



Shakespeare Primary School

Medical Needs Policy

In compliance with:

Supporting pupils at school with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England December 2015

Section 100 of The Children and Families Act 2014.

Section 5 of the Leeds Health and Safety Handbook for Schools.

Policy written: November 2017

Review date: November 2019

Please also see: SEN Policy and Intimate Care Policy

Introduction

Shakespeare Primary School is committed to the inclusion and support of pupils with medical needs. We work with the child, parents/carers and other professionals to ensure that children have the fullest possible access to education. We understand that not all children with the same medical condition will have the same needs and so we work closely with families and agencies to gain an insight into the child's needs and how they can be met in school. This policy has been written in compliance with Section 100 of The Children and Families Act 2014 and with regard to 'Supporting Pupils with Medical Conditions' guidance from The Department of Education.

Role of the Governing Body

- Governing bodies are legally responsible under Section 100 of the Children and Families Act 2014 to make arrangements to support pupils with medical conditions and must have regard to the new guidance.
- The governing body must ensure that arrangements are in place to support pupils with medical conditions and that policies, plans, procedures and systems are properly and effectively implemented.
- The governing body will regularly audit their policies relating to supporting pupils with medical conditions, to ensure that healthcare plans are being adhered to, the correct training is being given and the appropriate people are providing the necessary care.
- The governing body will ensure that school develops a policy for supporting pupils with medical conditions that is reviewed regularly and is readily accessible to parents and school staff.

Role of the Head Teacher

- The Head Teacher will ensure there are named members of staff in place to implement the medical needs policy.
- The Head Teacher will ensure that sufficient trained numbers of staff are available to deliver against IHPs, including contingency and emergency situations.
- The Head Teacher will make sure school staff are appropriately insured to support pupils with medical conditions.
- The Head Teacher will ensure staff are suitably supported in their work with medical needs and that identified members of staff have received First Aid Training.

Role of named staff for Medical Needs

- The named staff with responsibility for medical needs are:
 - Julian Gorton (Head Teacher) – See above.
 - Gemma Briggs (Inclusion Manager) – Policy writing and implementation, record keeping, staff training, funding applications, parental and outside agency liaison.
 - Jane Milnes (Administrative Assistant) – Administration and record keeping, parental liaison, new starters.
 - Amy Hutchinson (LSA) – Asthma Champion
- Across school we have appropriately trained first aiders in each phase. This first aid training does not replace specific training or qualify staff to support individuals with medical needs but does ensure we can respond effectively to any emergency situations for all pupils.

Role of Teachers and Support Staff

- Any member of school staff may be asked to provide support to pupils with medical conditions, although they cannot be required to do so unless specifically stated in their job description.
- All staff should take into account the medical needs of the children they teach and make adaptations and alterations where necessary.
- All staff should have an awareness and understanding of any IHPs, Allergy Action Plans or Asthma Plans for children in their care.
- Teachers should identify children with medical needs as part of educational visit risk assessments.
- School staff should raise any concerns about a child's medical needs with a named member of staff.
- All staff should be a point of contact for parents of children with medical needs and should pass any relevant information to named staff.
- Ensure records are kept of any medicines administered.
- Ensure children have access to their medication where appropriate (inhalers).

Role of Parents/Carers

- It is the responsibility of parents/carers to ensure school have up to date information regarding a child's medical needs.
- Parents/carers must bring the correct, in date, medication in school complete with pharmacy dispensing label.
- Parents/carers must make every effort to ensure their child is well enough to attend school. If a medical need is impacting on a child's attendance and access to education, advice can be sought from our Family and Attendance Advisor, Rachel Brookes.
- Medical appointments should be made outside of school hours wherever possible. Where not possible, school should be notified of appointments.
- Where school raises concerns around the medical needs of a child, it is the responsibility of the parents/carers to access medical advice.
- Parents/carers must correctly dispose of any medicines that are no longer required/out of date.

Identification, Provision and Support

Medical needs are established by healthcare professionals. Once a need has established parents/carers must share this information with school and we ask that parents/carers give their consent for healthcare professionals to share information and reports with us directly. If school has medical concerns about a child we will discuss this with the parents and support them in the appropriate course of action.

School follow the advice of healthcare professionals in terms of provision and support. We ensure that appropriate training is planned and delivered to individuals and groups of staff who will have responsibility for supporting a child with medical needs. The Head Teacher and Inclusion Manager ensure that sufficient numbers of staff receive training and that there are contingency plans for staff absence.

Children with identified medical needs will have an IHP (Individual Healthcare Plan), an Allergy Action Plan or an Asthma Plan if required. These plans are usually for longer term, more complex cases where emergency intervention could be likely. They will outline their needs, emergency procedures, medication information and contact details. These plans are written by, or with, healthcare professionals, parents/carers and are shared with the child and all relevant staff. Not all children will require an IHP, Allergy Action Plan or Asthma Plan. In the case of children with allergies, this information will be shared with the school kitchen. Children with food allergies in EYFS and KS1 wear allergy alert badges at lunch time. The Inclusion Manager and class teachers ensure that children have the appropriate medication in school and that plans are adhered to by all staff.

Children with medical needs are fully supported through transitions both within school (class to class, key phase change) and when they move to another school (end of KS2 or mid-year transfer). This involves sharing current provision and support in place and the names of relevant professionals and agencies.

Medication in School

Only medication prescribed by a doctor is allowed in school and, in the case of antibiotics/paracetamol, would need to be prescribed at a minimum of 4 times a day. Medicines such as this would be kept in the school office and refrigerated if required. Any other long term medicines such as epipens or insulin are stored as recommended. Controlled drugs will be stored in a non-portable, locked container and will only be accessed by trained staff. During educational visits the controlled drugs will be carried by trained staff only.

Children with asthma keep their inhalers in the classroom. Children in UKS2 carry their own inhalers on their person but must notify a member of staff if they need to take their medication. School has emergency inhalers that can be administered to all children who currently have an inhaler and have signed consent from parents/carers.

All administration of medicines is recorded on appropriate paperwork and shared with parents/carers. A copy of our Intimate Care Policy is available on request.

Medicine should always be signed in at the office and a permission to administer medication form completed. No medicines should be sent to school with children.

Although not a type of medication, there is a defibrillator located in the Cooperative Academy of Leeds (CAL). Staff have received training and can access the defibrillator by visiting/contacting the CAL office.

Educational Visits, Extra-Curricular Activities, Travel and Risk Assessments

When on an educational visit, the medical needs of individuals form part of the standard risk assessment. In more complex cases, or where the nature of the need presents certain risks, an individual risk assessment will be carried out. These additional risk assessments would be used to ensure a visit was suitable for a child. Appropriate training or staffing would be provided for extra-curricular activities for children with medical needs.

It is the responsibility of the Local Authority to ensure children with more complex medical needs can access home to school transport if required.

Special Educational Needs

A child with medical needs will not be listed on the school SEN register unless the medical need impacts significantly on their educational attainment and progress. If a special educational need is established through school processes, provision and support will be put in place as appropriate and with regard to and consideration of the child's medical needs.

This policy should be read alongside the school policy for SEN, the Intimate Care Policy and Accessibility Policy and Plan.

Policy written by: Gemma Briggs (Inclusion Manager)

Head Teacher: Julian Gorton

Responsible Sub-committee: Pupil Support

Review date: November 2019