

Supporting Pupils with Medical Conditions Policy



Policy owner	Admin manager	October 2019
Agreed by	Head Teacher	September 2019
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Supporting Pupils with Medical Conditions Policy

St Paul's Steiner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

References & Guidance

"Supporting pupils with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England", Department for Education, December 2015: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supportin_g-pupils-at-school-with-medical-conditions.pdf

"Health protection in schools and other childcare facilities", Public Health England, December 2017: <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities> (updated January 2018)

1. Introduction

St Paul's Steiner School (the School) is committed to giving all its pupils and potential pupils opportunities to access the programme of teaching and learning (curriculum). Every effort will be made to ensure that pupils with medical needs experience the best possible care whilst at the School. This policy provides a sound basis for ensuring that children with medical needs receive proper care and support at school.

The School has adopted the guidance published by the Department for Education and Public Health England (see references above).

All medical information received by the School will be treated confidentially. Only information needed to ensure the safety and care of individual pupils will be disclosed as appropriate to staff of the School. Such procedures will be discussed with the parents, and pupils where appropriate, for their agreement prior to the disclosure.

Throughout this policy, the term 'parent(s)' means all those having parental responsibility for a child.

2. Illness in the School

If a pupil becomes ill in a lesson and the Teacher feels that medical treatment is required, then the pupil should be cared for and treated appropriately, as described in the First Aid Policy.

If the Teacher feels that the pupil is too ill or injured to be moved, then a designated First Aider should be called. First Aid should be administered, as appropriate. If it is thought that follow-up treatment is required, the parent will be contacted and/or a letter sent home with the pupil.

An 'Accident/Incident/Illness book' should always be completed by the Teacher/First Aider.

In more serious cases, where hospital attention is deemed necessary, the School will contact parents, who will be expected to take their child to hospital.

In an emergency, an ambulance will be called and the parent contacted by the School. In the absence of a parent, a member of staff must accompany the pupil to the hospital and remain there until the parent arrives.

If a parent cannot be contacted, staff will always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind. This may include giving consent for emergency medical treatment.

The School has a strict policy that no medication will be given orally or externally unless permission has been given by a parent. Parents will be contacted depending upon the nature of the medical problem and should complete the necessary forms.

3. Infectious Diseases

The School has a duty to ensure that pupils' health is not put at unnecessary risk from infectious diseases.

Parents should inform the School immediately if their child is diagnosed with or suspected of having an infectious disease. The School may decide to inform some or all parents of children in the School; usually via email.

Please refer to <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities> and the NHS website for advice on exclusions.

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.

4. Pupils with long-term medical needs

Pupils with medical needs entering the School will be identified through the admissions procedure and through discussions with their parents, to ensure appropriate records are kept and appropriate provision can be made.

Parents are requested to approach the School with any information that they feel the School will need to care for individual pupils. The parents will be required to complete the required medical forms to identify any medical needs.

Parents are responsible for informing the School of medical issues that arise during the pupil's time in the School.

The School may wish to consult with healthcare professionals, e.g. the pupil's GP, in order to help make decisions about the support required. Permission will be sought from parents before contact is made.

The child's Teacher is responsible for informing other staff about medical conditions as appropriate eg. assistants, subject teachers and cover staff.

5. Individual Healthcare Plans

Individual Healthcare Plans can help to ensure that schools effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. They will often be essential in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex.

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.

Please refer to Appendix A for a flowchart for identifying and agreeing the support a child needs and developing an individual healthcare plan.

6. Medicines in the School

Medicines should only be administered in School when it would be detrimental to a child's health or school attendance not to do so.

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

In the event of any form of administration of medication being required during school hours, parents must contact the Teacher and/or the Administration Manager in advance so that an assessment can be made as to if and how that can be managed and the required medical forms can be completed.

Parents should inform the Administration Manager of any medication being brought into the School at any time. Parents should not rely on electronic communication for this purpose, but rather should ensure that they communicate this information face-to-face or by telephone.

Any member of 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.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training, and no child should be given prescription or non-prescription medicines without their parent's written consent.

Only prescribed medicines in date, labelled with the pupil's full name, provided in the original container as dispensed by a pharmacist and including instructions for administration, dosage and storage can be administered.

All medicines should be stored safely. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility.

Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside of school premises, e.g. on school trips.

7. Record Keeping

A record must be kept of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted. It is the responsibility of the person administering the medication to ensure that this information is recorded and stored securely.

8. Training

All new staff will receive a copy of this policy during their induction period.

School staff will receive sufficient and suitable training and achieve the necessary level of competency before they take on the responsibility of supporting children with medical conditions if this proves necessary above their First Aid Training.

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 conditions should normally be included in meetings where this is discussed.

Where an Individual Healthcare Plan is developed, the relevant healthcare professional will normally lead on identifying and agreeing with the school the type and level of training required, and how this can be obtained.

A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.

9. School off-premises visits

The School believes that all pupils are entitled to participate fully in activities associated with the School and will attempt at all times to accommodate pupils with medical needs. However, consideration must be given to the level of responsibility that staff can be expected to accept. Discussion will take place between School staff, parents and pupils where appropriate in deciding the extent to which pupils can participate in activities away from the school premises.

10. Unacceptable Practice

Although staff should use their discretion and judge each case on its merits with reference to the child's Individual Healthcare Plan, 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 for reasons associated with their medical condition or prevent them from staying for normal school activities, 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;
- penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- 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;
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips.

10. Complaints and Concerns

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with their child's Teacher or the Administration Manager. If, for whatever reason, this does not resolve the issue, they may make a formal complaint via the School's Complaints and Concerns Policy.

12. Monitoring, Evaluation and Review

This policy at least every two years and assess its implementation and effectiveness. College Chairs and the Bursar have day-to-day responsibility for ensuring that this policy is promoted and implemented throughout the School.

13. Related Policies

First Aid Policy, Health & Safety Policy, School Trip Policy, SEND Policy, Admissions Policy

Appendix A – Flowchart for identifying and agreeing the support a child needs and developing an individual healthcare plan

