



Supporting Pupils with Medical Conditions Policy

September 2019

Reviewed: December 2022

About Owlcotes Multi-Academy Trust (OMAT)

OMAT is committed to the development of inclusive schools, sharing a common purpose to provide excellent education and improved outcomes for pupils.

OMAT strives to provide high-quality education for all children within our local communities by inspiring innovation, creativity and aspiration through an enriched curriculum.

OMAT is committed to the principles of co-operation, collaboration and sharing best practice with a strong focus on staff development.

OMAT is also committed to the preservation of the unique identity of all schools within the trust: each school will have a Local Governing Board (LGB) which is involved in decision making at school level, with autonomy to make decisions for its own school in line with the scheme of delegation.

All trustees and any schools joining must agree to share and uphold all of these principles now and in the future.

Supporting Pupils with Medical Conditions Policy

1. Introduction

This policy describes the arrangements to provide support for pupils with medical conditions; it includes details on how the policy will be implemented effectively, including the named staff who have overall responsibility for policy implementation.

This policy should be read in conjunction with Leeds City Council PG505 - Supporting Children and young persons with Medical Conditions in School, and the Department for Education's statutory guidance "Supporting pupils with medical conditions at school".

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on school governing boards to make arrangements for supporting children and young peoples at their school with medical conditions.

This policy describes the essential criteria for how Owlcotes schools will meet the needs of children and with short, long-term and/or complex medical conditions, including diabetes and asthma. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made. However, in line with our safeguarding duties, we must ensure that children's health is not put at unnecessary risk from, for example, infectious diseases. There may be times where the school cannot accept a child in school where it would be seriously detrimental to the health of that child or others to do so.

2. Aims

- To ensure pupils, staff and parents/carers understand how the school will support children with medical conditions;

- To ensure pupils at Owlcotes Multi-Academy Trust schools with medical conditions, in terms of both physical and mental health are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential;
- To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.

The school aims to:

- Assist parents in providing medical care for their children;
- Arrange training for staff to support individual pupils;
- Ensure staff are trained in the impact medical conditions can have on children in order to be safe, welcoming, and supportive of children and young people with medical conditions;
- Ensure school understands that children with the same medical condition will not necessarily have the same needs;
- Liaise as necessary with medical services in support of the individual pupil;
- Ensure access to full education if possible, so that all pupils with medical conditions are able to participate in all aspects of school life;
- Monitor and keep appropriate records;
- Ensure staff understand their duty of care to children and young people with medical conditions and know what to do in the event of an emergency.

3. Definitions

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

- a) *Short-term*: affecting their participation in school activities or requiring additional support or oversight whilst 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).

4. Requirements

Schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 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 peers. 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 2014, from September 2014, 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.

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.

The school takes advice and guidance from the medical profession which encourages self-administration of medication when possible.

All relevant staff understand the medical conditions that affect children at their school. The Headteacher will ensure that all staff understand their duty of care to children in the event of them requiring medical intervention. The school accepts responsibility for members of staff who give or supervise children with the taking of medication/medical procedures during the school day.

The Headteacher will be the named member of our staff responsible for this medical conditions policy and its implementation in school.

5. Entitlement

We believe that pupils with medical needs should be assisted wherever possible and that they have a right to the full education available to other pupils.

We believe that pupils with medical needs should be enabled to have full attendance if possible and receive necessary proper care and support whilst at school.

We believe that staff have rights in relation to supporting pupils with medical needs as follows:

- Receive appropriate training.
- Work to clear guidelines.
- Feel supported and able bring to the attention of school leadership any concern or matter relating to supporting pupils with medical needs.

6. Expectations

It is expected that:

- Any pupil with a medical condition requiring on-going medication or support in school should have an individual healthcare plan (IHP) which details the support that child needs. If the parents, healthcare professional and school agree that a healthcare plan is inappropriate or disproportionate, a record of the child's medical condition and any implications for the child will be kept in the school's medical record and the child's individual record which are stored safely school.
- Parents will be encouraged to co-operate in training children to self-administer medication if this is age appropriate and practicable.
- Where parents have written to request the school to administer the medication for their child the prescription and dosage regime should be clearly detailed.
- The school will only administer medicines in school when the dosage cannot be fully administered outside of school hours or where the medication has to be taken with meals or at specific time intervals during the school day.

- Pupils should not bring in their own medicine. This should be brought into school by the parent so that all documents can be completed and so that medication can be stored safely by adults.
- Staff are trained by professionals and parents in some instances to administer medicines such as insulin, EpiPens etc.
- Controlled drugs (such as Ritalin) may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence. Controlled drugs will be stored in a locked non-portable container and only named staff will have access.
- Asthma inhalers will typically be stored in the school office but can be kept in the classroom if this provides speed of access for children who need it.
- Staff will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.
- The school will liaise with the School Nursing Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.
- School cannot be held responsible for side effects that occur when medication is taken correctly.
- Any medicines brought into school by the staff e.g. headache tablets; inhalers for personal use will be kept securely and out of the reach of the pupils. Staff medicine is the responsibility of the staff concerned and not the school.

The SENCO/ Intervention Manager is responsible for ensuring that whenever the school is notified that a pupil has a medical condition:

- Sufficient staff are suitably trained.
- All staff are made aware of a child's condition.
- Risk assessments for visits and activities out of the normal timetable are carried out.
- Individual healthcare plans are monitored regularly and reviewed annually or earlier if evidence is presented that the child's needs have changed.
- Transition arrangements between classes and schools are carried out.

The following information should be considered when writing an individual healthcare plan:

- The medical condition, its triggers, signs, symptoms and treatments.
- The pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues.
- Specific support for the pupil's educational, social and emotional needs.
- The level of support needed including in emergencies.
- Who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements.
- Who in school needs to be aware of the child's condition and the support required.
- 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.
- Confidentiality.
- What to do if a child refuses to take medicine or carry out a necessary procedure.
- What to do in an emergency, who to contact and contingency arrangements.
- Where a child has SEND but does not have an Education, Health and Care plan, their special educational needs should be mentioned in their individual healthcare plan.

Emergencies

- Medical emergencies will be dealt with under the school's emergency procedures.
- Where an Individual Healthcare Plan is in place, it should detail: What constitutes an emergency. What to do in an emergency.
- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

7. Roles and Responsibilities

a) The Owlcotes Board of Trustees

Trustees will approve and review this policy and ensure that arrangements are in place in all schools to support pupils with medical conditions, including those conditions related to physical health and mental health.

b) The Local Governing Board

- Governors ensure, through this policy, that arrangements are in place to support pupils with medical conditions. They also ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.
- Some children with medical conditions may be disabled. Where this is the case the governors, through this policy, comply with their duties under the Equality Act 2012. In doing so they will ensure that such children can access and enjoy the same opportunities at school as any other child.
- The Local Governing Board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.
- The Local Governing Board will undertake regular reviews of the medical conditions and provision of support in school.
- Some pupils with medical conditions may have special educational needs (SEND) and may have a statement or EHC plan which brings health and social care needs, as well as their special educational provision. For children with SEND, this guidance should be read in conjunction with the SEND code of practice 2014.
- In making these arrangements, the Local Governing Board takes into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others. The focus is on the needs of each individual child and how their medical condition impacts on their school life.
- The Local Governing Board, through this policy, intend that their arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. They intend that the arrangements should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. They intend that staff should be properly trained to provide the support that pupils need.
- The Local Governing Board intend that the arrangements put in place are sufficient to meet their statutory responsibilities and that policies, plans, procedures and systems are properly and effectively implemented. This aligns with their wider safeguarding duties.

c) The Headteacher

- Should ensure that this policy is implemented.

- Should consult with appropriate health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.
- Should ensure all staff are aware of this policy and understand their role in its implementation.
- Should ensure all staff who need to know are informed of a child's condition.
- Should ensure sufficient numbers of staff are appropriately trained to implement the policy and deliver IHPs, including in emergency and contingency situations, should ensure the school and staff are appropriately insured.
- Is responsible for the development of IHCPs.
- Should contact the school nursing service / healthcare professionals for further advice in the case of any child with a medical condition.
- Should ensure that systems are in place for obtaining information about a child's medical conditions and that this information is kept up to date.
- Should ensure that supply and peripatetic staff are made aware of relevant information to support children with medical conditions.
- Should ensure the policy is reviewed regularly.

d) School Staff

Supporting children with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to children and young people with medical conditions, although they will not be required to do so unless this is specifically part of their role in school. This includes the administration of medicines.

School staff will take into account the conditions of children with medical conditions that they teach. All staff will know what to do and how to respond accordingly when they become aware that a child with a medical need requires help.

