

Brackenwood Infant School



Supporting Children with Medical Needs

		Name	Signature	Name	Signature
Date Adopted					
Review Date					

BRACKENWOOD INFANT SCHOOL

SUPPORTING CHILDREN WITH MEDICAL NEEDS POLICY

Regard to Documentation

At Brackenwood Infant School, we will have due regard to the following documents:

- Department for Education's statutory guidance, 'Supporting children at school with medical conditions', April 2014 (This statutory guidance also refers to other specific laws.)
- Children and Families Act 2014 (Section 100)
- Equality Act 2010
- Special Educational Needs Code of Practice 2014
- Other school policies, such as Child Protection, Equal Opportunities, Behaviour,
- Administering Medicines, Special Educational Needs.
- Letter sent to schools by Wirral Clinical Commissioning Group – April 2017

Introduction

Children with medical conditions, both physical and mental health, are properly supported at Brackenwood so that they can play a full and active role in school life, remain healthy and have access to a full and engaging curriculum that allows all children to flourish.

We recognise that children with long-term and complex medical conditions may require ongoing support, medicines or care while at school to help them to manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. **Brackenwood Infant School respects that each child's needs are individual.**

We also recognise that needs may change over time, and that this may result in extended absence from school. The school will make every effort to minimise the impact on a child's education and experiences, and support their emotional and general wellbeing, including any necessary reintegration programmes. The school will focus on giving children and their parents every confidence in the school's approach.

The school recognises that some children who require support with their medical conditions may also have special educational needs and may have a statement or Education and Health Care Plan (EHCP). We will work together with other schools, health professionals, other support services, and the Local Authority. Sometimes it may be necessary for the school to work flexibly, and may, for example, involve a combination of attendance at school and alternative provision.

The admission to school is managed by Wirral Council. **No child with a medical condition will be denied admission on the grounds that arrangements for their medical condition have not been made.** The school will endeavour to accommodate children with all medical conditions, accessing relevant, accredited training to ensure we can risk assess staff as competent to meet the child's needs. Notwithstanding this, and in order to uphold the school's safeguarding duties, 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, which includes a situation where there exists no accredited training for a relevant condition.

Policy Implementation

- The Headteacher will ensure that sufficient staff are suitably trained (where relevant training exists);
- All relevant staff will be made aware of the child's condition;
- Cover arrangements will be put in place to cover for staff absence, to ensure that someone is always available;
- Supply teachers will be briefed and supported to ensure appropriate care is maintained;
- Risk assessments will be put in place for educational visits, and other school activities outside the normal timetable if needed; and
- EHCPs will be reviewed at least annually

Procedure to be followed when notification is received that a child has a medical condition

The school, in consultation with all relevant stakeholders including parents, will:

- **Ensure that arrangements are put into place to cover transition from another setting**, upon being notified that a child is coming into school with a medical condition. These may vary from child to child, according to existing Health Care Plans (HCPs);
- Ensure that arrangements are implemented following reintegration into the school or when the needs of a child change;
- Put arrangements into place in time for the start of the new school term;
- In other cases, such as a **new diagnosis** or children moving to a new school midterm, every effort will be made to ensure that arrangements are swiftly in place;
- Provide support to children where it is judged by professionals that there is likely to be a medical condition. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put into place;
- Any staff training needs are identified and met.

Health Care Plans (HCPs)

The school's SENCO will be responsible for developing HCPs. Their purpose is to ensure that they provide clarity about what needs to be done to support the child, 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, and they are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex. However, not all children will require one. The school, health care professionals and parents should agree, based on evidence, when an HCP would be inappropriate or disproportionate. If consensus cannot be reached, the Headteacher will determine the outcome.

The health care plan is a confidential document and will only be shared with professionals who support the child. The level of detail within will depend on the complexity of the child's condition and the degree of support needed. Where a child has a special educational need, but does not have an EHCP, their special educational needs will be mentioned in their HCP.

HCPs, and their review, may be initiated, in consultation with the parent, by a member of school staff or a health care professional involved in providing care for the child. Plans will be drawn up in partnership between the school, parents, and a relevant health care professional, e.g. School nurse,

specialist nurse or community paediatrician. Wherever possible, the child will also be involved in the process. The aim is to capture the steps which a school should take to help the child manage their condition and overcome any potential barriers to getting the most from their education.

The HCPs are reviewed at least annually, or earlier if evidence is presented that the child's needs have changed. The plans are devised with the child's best interests in mind, ensuring that an assessment of risk to the child's education, health and social well-being is managed minimising disruption. Reviews will be linked to any EHCP the child may have.

The information to be recorded

When deciding on the information to be recorded on HCPs, the following will be considered:

- The medical condition, its triggers, signs, symptoms and treatments;
- The child's resulting needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons;
- Specific support for the child's educational, social and emotional needs – for example, exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- The level of support needed, including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;
- Who will provide the support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a health care professional; and cover arrangements for when they are unavailable;
- Who in the school needs to be aware of the child's condition and the support required?
- Arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff, or self-administered by the child during school hours
Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent or child, the designated individuals to be entrusted with information about the child's condition
- What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency health care plan prepared by their lead clinician that could be used to inform the development of their HCP.

