

SUPPORTING PUPILS WITH LONG-TERM MEDICAL CONDITIONS POLICY VERSION 2

DATE OF ORIGINAL RATIFICATION: Historic

DATE OF MOST RECENT REVIEW: January 2022

SUMMARY OF CHANGES AT LAST REVIEW

RECORD OF CONSULTATION	
DATE	CONSULTATION DETAILS

Dream Believe Achieve

Supporting Pupils with Long Term Medical Conditions Policy

We believe this policy relates to the following legislation:

- Medicines Act 1968
- Misuse of Drugs Act 1971
- Health and Safety Act 1974
- Children Act 1989
- Education Act 1996
- Education Act 2002
- Children Act 2004
- The NHS Act 2006
- Equality Act 2010
- School Premises (England) Regulations 2012 (as amended)
- Children and Families Act 2014
- Special Educational Needs and Disability (Amendment) Regulations 2015

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- The Special Needs and Disability (SEND) Code of Practice
- Supporting Pupils at School with Medical Conditions

Aims

- To support pupils with long-term medical conditions.
- To ensure pupils with long-term medical conditions have full access to education, all sporting activities and educational visits so that they can play a full and active role in school.
- To ensure effective individual health care plans are in place.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

We have a legal duty under the Children and Families Act 2014 to support pupils with long-term medical conditions such as diabetes, asthma and epilepsy, and we will ensure that these children have full access to the curriculum, all sporting activities and educational visits so that they can play a full and active role in school.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

We work closely with parents/carers, health and social care professionals, the local authority, commissioners and other support services to ensure effective individual health care plans, monitoring, reviewing and updating procedures are in place and to ensure children with medical conditions receive a full education.

We will not deny admission to any child with a medical condition, based solely on the existence of that condition. A thorough risk assessment will be undertaken to ensure that we can meet the child's needs, prior to a decision being made.

We want parents to feel confident and reassured that we are providing effective support for their child's medical condition that involves:

- having in place risk assessments for all school activities on and off-site
- having in place individual healthcare plans
- having good links with local health and social care services
- allowing children easy access to their inhalers and medication
- administering medication when and where necessary
- not ignoring the views of children, parents and medical professionals
- allowing children to participate in all curriculum, sporting and school activities
- providing assistance when a child becomes ill
- allowing children with medical conditions to take drinking, eating or toilet breaks when and where necessary
- not penalising a child for poor attendance due to their medical condition
- dealing with children's social and emotional problems linked to their medical condition
- building confidence and promoting self-care
- having in place sufficient school personnel that are suitably trained
- having in place adequate absence cover arrangements for school personnel ensuring someone is always available
- ensuring all relevant school personnel including supply teachers are aware of individual children's medical condition
- having in place effective transitional arrangements between schools
- having in place effective home-to-school transport arrangements

Administration of medicines by any member of the school personnel is undertaken purely on a voluntary basis and individual decisions will be respected. However, appropriate training will be provided before any member of the school personnel who has volunteered and accepted this role to be familiar with all administration of medication procedures. Further details of school procedures can be found in our First Aid Policy, which should be read in conjunction with this policy.

Training will be provided to all school personnel who support pupils with a medical condition and will consist of:

- awareness of the medical condition(s) in question
- first-aid
- administering medication
- record keeping
- intimate care
- manual handling
- confidentiality
- periodic training so that they are kept up to date with new information
- equal opportunities training on induction

Individual Healthcare Plans

Individual Healthcare Plans will be devised and written at a meeting involving:

- relevant school personnel
- the child
- parents/carers
- local healthcare and medical professionals

At this meeting the following will be discussed:

- confidentiality of pupil information
- the medical condition
- symptoms and treatments
- signs
- how the condition is triggered
- medication and dosage
- self-management of medication
- medication administered by school personnel (with written permission in place)
- storage and accessibility of medication
- dietary requirements
- access to food and drink
- specialist equipment
- level of support required
- training needs of support personnel
- health and safety issues
- environmental issues and requirements
- attendance at medical appointments
- procedures regarding educational visits
- risk assessments
- dealing with emergency situations
- school evacuation procedures
- home to school transport arrangements
- roles and responsibilities of relevant school personnel

Responsibility for the Policy and Procedure

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.

Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Head Teacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring full compliance with all statutory responsibilities;
- responsibility for ensuring that children with long-term medical conditions have the same rights to admission as other children;
- responsibility for ensuring individual health care plans, procedures and systems are properly and effectively implemented;
- responsibility for ensuring training is in place for relevant school personnel who support children with long-term medical conditions;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Head Teacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Head Teacher

The Head Teacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;

- provide the necessary support for pupils with long-term medical conditions;
- ensure all pupils with long-term medical conditions have full access to the curriculum, all sporting activities and school activities;
- ensure individual healthcare plans are in place;
- ensure relevant school personnel are made aware of children with long-term medical conditions;
- ensure relevant school personnel are made aware of all individual healthcare plans;
- ensure insurance cover supports all pupils with long-term medical conditions;
- ensure school personnel are appropriately insured;
- ensure appropriate school personnel are trained in the use of the defibrillator in order to deal with sudden cardiac arrest;
- ensure that sufficiently trained school personnel are in place to deliver individual healthcare plans;
- contact the school nursing service when a child with a medical condition needs support;
- ensure school personnel do not prevent children with medical conditions:
 - taking a full part in all school activities
 - having full access to the curriculum
 - accessing their medication
 - administering their medication when and where necessary
- ensure school personnel do not:
 - assume that every child with the same medical condition requires the same treatment
 - ignore the views of children or parents
 - send pupils who feel ill to the school office/medical room unattended or by someone unqualified
 - penalise the attendance record of pupils
 - prevent pupils managing their medical condition effectively
 - expect parents to administer their child's medication
 - expect parents to provide medical support for their child
 - expect parents to accompany their child on educational visits, except in exceptional circumstances
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- report regularly to the Governing Body on the success and development of this policy.

Role of the Designated Safeguarding Lead

The DSL will:

- lead the development of this policy throughout the school;
- ensure all individual healthcare plans are in place and up to date;
- monitor and annually review all individual healthcare plans;
- ensure relevant school personnel are made aware of children with long-term medical conditions;
- ensure relevant school personnel are made aware of all individual healthcare plans;
- ensure cover in the absence of relevant staff
- provide information for supply teachers;
- provide guidance and support to all relevant staff;
- provide awareness training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- undertake risk assessments for extra-curricular activities, educational visits and other off-site visits;
- ensure emergency procedures are in place;
- liaise with parents and will ensure arrangements are in place when a pupil is diagnosed with a medical condition;
- liaise with parents and will ensure arrangements are in place when a child starts mid-term;
- liaise with feeder schools and transitional schools;

- ensure all medications are kept in a secure place and accessible only to the designated persons;
- ensure all medications are kept cool in a small secure fridge;
- ensure records are kept of all medications administered to children;
- review and monitor this policy;

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- inform the school if their child has a medical condition;
- work in partnership with the school;
- provide up to date medical information of their child's condition;
- be involved in discussions regarding medical support and individual healthcare plan for their child;
- provide the appropriate medication for the school to administer;
- ensure medications are in good supply;
- provide any specialist equipment;
- ensure their contact details are kept up to date;
- ensure that all emergency contacts are current;

Role of School Personnel

Administration of medicines by any member of the school personnel is undertaken purely on a voluntary basis and individual decisions will be respected. However, appropriate training will be provided before any member of the school personnel who has volunteered and accepted this role to be familiar with all administration of medication procedures.

School personnel will:

- comply with all aspects of this policy and the First Aid Policy
- not administer medications without the appropriate training;
- not undertake healthcare procedures without the appropriate training;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- be involved in discussions regarding their medical support and individual healthcare plan;
- after discussions with parents/carers be encouraged to manage their own health needs and medications;
- have access to their own medicines and relevant devices;
- be encouraged to work in partnership with the school by making decisions and exercising choice in relation to their educational programme;

Role of School Nursing Services

The school nursing service will:

- notify a school before a child, who has been identified with a medical condition and needs support, starts;
- provide information about medical conditions;
- support school personnel implementing individual healthcare plans;
- provide advice and training on developing individual healthcare plans;
- provide support for children with medical conditions;

- liaise with lead clinicians.

Role of Healthcare Professionals

Healthcare professionals such as paediatricians' and general practitioners will provide:

- contact the school nursing service when a child has been identified with a medical condition that requires support at school;
- advice on developing individual healthcare plans;
- information about medical conditions;
- support for children with particular conditions;
- training for school personnel.