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Fulwell Infant School Academy

Supporting Pupils with

Medical Conditions Policy

Appendices

- 1) Individual Health Care Plan front cover
- 2) All about me document
- 3) IHP form
- 4) Parental Agreement form
- 5) Individual toileting plan
- 6) Sunderland City council – Moving and Assisting Risk Assessment
- 7) Emergency details front cover
- 8) Emergency details for children
- 9) Link to DfE Supporting Pupils at School with Medical Conditions statutory guidance December 2015

Fulwell Infant School Academy wishes to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full time curriculum or as much as their medical condition allows. This policy has been developed in line with the Department for Education’s statutory guidance released in April 2014 – “Supporting pupils at school with medical conditions” under a statutory duty form section 100 of the Children and Families Act 2014. The statutory duty came into force on 1st September 2014. The school will have regard to the statutory guidance issued. We take account of it, carefully consider it and we make all efforts to comply. Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities, also including those pupils with medical conditions.

Key roles and responsibilities:

The Local Authority (LA) is responsible for:

- Promoting co-operation between relevant partners regarding supporting pupils with medical conditions.

- Providing support, advice /guidance and training to schools and their staff to ensure Individual Healthcare Plans (IHP) are effectively delivered.



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- Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

The Governing Body of Fulwell Infant School Academy is responsible for:

- Ensuring arrangements are in place to support pupils with medical conditions.
- Ensuring the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
- Ensuring that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/national/ origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.
- Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.
- Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips/sporting activities, remain healthy and achieve their academic potential.
- Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials.
- Ensuring written records are kept of, any and all, medicines administered to pupils.
- Ensuring the policy sets out procedures in place for emergency situations.
- Ensuring the level of insurance in place reflects the level of risk.

Handling complaints regarding this Policy as outlined in the School's Complaints Policy.

The Headteacher is responsible for:

- Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy.
 - The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures of Fulwell Infant School Academy.
 - Liaising with healthcare professionals regarding the training required for staff.
 - Identifying staff who need to be aware of a child's medical condition.
-
- Developing Individual Healthcare Plans (IHPs).



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- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy. Ensuring more than one staff member is identified, to cover holidays / absences and emergencies.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- Continuous two way liaison with school nurses and school in the case of any child who has or develops an identified medical condition.
- Ensuring confidentiality and data protection
- Assigning appropriate accommodation for medical treatment/ care
- Considering the purchase of a defibrillator.
- Voluntarily holding 'spare' salbutamol asthma inhalers for emergency use.

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help. A first-aid certificate is not sufficient.
- Knowing where controlled drugs are stored and where the key is held.
- Taking account of the needs of pupils with medical conditions in lessons.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
- Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.

School nurses are responsible for:

- Collaborating on developing an IHP in anticipation of a child with a medical condition starting school.
- Notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career.
- Supporting staff to implement an IHP and then participate in regular reviews of the IHP. Giving advice and liaison on training needs.
- Liaising locally with lead clinicians on appropriate support.
- Assisting the Headteacher in identifying training needs and providers of training.

Parents and carers are responsible for:



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Keeping the school informed about any new medical condition or changes to their child/children's health.

- Participating in the development and regular reviews of their child's IHP.
- Completing a parental consent form to administer medicine or treatment before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine.
- Carrying out actions assigned to them in the IHP with particular emphasis on, they or a nominated adult, being contactable at all times.

Pupils are responsible for:

- Providing information on how their medical condition affects them.
- Contributing to their IHP (When applicable).
- Complying with the IHP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents.

Training of staff:

- Newly appointed teachers, supply or agency staff and support staff will receive training on the 'Supporting Pupils with Medical Conditions' Policy as part of their induction.
- The clinical lead for each training area/session will be named on each IHP.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and signed off as competent.
- School will keep a record of medical conditions supported, training undertaken and a list of teachers qualified to undertake responsibilities under this policy. They will notify Health & Safety and Risk, Insurance & Governance

Medical conditions register /list:

- Schools admissions forms should request information on pre-existing medical conditions. Parents must have easy pathway to inform School at any point in the school year if a condition develops or is diagnosed.
- Consideration could be given to seeking consent from GPs to have input into the IHP and also to share information for recording attendance.



