



**Policy for Supporting Pupils at  
School with Medical  
Conditions**

**Autumn 2014**

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## Introduction

As an inclusive school, Birch Hill Primary School will ensure that arrangements are in place to support any children with medical conditions.

Most children at some time have a medical condition, which could affect their participation in school activities. This may be a short term situation or a long term medical condition which, if not properly managed, could limit their access to education. The Governors and staff of Birch Hill Primary School wish to ensure that children with medical needs receive care and support in our school. We firmly believe children should not be denied access to a broad and balanced curriculum simply because they are on medication or need medical support, nor should they be denied access to school or other activities.

The school will work closely with parents and medical professionals in developing an Individual Healthcare Plan that ensures the children's needs are met so that they can take a full part in the opportunities presented at school.

## Roles and Responsibilities

The role of the Head Teacher and Governing Body

The ultimate responsibility for the management of this policy lies with the Head Teacher and Governing Body. The Head Teacher will manage the policy on a day-to-day basis and ensure all procedures and protocols are maintained.

The role of Staff: Staff 'Duty of Care'

Anyone caring for children, including teachers and other school staff, have a duty of care to act like any reasonably prudent parent. This duty extends to staff leading activities taking place off site, such as visits, outings or field trips and may extend to taking action in an emergency.

School staff who have children with medical needs in their care should understand the nature of the condition, and when and where the child may need extra attention. All staff should be aware of the likelihood of an emergency arising and be aware of the protocols and procedures for specific children in school through attending training provided and reading Individual Health Care Plans devised for individual children.

#### The role of Parent/Carers

Parents/carers have prime responsibility for their child's health and should

provide school with up to date information about their child's medical conditions, treatment and/or any special care needed. If their child has a more complex medical condition, they should work with the school/other health professionals to develop an Individual Health Care Plan which will include an agreement on the role of the school in managing any medical needs and potential emergencies. It is the parent/carers responsibility to make sure that their child is well enough to attend school.

### **Individual Health Care Plans (IHCP)**

The main purpose of an IHCP is to identify the level of support that is needed at school for an individual child. The IHCP clarifies for staff, parents/carers and the child the help the school can provide and receive. These plans will be reviewed annually as a minimum, or more frequently at the request of parents/carers or the school, or as required.

An IHCP will include:

- details of the child's condition
- what constitutes an emergency
- what action to take in an emergency
- what not to do in the event of an emergency
- who to contact in an emergency
- the role the staff can play
- special requirements e.g. dietary needs, pre-activity precautions
- any side effects of medicines

A copy will be given to parents/carers, class teachers/other appropriate school staff and a copy will be retained in the office and the child's individual file.

We recognise that most children with medical needs can participate in physical activities and extra curricular sport. Any restrictions in a child's ability to participate in PE or specific physical activities should be recorded in their IHCP. All staff should be aware of issues of privacy and dignity for children with particular needs.

### **School Visits**

When preparing risk assessments staff will consider any reasonable adjustments they might make to enable a child with medical needs to participate fully and safely on visits. Sometimes additional safety measures may need to be taken for outside visits and it may be that an additional staff member, a parent/carer or other volunteer might be needed to accompany a particular child. Arrangements for taking any medicines will need to be planned for as part of

the risk assessment and visit planning process. A copy of IHCP should be taken on trips and visits in the event of information being needed in an emergency.

## **Residential Visits**

Parent/carers of children participating in residential visits will need to complete a consent form giving details of all medical/dietary needs. Administration of medicine forms need to be completed prior to the day of departure and all medication which needs to be administered during the course of the visit should be handed directly to the group leader before leaving the school at the start of the visit.

## **Administration of Medicines**

The Head Teacher will accept responsibility for members of school staff giving or supervising children taking prescribed medication during the school day where those members of staff have volunteered to do so and have agreed to adhere to this policy. Prescribed medication provided in its original pharmacy labelled container can only be administered to children where parents/carers provide such medication to the school and parents/carers must specifically request that the school administers it. Medication will not be accepted without a completed Administration of Medicines Consent Form with clear instructions as to administration. The Head Teacher will consider in each case the nature of the medication to be administered, any potential risks and all other relevant information before deciding whether in any particular case medicine can be administered in school. Where there is concern about whether the school can meet a child's needs the Head Teacher should seek advice from the school nurse or doctor, the child's GP or other medical adviser.

The school member of staff administering the medication must record details of each occasion when medicine is administered to a child.

## **Other agencies**

The school nurse, paediatrician or other specialist bodies may be able to provide additional background information for school staff. Any requests or referral to these services will only be made with parental consent.

## **Summary**

The Headteacher will ensure that that:

- Children are identified on school's information management system;
- sufficient staff are suitably trained;
- relevant staff will be made aware of the child's condition;
- cover arrangements are in place in case of staff absence or staff turnover;
- that for supply teachers are briefed;
- that risk assessments for school visits, holidays, and other school activities outside of the normal timetable are in place;
- procedures are in place for the monitoring of individual healthcare plans;
- procedures are in place to cover any transitional arrangements between schools.

## Process Flow Chart

The school will follow this process for developing individual healthcare plans:

