDITIONS POLICY</b> | Review date: Summer 2022   |
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| <b>Approved by</b>  | FULL GOVERNING BODY/ <del>L&amp;M</del><br>COMMITTEE/HEADTEACHER |

This policy has been written taking into account statutory and non-statutory guidance contained within "Supporting Pupils at School with Medical Conditions" issued by the DfE December 2015.

The duty for Governing Bodies to make arrangements to support pupils at school with medical conditions came into force on 1 September 2014 and schools were asked to include information about Children with health needs who cannot attend school in 2019.

This policy should be read in conjunction with the school's First Aid and Administration of Medication policies.

## Key Points

- South End Junior School will properly support pupils at school with medical conditions (in terms of both physical and mental health), so that they have full access to education, including school trips and PE.
- The Governing Body will ensure that arrangements are in place to support pupils with medical conditions.
- The Governing Body will ensure that school leaders consult with health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

These key points are all met by having this policy in place, which is approved by the Governing Body. The policy will be accessible to parents by being placed on the School's website.

## Principles

This policy and any ensuing procedures and practice are based on the following principles.

- All children and young people are entitled to a high quality education;
- Disruption to the education of children with health needs should be minimised;
- If children can be in school they should be in school. Children's diverse personal, social and educational needs are most often best met in school. Our school will make reasonable adjustments where necessary to enable all children to attend school;
- Effective partnership working and collaboration between schools, families, education services, health services and all agencies involved with a child or young person are essential to achieving the best outcomes for the child;
- Children with health needs often have additional social and emotional needs. Attending to these additional needs is an integral element in the care and support that the child requires; and that
- Children and young people with health needs are treated as individuals, and are offered the level and type of support that is most appropriate for their circumstances; staff should strive to be responsive to the needs of individuals.

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As a school we will use discretion and judge each case on its merit but generally will not engage in unacceptable practice, as follows:

- 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;
- if a child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs;
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents (although this may be challenged);
- ignore medical evidence or opinion (although this may be challenged);

## Definition of health needs

For the purpose of this policy, pupils with health needs may be:

- pupils with **chronic or short term health conditions or a disability** involving specific access requirements, treatments, support or forms of supervision during the course of the school day or
- **sick children**, including those who are physically ill or injured or are recovering from medical interventions, or
- children with **mental or emotional health problems**.

This policy does not cover self-limiting infectious diseases of childhood, e.g. measles.

Some children with medical conditions may have a disability. A person has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. Where this is the case, governing bodies **must** comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together

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health and social care needs, as well as their special educational provision.

## Roles and Responsibilities

### The Governing body

- making arrangements to support pupils with medical conditions in school, including ensuring that this policy is developed and implemented.
- ensuring that all pupils with medical conditions at this school are supported to enable the fullest participation possible in all aspects of school life.
- ensuring that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.
- ensuring that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

### The Headteacher

- ensuring that all staff are aware of this policy and understand their role in its implementation.
- ensuring that all staff who need to know are aware of a child's condition.
- ensuring that sufficient numbers of trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.
- has overall responsibility for the development of individual healthcare plans.
- making sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way.
- contacting the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.

### School staff

Any member of school staff may be asked to provide support to pupils with medication conditions (although they cannot be required to do so). Training will be provided in connection with specific medical needs so that staff know how to meet individual needs, what precautions to take and how to react in an emergency.

- Teachers should take into account the needs of pupils 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
- Staff must familiarise themselves with the medical needs of the pupils they work with.
- See below for delegated responsibilities

### School health teams/School nurses

- notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts at the school.

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- may support staff on implementing a child's individual healthcare plan and provide advice and liaison.

### Other healthcare professionals

- GPs and Paediatricians should notify the school nurse when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans.
- Specialist local health teams may provide support in school for children with particular conditions such as asthma, diabetes

### Parents/carers

- Providing the school with sufficient and up-to-date information about their child's medical needs.
- Being involved in the development and review of their child's Individual Healthcare Plan
- Carrying out any actions that have been agreed as part of the implementation of the IHP.
- Ensuring that they or another nominated adult are contactable at all times.

### Pupils

- Where applicable, be involved in discussions about medical support needs
- Where applicable, contribute to development of IHP.
- Comply with the needs of their IHP.

### Local Authorities

- have a duty to ensure a good education for children who cannot attend school because of health needs
- have a duty to provide education for children who cannot attend school full time due to their medical needs
- are commissioners of school nurses for maintained schools and academies
- have a duty to promote co-operation between relevant partners with a view to improving the well-being of children so far as relating to their physical health, mental health, education, training and recreation
- providing support, advice and guidance – including suitable training for school staff – to ensure that the support specified in IHPs can be effectively delivered.