- School staff are responsible for following the procedures outlined in this policy and supporting guidance document.
- Any staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.
- Should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions.
- Should familiarise themselves with procedure detailing how to respond when they become aware that a pupil with a medical condition needs help.
- Should undertake training to achieve necessary competency to support pupils with medical conditions, if they are required to undertake that responsibility.
- Any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
- Should retaining confidentiality within policy guidelines.
- Should contact parents/carers and/or emergency services when necessary and without delay.

e) School Nurses/ Specialist Nurses

- Are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school.

- Should liaise locally with lead clinicians on appropriate support.
- May support staff on implementing a child's IHP and provide advice and liaison Other healthcare professionals.
- Should notify the school nurse when a child has been identified as having a medical condition that will require support at school.
- May provide advice on developing healthcare plans.
- Specialist local teams may be able to provide support for particular conditions (e.g. Asthma, diabetes) and should be consulted where necessary.

f) Pupils

- Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Therefore pupils should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP.

g) Parents/Carers

- Must provide the school with sufficient and up-to-date information about their child's medical needs, including up-to-date allergy/asthma plans from the GP/ specialist nurse etc.
- Will provide up to date contact information and ensure that they or another responsible adult are contactable at all times for if their child becomes unwell at school.
- Will be involved with school staff in completing an individual healthcare plan (IHP).
- Are key partners and should be involved in the development and review of their child's IHP.
- Should carry out any action they have agreed to as part of the IHP implementation.
- Will provide medicines and equipment in line with this policy and supporting guidance in original labelled containers, in date and sufficient for the child's conditions.
- Must come in to school to complete a written request for medicines to be administered by the school staff.
- Are responsible for making sure their child is well enough to attend school. Parents/carers should keep children at home when they are acutely unwell.
- Will only request medicine or medical procedures to be administered at school when it would be detrimental to their child's health or school attendance not to do so,
- Will provide written agreement before any medicines can be administered to their child.
- Must abide by and follow this policy.

School trips, residential visits and sporting activities

- Where pupils are required to take medicine during a school trip etc, arrangements should be made to administer them in accordance with this policy.
- Pupils with medical conditions should not be precluded from taking part in day trips, residential visits or sporting activities unless evidence from a GP or other healthcare professional states that this is not possible or not advised.
- Teachers should know how a pupil's medical condition may impact on their participation.
- School will consider any reasonable adjustments that may need to be made to enable pupils with medical conditions to participate fully and safely on visits.

Unacceptable practice

The following are considered to be unacceptable practice.

- Preventing children from easily accessing their inhalers and medication or not being able to administer them when necessary;
- Assuming that every child with the same condition requires the same treatments;
- Ignoring the views of the child or their parents; or medical evidence or opinion (although this may be challenged);
- Sending children with medical conditions home frequently or preventing them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- If a child becomes ill, sending them to the school office or medical room unaccompanied or with another child.
- Penalising children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments.
- Preventing pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- Requiring parents to attend school to administer medication or provide medical support to their child, including managing toileting issues unless this has been previously agreed and is in the best interest of the child or is the wish of the parent;
- Preventing children from participating, or creating unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany a child with medical conditions, unless it is in the best interests of the child.

Administering Medicines in School

Please see the school's Administering Medicines in School Policy on the respective school's website.

Complaints

If parents are dissatisfied with the support provided by school, they should discuss their concerns directly with the relevant staff member in school (see 'contacting school' documents).

If, for whatever reason, this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

This Policy for Supporting Pupils with Medical Conditions was adopted by Owlcotes Multi-Academy Trust on 30/09/2019. This policy applies to Pudsey Primrose Hill Primary School, Pudsey Waterloo Primary School, Calverley Parkside Primary School, and Armley Park Primary School.

| Chair of Governors – Mrs J Norfolk | | |
|------------------------------------|-----------------|---------------|
| Signature: | | Mrs J Norfolk |
| Frequency of review: | 2 years | |
| To be reviewed and approved by: | OMAT Full Board | |
| Date of next review: | December 2024 | |

REVIEW RECORD

| Date of review | Reason for review | Date of next review |
|----------------|-------------------------|---------------------|
| 21/10/2021 | Agreed review schedule. | October 2023 |

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| Name: | | Signature: | |
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on behalf of OMAT Full Board

| Date of review | Reason for review | Date of next review |
|----------------|--|---------------------|
| 07/12/2022 | Updated in line with Leeds City Council locally agreed model policy. | December 2024 |

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on behalf of OMAT Full Board

| Date of review | Reason for review | Date of next review |
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on behalf of OMAT Full Board