



## Supporting Pupils with Medical Needs Policy

<b>Date Published</b>	<b>March 2022</b>
<b>Version</b>	<b>2</b>
<b>Approved Date</b>	<b>January 2024</b>
<b>Review Cycle</b>	<b>1 Year</b>
<b>Review Date</b>	<b>January 2025</b>

An academy within:



“Learning together, to be the best we can be”



# 1. Context

- 1.1. Section 100 of the Children & Families Act places a duty on all schools to make arrangements for supporting children with medical conditions, and to have regard for the Department for Education's (DfE) Supporting Children at School with Medical Conditions (DfE 2015). This policy outlines how Kelford School will ensure that all children with medical conditions will be supported to ensure they can play a full and active role in school life, remain healthy and achieve their academic potential.

# 2. Principles

- 2.1. We have adopted the key drivers of the 'Supporting pupils at school with Medical Conditions' by the DfE as our aims and objectives. Wherever possible we will endeavour:
- To ensure students with medical conditions are properly supported so that they have full access to education, including school trips and physical education.
  - To ensure arrangements are in place to support pupils at school with medical conditions, including the use of risk assessment and health care plans.
  - To work with health and social care professionals, students and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

# 3. Recognition

- 3.1. Application to the school requests for parents to provide the school with useful information regarding the pupil's needs.
- 3.2. Areas of need will be highlighted through the admissions process.
- 3.3. Any EHCPs in place will be reviewed to monitor how school supports the pupils.
- 3.4. Copies of Health Care Plans will be stored on CPOMS and in the Individual Pupil File on J Drive.
- 3.5. Regular meetings ensure all staff are aware of emergent or developing medical needs and measures put in place to meet them. The Medical Needs Project Support Officer liaises with Health Professionals and communicates with SLT and school staff.
- 3.6. Out of School visits procedure request that parents inform school of any specific medical needs that may be relevant for that particular occasion.
- 3.7. When Kelford School becomes aware that a child with medical needs will begin attending or that a child already attending the school has medical needs the Project



Support Officer will be informed. The Project Support Officer and Senior Leadership team then ensures that all of the relevant staff are notified and begins the process of planning for the child's safe admission to school or support package.

## 4. Individual Healthcare Plans

- 4.1. Children with medical needs attending the school will have a Care Plan written by a relevant Healthcare Professional. The plan will be shared with the Project Support Officer, the child's class team and stored on CPOMS and in the Pupil file. Any training or support needs will be identified and organised by the relevant member of SLT or the Project Support Officer.
- 4.2. Children who require the administration of routine medication will have an administration plan, written by the Project Support Officer in conjunction with healthcare professionals and parents and carers.

## 5. Roles and responsibilities

- 5.1. Any member of school staff may be asked to provide support to children with medical conditions, including the administering of medicines, although they cannot be required to do so.
- 5.2. Parents/Carers are responsible for:
  - Providing the school with sufficient and up-to-date information about their child's medical needs
  - Carrying out any actions which support the care and implementation agreed (e.g. provide prescribed medicines)
  - Ensuring they or another nominated adult is contactable at all times and contact information is kept up-to-date.
- 5.3. The Trust are responsible for:
  - Making arrangements to support children with medical conditions in school, including making sure that this policy is in place
  - Ensuring that the school's procedures are explicit about what practice is not acceptable
  - Making sure it is clear how complaints may be made and will be handled concerning the support provided to children with medical conditions
  - Ensuring the school's policy clearly identifies the roles and responsibilities of those involved in the arrangements they make to support children at school with medical conditions
- 5.4. The Headteacher is responsible for:



- Promoting this policy with the whole staff team, parents/carers, students and agency Partners
- Ensuring sufficient staff have received suitable training are competent before they take on responsibility to support children with medical conditions
- Ensuring the training needs of all staff are met, including first aiders and those providing individual support to children
- Ensure cover arrangements to meet individual children's needs
- Ensuring all children with medical needs have a care plan written by an appropriate Healthcare professional
- Providing adequate PPE for all staff

#### 5.5. Teachers and Support Staff are responsible for:

- Supporting the child with their health needs
- Risk assessing school visits, school journey and other school activities outside of the normal timetable
- Following the care plan to provide health support, intervention or administer medication

## 6. Links to achievement and social and emotional wellbeing

6.1. There are often social and emotional implications associated with medical conditions. Long-term absences due to health problems may affect attainment, impact on a student's ability to sustain friendships and affect their wellbeing and emotional health. At Kelford School we work closely with the child, their parent/carer and other practitioners to ensure that the impact of their medical needs on their achievement and social and emotional wellbeing is minimised.

6.2. Kelford School staff are highly skilled in providing support to the child and their families. The Family Liaison Team will work with the School Leadership Team to provide the most effective support, referring to outside agencies where appropriate and necessary.

## 7. Procedures for managing medicines

7.1. Please see the medicines in school policy

## 8. Emergency procedures

8.1. Where a child has an individual care plan this defines what constitutes an emergency with details of symptoms and procedures. If a child requires an ambulance or medical attention they will be supported in school until the parent/carer arrives, or will make arrangements to accompany a child taken to hospital by ambulance.



## 9. Extra-curricular activities

- 9.1. Kelford School staff are fully committed to actively supporting students with medical needs to participate in the full life of the school including trips and visits. Out of school activities and visits will be risk assessed and support put in place to enable the attendance of all pupils (unless stated otherwise by a healthcare professional)
- 9.2. Risk assessments are carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. This includes consultation with the student, the parents/carers and any relevant external agency involved in the care of the child.

## 10. Unacceptable practice

- 10.1. In order to keep all students safe and well we are very clear that the whole team know what is not acceptable practice.
- 10.2. It is not acceptable practice to:
- 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;
  - Send students with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless there is sufficient reason
  - Prevent children from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition;
  - Require parents/carers, or make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues;
  - Prevent students from participating, or create unnecessary barriers to children participating in any aspect of school.

## 11. Support for children with allergies and medical conditions

- 11.1. On receiving information regarding allergies or medical conditions all staff are made aware of the allergy or medical need immediately. The school will have an Allergy Action Plan from the allergy clinic at the children's hospital. These Plans will be shared with the class team, kitchen and stored in the pupil file and on CPOMS.
- 11.2. Parents/carers must provide two Epi-Pens where applicable, these will be stored centrally in the medical room in the locked cabinet. The Project Support Officer will check Epi-Pens routinely to ensure they are 'in date'. Epi-Pens must be taken on school trips and visits and held by an adult who is trained to administer it.
- 11.3. Teachers and support staff will be trained on how to use an Epi-Pen. This training occurs every 3 years with an annual refresher.



## 12. Training

- 12.1. Training to support the school in meeting the needs of children with medical conditions is provided routinely and where there is an identified need and from a range of healthcare professionals. Kelford School undertakes whole school awareness training, induction training for new members of staff and bespoke training where there is a need.
- 12.2. We work in partnership with the school nurse to determine what training is required to meet the medical needs of children at the school. We regularly review our training programme in response to changes in staffing and in response to the needs of the children.

## 13. Other professionals

- 13.1. Kelford School work closely with a range of professionals when supporting a child with medical needs including GPs, school nurses, specialist nurses, psychologists and hospital staff including consultants
- 13.2. We have the support of the school nursing service and community nursing service who work closely in partnership with the school and the parents/carers.