### Providers of health services

- co-operating with schools that are supporting children with a medical condition – including:
  - appropriate communication and liaison with school nurses and other healthcare professionals, eg specialist and community nurses
  - participating in locally developed outreach and training
- can provide valuable support, information, advice and guidance to schools to support children with medical conditions at schools

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### South End Junior School Staff specific responsibilities

| <b>ROLE OR RESPONSIBILITY</b>  | <b>STAFF MEMBER</b>  |
|--|--|
| Policy Implementation  | Business Manager   |
| Risk Assessments   | Business Manager<br>Class Teachers<br>Director of Inclusion<br>EVC   |
| Individual Health Care Plans   | Business Manager in conjunction with relevant staff, parents, Health Professionals   |
| Monitoring of Individual Health Care Plan  | Business Manager, delegated to lead First Aider  |
| Intimate Care Plan   | Business Manager or Class Teacher in conjunction with relevant staff, parents, Health Professionals  |
| Making Business Manager or SENCo aware of pupil with ongoing/long-term/permanent medical condition   | Whoever in school has been made aware of condition<br><br>For new starters – Administration Officer<br><br>For children who are in hospital – Administration Officer |
| Referral to HOE  | SENCo  |
| Ensuring Protocol in place   | Business Manager – delegated to Lead First Aider.  |
| Ensuring appropriate Insurance is in place   | Business Manager   |
| Providing support to pupils with medical conditions  | Staff as delegated in each instance by the Business Manager and/or Headteacher.<br>(Staff cannot be “required” to provide support.)                                  |
| Ensuring that sufficient staff are trained/supported, taking into account the need to ensure someone is always available (ie staff absence/turnover) | Business Manager<br>Headteacher  |
| Ensuring that staff are aware of school’s policy for supporting pupils with medical conditions.  | Business Manager – by making this policy available to all staff.   |
| Ensuring that staff are aware of their roles in supporting pupils with medical conditions.   | Business Manager – by making this policy available to all staff.   |

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| Making arrangements for supporting pupils with medical conditions to enable them to participate in off-site and sporting activities. | Class Teacher<br>Director of Learning<br>Headteacher<br>Business Manager<br><br>Unless evidence from clinician states this is not possible. |
| Briefing Supply Teachers   | Business Manager  |

### Procedure following notification that pupil has medical condition

Information about medical needs or SEN is requested on admission to the school. The school is also notified that a pupil has a medical condition by either parent/carer, a Health Care Professional or by previous school. This information is recorded on SIMs and transferred to "Allergies and Medical Information List". Staff are advised that this list has been up-dated.

#### If the medical condition is a temporary condition involving the school administering medication

Eg. child prescribed antibiotics for temporary condition

The school's Administration of Medication Policy will be followed.

This situation will normally be dealt with by the school office in conjunction with Class Teacher and first aiders. It will not always be necessary for the Business Manager to be made aware of these pupils.

#### If the medical condition is a temporary condition that involves adjustments to be made in school to ensure that the pupil has full access to education, PE, school trips

Eg. child has broken limb

This situation will normally be dealt with by the school office in conjunction with Class Teacher, (and first aiders if relevant). A risk assessment will be undertaken if appropriate. It will not always be necessary for the Business Manager to be made aware of these pupils.

#### If the medical condition is ongoing/long-term/permanent

Business Manager to be made aware of medical condition by staff member in school that is alerted to this.

School to liaise with parent and/or relevant Health Care Professionals and previous school if relevant.

Business Manager and/or Headteacher to determine what staff training/support is required, who should be commissioned to provide this and to arrange.

Individual Health Care Plan to be drawn up if necessary (see section below).

If it is necessary for medication to be administered, the school's Administration of Medication Policy will be followed.

Headteacher/SENCo to consider whether support from Hospital and Outreach (HOE) AP Academy is required (see below)

#### If the medical condition is too complex or risks are too great to manage in school

Within Northamptonshire, the responsibility for educational provision for children with additional health needs which cannot be met in a school setting has been delegated to Hospital and Outreach Education (HOE) AP Academy.

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Short term illnesses or chronic conditions are best met by school support and resources, eg. short-term post operative support, periods of reduced immunity. Resources to support the school in how to carry this out can be found at <https://nhoe.org.uk/schools-2/>

The school will make requests for HOE for involvement, advice or support in the following circumstances:

- It becomes clear that the pupil will be away from school for more than three weeks (15 school days or more) due to the same illness, including mental health conditions or injury.