Roles and responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively; both with staff within the organisation and with outside agencies, as the circumstances of each child dictate.

Governing Body

The Governing Body will ensure that children in school with medical conditions are supported. It will ensure that a policy is developed, implemented and monitored. The Governing Body will ensure that staff receive suitable training and that they are competent before they take on the responsibility to support children with medical conditions.

Headteacher

The Headteacher will:

- Ensure that this policy is developed and effectively implemented with partners, including all staff and they are aware of the policy and that they understand their role in implementing the policy;
- Ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all the HCPs, including in contingency and emergency situations;
- Have overall responsibility for the development of HCPs; and
- Ensure that all staff are appropriately insured to support children in this way.

SENCO

The SENCO will:

- Liaise with the school nurse and any other appropriate professionals, in respect of a child who has a medical condition, including in cases where the situation has not yet been brought to the attention of the school nursing service
- Write HCPs in conjunction with parents, the child and any relevant professionals
- Ensure that all staff who need to know are aware of a child's condition and how to support them;
- Provide advice and support for staff in supporting and meeting needs of children with medical conditions;
- Arrange any relevant training need.

School Staff

Any member of the school staff may be asked to provide support to children with medical conditions, including the administration of medicines, although they cannot be required to do so. Although administering medicines is not part of a teachers' professional duties, they should take into account the needs of children with medical conditions that they teach.

Any member of school staff should know what to do and respond accordingly when they become aware that a child with a medical condition needs help.

Children

Children with medical conditions may be best placed to provide information about how their condition affects them. They should be involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with their HCP. Other children will often be sensitive to the needs of those with medical conditions.

Parents

Parents should provide the school with sufficient and up-to-date information about their child's medical needs. At Brackenwood Infant School, parents are seen as key partners and they will be involved in the development and review of their child's HCP, and may be involved in its drafting. Parents should carry out the action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Staff training and support

Training needs for staff will be assessed by looking at the current and anticipated needs of children already on the roll. It may be possible to determine training needs by early information relating to a child about to be admitted to the school. All members of staff providing support to a child with medical

needs will have been trained beforehand. Staff who provide support to children with medical conditions will be included in meetings where this is discussed.

The type of training, and frequency of refresher training, will be determined by the actual medical condition that a child may have and this will be supported by the Governing Body. Some training may be arranged by the school, and other types may make use of the skills and knowledge provided by the school nurse service, or specialist nurse services, among others. In some cases, the health care professional may be able to advise on easily accessible online training. Other training may involve on-site or off-site provision. Parents will be asked to supply specific advice and then this will be reinforced with health care professional advice.

All staff will be made aware of the specific needs of each child with a medical condition and will be competent and confident enough to deliver the support.

It must be noted that a First Aid certificate alone will not suffice for training to support children with medical conditions.

The child's role in managing their own medical needs

At Brackenwood Infant School, the children who require medication or other procedures will be supervised in administering them or receive them from a relevant member of staff in line with the Medicines Policy. Parents will be informed so that alternative options can be considered.

Emergency procedures

A child's HCP will clearly define what constitutes an emergency and the action to be taken, including ensuring that all relevant staff are aware of emergency symptoms and procedures. It may be necessary to inform other children in general terms so that they can inform a member of staff immediately if they think help is needed.

If a child is taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance if necessary. Accurate information about the child will be provided to the emergency services at the call out stage, during any first response stage, or subsequent moving on to hospital.

Educational visits and sporting activities

The school will consider how a child's medical condition will impact on their participation. We will encourage all children to participate according to their ability and make any necessary reasonable adjustments, unless evidence from a clinician, such as a GP, states that this is not possible.

The school will consider what reasonable adjustments may need to be made after carrying out a risk assessment so that planning arrangements take account of any steps needed to ensure that children with medical conditions are included. This will require consultation with parents and children and advice from the relevant health care professional to ensure that children can participate safely.

Unacceptable practice

Although school staff should use their discretion and judge each case on its merits with reference to the child's HCP, it is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Assume that every child with the same condition requires the same treatment;

- Ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged);
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their HCPs;
- If the child becomes ill, send them to the school office unaccompanied or with someone unsuitable;
- Penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- Prevent children from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- Require parents/Carers, 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 educational visits, e.g. by requiring parents to accompany the child.

Liability and indemnity

The Governing Body at Brackenwood Infant School ensures that appropriate insurance is in place and that it reflects the level of risk. The insurance covers staff providing support to children with medical conditions. From time to time, the school may need to review the level of cover for health care procedures and any associated related training requirements.

Complaints

Parents who are dissatisfied with the support provided should discuss their concerns directly with the school in line with the Complaints Procedure which is available on the schools website <https://www.brackenwood-infant.wirral.sch.uk/>

First-aid training

The school has a number of trained First Aiders and Paediatric First Aiders amongst the staff.

Defibrillator

We also have an onsite defibrillator and staff are trained in its use.

This policy will be reviewed annually or in line with legislative changes.