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- A medical conditions list or register should be kept, updated and reviewed regularly by the nominated member of staff. Each class / form tutor should have an overview of the list for the pupils in their care, within easy access.
- Supply staff and support staff should similarly have access on a need to know basis. Parents should be assured data sharing principles are adhered to.
- For pupils on the medical conditions list key stage transition points meetings should take place in advance of transferring to enable parents, school and health professionals to prepare IHP and train staff if appropriate.

Individual Health Care Plans (IHCPs):

- Where necessary (Headteachers will make the final decision) an Individual Healthcare Plan (IHP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
- IHCPs will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. Staffrooms are inappropriate locations under Information Commissioner's Office (ICO) advice for displaying IHP as visitors /parent helpers etc. may enter. If consent is sought from parents a photo and instructions may be displayed. More discreet location for storage such as Intranet or locked file is more appropriate. However, in the case of conditions with potential life-threatening implications the information should be available clearly and accessible to everyone.
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an Education, Health and Care Plan or special needs statement, the IHCP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA /AP provider and school is needed to ensure that the IHCP identifies the support the child needs to reintegrate.

Transport arrangements (if applicable):

- Where a pupil with an IHP is allocated school transport the school should invite a member of LA Transport Team who will arrange for the driver or escort to participate in the IHCP meeting. A copy of the IHP will be copied to the Transport team and kept on the pupil record. The IHP must be passed to the current operator for use by the driver /escort and the Transport Team will ensure that the information is supplied when a change of operator takes place.



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- For some medical conditions the driver/ escort will require adequate training. For pupils who receive specialised support in school with their medical condition this must equally be planned for in travel arrangements to school and included in the specification to tender for that pupil's transport.
- When prescribed controlled drugs need to be sent in to school, parents will be responsible for handing them over to the adult in the car in a suitable bag or container. They must be clearly labelled with name and dose etc.
- Controlled drugs will be kept under the supervision of the adult in the car throughout the journey and handed to a school staff member on arrival. Any change in this arrangement will be reported to the Transport Team for approval or appropriate action.

Education Health Needs (EHN) referrals:

- All pupils of compulsory school age who because of illness, lasting 15 days or more, would not otherwise receive a suitable full-time education are provided for under the local authority's duty to arrange educational provision for such pupils.
- In order to provide the most appropriate provision for the condition the EHN team accepts referrals where there is a medical diagnosis from a medical consultant.

Medicines:

- Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, the parents/carers of the child must complete and sign a Medical Statement form or Asthma Statement form.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) from a Pharmacy with child's name and dosage instructions. Medicines which do not meet these criteria will not be administered.
- No child will be given any prescription medicines without written parental consent.
- Medication must be handed in to and collected from the School Office, this will either be on a daily basis (antibiotics) or at the end of the course.
- All medication must be sent home at the end of the school year and must be handed to the child's parent/carer.



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- If the child has a chronic condition a maximum of four weeks' supply of the medication may be provided to the school at one time. The only exceptions would be an EpiPen or antihistamine medicine prescribed for allergy reasons.
- Medications will be stored in the cabinets in the Medical Room or in the lockable medical fridge in Class 10. Inhalers will be kept in the child's classroom
- Written records will be kept of any medication administered to children.
- Pupils will never be prevented from accessing their medication.
- Emergency salbutamol inhalers may be kept voluntarily by school
- Where necessary staff will receive training for specific conditions such as diabetes which will involve classroom based staff.
- Fulwell Infant School Academy cannot be held responsible for side effects that occur when medication is taken correctly.
- Staff will not force a pupil, if the pupil refuses to comply with their health procedure, and the resulting actions will be clearly written into the IHCP. Parents will be informed immediately.