However:

- Pupils who are resident in hospital in Northampton or Kettering General Hospitals, who are fit enough to access education, will automatically be provided with teaching under the HOE's Admission Policy criteria (ie as at June 2021):
  - Recurrent admissions to the hospitals (from day 1);
  - Pupils with an Education Healthcare Plan (from day 1);
  - A child who is Looked After (from day 1);
  - An illness/diagnosis which indicates a hospitalisation of more than 15 working days (from day 1);
  - A pupil sitting an external public examination e.g GCSE or Statutory Assessment Test (SAT) whilst in hospital (from day 1);
  - Support and mentoring to pupils to help prevent barriers to access to education and to help maintain educational progress (from day 3);
  - Direct teaching and tracking of progress back to school from the hospital bases (from day 3).

The school may make requests for HOE for involvement, advice or support in the following circumstances:

Pupil:

- is frequently absent from school for short periods of time due to the nature of their chronic illness or following a treatment e.g. chemotherapy for cancer, where the cumulative absences total 15 days or more in an academic year.
- has attendance which is less than 50% due to the impact of their medical/mental health needs
- is integrating back to school after a period of illness or injury.
- has complex medical or mental health needs but is not attending a Northampton or Kettering Hospital, or the CAMHS units – including those who have been discharged after having been a resident or in-patient -

### **Pupil returning to school following long period of absence due to medical condition**

The Class Teacher will be responsible for liaising with parent/carer to arrange reintegration.

The Business Manager should be made aware of the situation should be it be necessary to draw up an Individual Health Care Plan or if it is necessary to train/support staff.

HOE can provide support until the pupil is attending approximately 50% of the school timetable. This is usually 5 half days or two full days.

All children who are taught at Hospital and Outreach Education (HOE) AP Academy will have a discharge letter sent to South End Junior School, so that the school is made aware that the pupil is now well enough to return to school or will require support with a reintegration programme. HOE can provide short term support for a period of 2 weeks for those children on a school roll following



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discharge whilst the school puts appropriate arrangements in place. The same arrangements will be made for Northamptonshire pupils who are discharged from hospitals out of the area, provided HOE are made aware of it by the hospital concerned.

### **New Starters/New Diagnosis**

Providing the school has been made aware of the pupil’s medical condition in the summer term, the school will ensure that arrangements are in place to support the pupil at the beginning of the new September school year.

For all other new starters or new diagnosis, the school will make every effort to put arrangements in place within 2 weeks of being made aware of the pupil’s condition.

### **Individual Healthcare Plans**

These plans ensure that the school captures the steps to be taken to help the child manage their condition and overcome any potential barriers to getting the most from education. They must be developed with the child’s best interests in mind. They will enable the school to assess and manage risks the child’s education, health and social well being and that disruption to their education is minimised.

Not all children with medical needs will require an individual healthcare plan. The school, healthcare professional and parent should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the headteacher will take a final view. *A model letter inviting parents to contribute to individual healthcare plan can be used.*

Individual healthcare plans will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. Plans are also likely to be needed in cases where medical conditions are long-term and complex. Plans provide clarity about what needs to be done, when and by whom.

Individual healthcare plans should capture the key information and actions that are required to support the child effectively. The level of detail within plans 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. South End Junior School will take into account the guidance given in “Supporting Pupils at School with Medical Conditions” issued by the DfE April 2014 when considering what information to include in the Health Care Plan.

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. Plans will be drawn up in partnership between the school, parents, and a relevant healthcare professional, e.g. school, specialist or children’s community nurse, who can best advise on the particular needs of the child. Pupils will also be involved whenever appropriate.

Partners should agree who will take the lead in writing the plan, but responsibility for ensuring that it is finalised and implemented rests with the school. Plans are reviewed at least annually, or earlier if evidence is presented that the child’s needs have changed. Plans are developed with the child’s best interests in mind and ensure that the school assesses and manages risks to the child’s education, health and social well-being and minimises disruption.



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Where a child has SEN but does not have a statement or EHC plan, their special educational needs will be referred to in their individual healthcare plan. Where the child has a special educational need identified in a statement or EHC plan, the individual healthcare plan will be linked to or become part of that statement or EHC plan.

Where a child is returning to school following a period of hospital education, the school will work with the appropriate hospital school or the Hospital and Outreach Education to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

### Staff training and support

Staff are supported in carrying out their role to support pupils with medical conditions by receiving appropriate training – ie training that is sufficient to ensure they are competent and have confidence in their ability to support pupils with medical conditions and to fulfil requirements set out in IHPs. Parents/carers of the child will be asked to provide information and advice to the school about how their child's needs can be met – however they should not be sole trainer.

Training needs are assessed in liaison with the school nurse, other health care professionals and by completing an IHP. Training will be commissioned by using providers that have been notified to the school by the school nurse, healthcare professionals or organisations expert in particular medical conditions.

Staff will not give prescription medicines or undertake health care procedures without appropriate training. Written instructions on a prescribed medication container dispensed by the pharmacist is considered by the school sufficient training for staff to be competent to administer such medicines. A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.

This policy will be made available to all staff to raise awareness at a whole school level of the importance of supporting pupils with medical conditions, and to make all staff aware of their role in implementing this policy. Existing and new staff (as part of induction) will be asked to sign to confirm that they have seen this policy.

### Medicines in School

See the school's separate policy on Administration of Medication

### Day trips, residentials and sporting activities

The school will actively support pupils with medical conditions to participate in school trips and visitors, or in sporting activities. Arrangements will be made for the inclusion of pupils in such activities with reasonable adjustments as required, unless evidence from a clinician or GP states that this is not possible. Consultation with parents, pupil and relevant health care professionals will take place as necessary to ensure that the pupil can participate safely. Risk assessments will be drawn up to ensure that steps needed to ensure pupils with medical conditions are safely included.

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## Other issues to Consider

Should a pupil be provided with home to school transport, any IHPs in place for that pupil will be shared with the Local Authority.

## Liability and Indemnity

The school will ensure the appropriate level of insurance is in place. Appendix 1 gives details of the school's insurance arrangements which cover staff providing support to pupils with medical conditions. If a pupil at South End Junior School requires support with a medical procedure not detailed in this Appendix, the Business Manager will contact LGSS Insurance immediately for advice and guidance.

## Asthma Inhalers

From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 allows schools to buy salbutamol inhalers, without a prescription, for use in emergencies.

**The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.**

South End Junior School will hold such an inhaler which can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty). See Asthma Policy and/or Asthma Inhaler protocol for use.

## Adrenaline Auto-Injector Devices

From 1 October 2017 the Human Medicines (Amendment) Regulations 2017 allows schools to buy adrenaline auto-injector (AAI) devices without a prescription, for emergency use in children who are at risk of anaphylaxis but their own device is not available or not working (e.g. because it is broken, or out-of-date).

South End Junior will not hold this device until an Allergy/anaphylaxis Policy is in place. At this point, this Supporting Pupils at School with Medical Conditions Policy will be added to say that this is the case. The school currently aims to hold 2 devices for each pupil.

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## APPENDIX 1

### Supporting pupils at school with medical conditions – Insurance implications (from NCC Insurance Document 2021).

This note has been prepared following the publication by the Department for Education of statutory guidance regarding the supporting of pupils at school with medical conditions.

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 pupil referral units to make arrangements for supporting pupils at their schools with medical conditions. Section 100 of the Act comes into force on 1<sup>st</sup> September 2014.

Within the guidance document there is reference to liability and indemnity. Paragraph 44 of the document states that Governing Bodies should ensure that the appropriate level of insurance is in place and appropriately reflects the levels of risk present. Paragraph 45 states that the insurance policies should provide liability cover relating to the administration of medicines.

Set out below are the details of the insurance provided to maintained schools who buy back into the Cambridgeshire or Northamptonshire Schools insurance scheme. We would like to provide assurance that the terms of the policy provide for an indemnity to governors, teachers, other employees and volunteers in respect of the administration of medicines and first aid treatment.

The cover applies to all school related activities including extra-curricular activities and school trips.

The following are items considered to be insured under existing public liability insurance cover where an appropriate health care plan, training or written instructions have been provided and are updated on a regular basis in accordance with a care plan or risk assessment;

- Administration of medicines pre-prescribed by a medical practitioner via nasogastric tube, gastronomy tube or orally.
- Administration of over the counter medicines with parental consent
- Catheter bag changing and tube cleaning, excludes insertion of tubes
- Colostomy and Stoma care subject to written guidelines being followed
- Application and changing of dressings following a written health care plan
- Defibrillators subject to following written instruction and appropriate documented training
- First aid provision by qualified first aider and applicable during the course of the business for the benefit of employees, pupils and visitors
- Application of ear or nose drops
- Application of EpiPen or Medipens
- Gastronomy and nasogastric tube feeding and cleaning, no cover for insertion of tube
- Fitting and replacement of hearing aids following written guidance
- Inhalers, Cartridges and Nebulisers
- Injection of pre-packaged dose of treatment on regular basis as pre-prescribed by a medical practitioner, includes Insulin subject to training and written care plan
- Administration and assistance with Oxygen following written guidelines and training
- Rectal diazepam and midazolam in pre-packaged dose subject to written guidelines with 2 members of staff present

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The cover specifically excludes any procedure or action taken that is not identified above. If a pupil at your school requires support with a medical procedure not detailed above you should contact LGSS Insurance immediately for advice and guidance.

In addition any use of equipment for the purposes of diagnosis is not insured nor is the prescription of medicines.

For further advice or guidance please do not hesitate to contact LGSS Insurance on the contact details below.

Northamptonshire Schools

[ncc-insurance@northamptonshire.gov.uk](mailto:ncc-insurance@northamptonshire.gov.uk)  
01604 367037