Emergencies:

- Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms.
- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive. If it is deemed necessary to transport the child to hospital prior to parents arriving a member of staff, preferably from the child's class, will accompany the child to hospital and wait until parents arrive

Day trips and sporting activities:

- Unambiguous arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips and sports activities and not prevent them from doing so unless a clinician states it is not possible.
- To comply with best practice risk assessments should be undertaken, in line with H&S executive guidance on school trips, in order to plan for including pupils with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day



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IHCP requirements for the school day:

- Avoiding unacceptable practice each case will be judged individually but in general the following is not considered acceptable
- The following behaviour is unacceptable in Fulwell Infant School Academy:
- Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the medical room or school office alone or with an unsuitable escort if they become ill
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues
- Creating barriers to children participating in school life, including school trips
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition

Insurance:

- Teachers who undertake responsibilities within this policy will be assured by the Headteacher that are covered by the LA/school's insurance
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Headteacher

Complaints:

- All complaints should be raised with the school in the first instance.
- The details of how to make a formal complaint can be found in the School Complaints Policy

Definitions:

'Parent(s)' is a wide reference not only to a pupil's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of, a pupil.



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- Medical condition for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. Being 'unwell' and common childhood diseases are not covered.
- Prescription medication is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.
- A staff member is defined as any member of staff employed at Fulwell Infant School Academy.



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INDIVIDUAL HEALTHCARE PLAN (IHP)

Name: XXX

Copy of Individual Healthcare Plan (IHP) to:

SENCO/Deputy Headteacher

Class Teacher/Named Teaching Assistant

Parents/Carers

First Aid Copy

Office Copy



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All About Me!

Insert Photo

Name: xxx

DOB: xxx

Things I need support with:

- Moving around in my chairs/buggy
- Positioning - in my various equipment
- Transferring into and out of equipment
- Toileting
- Sitting - I need to be supported
- Eating and drinking (See SALT Eating & Drinking Plan)
- Accessing activities within the classroom and outdoor environments
- Dressing and undressing
- Physiotherapy
- Accessing the curriculum - adapted to cater for my individual needs
- ICT
- Developing my fine and gross motor skills

These are the people who support me:

- Class Teacher:
- Teaching Assistants:
- Head Teacher:
- SENCO:
- Therapy Room - Teaching Assistants
- Speech and Language Therapist:
- Physiotherapist:
- Occupational Therapist:
- Educational Psychologist:
- School Nurse:



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This is a list of the equipment I use:

- Walker
- Corner seat
- Buggy
- Second Skin
- Toileting chair
- Helmet
- Supportive seating (advice from OT/Trudy Weston)

Classroom equipment:

A typical day for me atAcademy:

This is what happens when I take part in a School Visit:

- I need 1:1 support
- My Group Leader takes a copy of my Individual Health Care Plan (IHCP).....



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INDIVIDUAL HEALTHCARE PLAN (IHP)

School Name:	
Child's Name:	
Year Group/Class:	
Date of Birth:	
Child's Address:	
Medical Diagnosis/Condition	Cerebral Palsy Epilepsy
Date:	September 2014
Review Date:	As required
FAMILY CONTACT INFORMATION:	
Name:	
Relationship to child:	
Phone Number (Home):	
Phone Number (Work):	
Mobile Phone Number:	
Name:	
Relationship to child:	
Phone Number (Home):	
Phone Number (Work):	
Mobile Phone Number:	
CLINIC/HOSPITAL CONTACT:	
Name:	
Phone Number:	
G.P. CONTACT:	
Name:	
Phone Number:	
Who is responsible for providing support in school	

Describe medical needs and give details:

- Xxx has a medical diagnosis of Cerebral Palsy, she has several difficulties and will need support with the following: walking, standing, sitting, eating, drinking and communication
- Epilepsy - xxx has seizures and may display the following signs and symptoms:



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head nods, jumps, drop attacks, if she is unwell, jerks, eyes turn to the right

- Visual impairment - scarring behind her right eye, she wears glasses
- Hearing impairment - left ear

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

See separate form/s

Daily Care Requirements (e.g. before sport/lunchtime)

Eating and drinking - xxx is at risk of choking and will need support and supervision when eating. Her food will need to be cut up into small pieces. She can drink from a drinks bottle or with support, from a small cup. *Please see attached Eating and Drinking Plan*

Epilepsy - Follow guidance above and below and attached hospital guidelines

Toileting - Please follow attached toileting plan

Helmet - If xxx is having what her mum calls a 'bad day' where she is more wobbly or unsteady than normal she will need to wear her helmet

Second skin - mum will put this on at home

Physiotherapy sessions, including hydrotherapy

Above sessions are to be carried out by support staff following advice and programmes from physiotherapists

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc.

Other information



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Describe what constitutes an emergency for the child, and the action to take if this occurs:

Epilepsy

Actions to be taken if xxx has a fit:

- Staff to be very vigilant to look for any possible signs as described above
- Ensure xxx is placed in a safe comfortable position
- Emergency medication - 5mg Midazolam to be administered after 2 minutes into a seizure or after a cluster of drop attacks during a 30 minute period
- If xxx has not come round after 5 minutes phone 999 then parents immediately

Follow-Up Care:

Who is responsible in an emergency? (state if different for off-site activities)

Plan developed with

Staff training needed/undertaken - who, what, when

Form Copied To:

Parent/Carer

Class Teacher

First Aid Team

Office - Contact File

SENCO/Deputy Head Teacher

Teaching Assistant



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Fulwell Infant School Academy

PARENTAL AGREEMENT FOR SCHOOL TO CARRY OUT PROCEDURES

Name of child:

D.O.B.:

Type of procedure:

Name and strength of any medicines used within the procedure:

Expiry date of medicine:

Dose of medicine given:

Frequency of the procedure:

Name and signature of Teaching Assistant(s) who will carry out the procedure:

Training completed by person(s) named above:

Line Manager:

Name of Parent/Carer:

I have read and understood the information above and give my permission for this procedure to be carried out in school.

Signed:



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Individual Toileting Plan		
Name:	D.O.B	Parent/Carer Tel. No:
School/Nursery:		Year Group:
Identified Need: ***Toileting procedure record must be completed		
Resources		
Action to be taken		
Additional information		
Signature of parent/carers		
Signature of school/specialist nurse		
Signature of school staff		
Review date:		



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EMERGENCY DETAILS

FOUNDATION STAGE/KEY STAGE 1 PUPILS WITH INDIVIDUAL HEALTHCARE PLANS (IHPs)

**IHPs stored: Class Inclusion File,
Pupil SEN Files/ IHPs File.**



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**FOUNDATION STAGE/KEY STAGE 1 and 2 PUPILS WITH INDIVIDUAL
HEALTHCARE PLANS (IHPs) AND/OR
TOILETING PLANS**

IHPs stored: Contact Details File (Office), Class Inclusion File, First Aid File, Pupil SEN
Files/ IHPs File

Name	Year	Condition	Emergency Details of IHP <u>Describe what constitutes an emergency for the child, and the action to take if this occurs:</u>
<u>xxx</u>			
<u>xxx</u>			
<u>xxx</u>			
<u>xxx</u>			
<u>xxx</u>			
<u>xxx</u>			
<u>xxx</u>			
<u>xxx</u>			
<u>xxx</u>			
<u>xxx</u>			

**PLEASE NOTE: These details do not replace a complete Individual Healthcare Plan (IHP)
- Please consult pupil's complete IHP for further details**

Link to supporting pupils at school with medical conditions 2015

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf