

# Kilburn Infant & Nursery School

## **SUPPORTING PUPILS WITH MEDICAL CONDITIONS**

### **General Statement**

Kilburn Infant & Nursery School (KINS) welcomes and supports Children and Young People (CYP) with medical and health conditions. We aim to include all CYP with medical conditions in all school activities, including off site visits, differentiated as appropriate. We recognise that some medical conditions may be defined as disabilities and consequently come under the Equality Act 2010.

### **Aims**

This policy aims to ensure that:

1. Pupils, staff and parents understand how our school will support pupils with medical conditions
2. Pupils with medical conditions are properly supported so that they can play a full and active role in school, remain healthy, achieve their academic potential and access the same opportunities as other pupils including school trips and sporting activities
3. Parents and pupils have confidence in the school's ability to provide effective support for medical conditions in school

KINS will implement this policy by:

- making sure sufficient staff are suitably trained
- making staff aware of pupils' conditions, where appropriate
- making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- providing supply teachers with appropriate information about the policy and relevant pupils
- developing and monitoring Individual Health Care Plans
- working collaboratively with Health Services

### **Legislation and statutory responsibilities**

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance on Supporting Pupils with Medical Conditions at School.

### Planning ahead

We have a responsibility to plan ahead for pupils with medical conditions who may enrol for our school in the future and we do this by:

- employing or having specific, named staff in place
- having storage facilities in place for medication
- having identified a suitable area within school for undertaking health care procedures
- having suitable toileting facilities which are clean, safe and pleasant to use
- having flexible policies which take into account medical conditions

### Roles and responsibilities

**The Governing Board** has ultimate responsibility to make arrangements to support pupils with medical conditions. The Governing Board will delegate responsibility to the Headteacher and Inclusion Leader, who will also ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

**The Headteacher** holds overall responsibility for the following but may delegate some of the responsibilities to the **Inclusion Leader** or a named person:

- ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- liaise between interested parties including multi-agencies, pupils, school staff, Health Services, parents and governors
- ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using Individual Health Care plans
- ensure confidentiality
- make sure all staff are aware of this policy and understand their role in its implementation

- ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all Individual Health Care Plans including in contingency and emergency situations
- ensure that all staff who need to know are aware of a child's condition
- make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- ensure absences due to medical needs are monitored and alternative arrangements for continuing education are in place
- check medication held in school ( frequency ) for expiry dates and dispose of accordingly
- inform parents when supply of medicine needs replenishing / disposing
- quality assure record keeping
- work together to quality assure staff competency in specific procedures

### **School Staff**

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

All staff have a responsibility to :

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- understand and implement the medical policy
- know which pupils in their care have a medical condition
- allow any pupil to have immediate access to their emergency medication

- maintain effective communication with parents including informing them if their child has been unwell at school
- ensure any medication is taken on a school visit by a First Aid trained adult
- be aware of a pupil with medical conditions who may be experiencing bullying or need extra social support
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

**Teaching staff** have a responsibility to:

- be aware that medical conditions can affect a pupil's learning and provide extra help when needed
- liaise with parents, healthcare professionals and Inclusion Leader if a pupil is falling behind with their work because of their condition

**First aiders** have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school
- when necessary ensure that an ambulance or other professional medical help is called
- check the contents of first aid kits and replenish as necessary

We have trained *Paediatric First Aiders* on site at all times throughout the school day who are aware of the most common serious medical conditions at this school. Training is refreshed every 3 years.

**Inclusion Leader** has a responsibility to:

- know which pupils have a medical condition and which have special educational needs because of their condition
- keep a record of children with medical needs on an 'Additional Needs' monitoring list
- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements for curriculum work
- ensure that EHCP and SEND plans are linked where appropriate

**Parents** will:

- tell school if their child has / develops a medical condition
- immediately inform the school verbally and then in writing if there are any changes to their child's condition or medication
- ensure that they/ their emergency representative is contactable at all times.
- administer medication out of school hours wherever possible
- undertake health care procedures out of school hours wherever possible
- ensure they supply school with correctly labelled in date medication.
- complete the necessary paperwork e.g. request for administration of medication
- collect any out of date or unused medicine from school for disposal
- keep their child at home if they are infectious to other people
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- be involved in the development and review of their child's Health Care Plan and may be involved in its drafting

Parents who do not provide this support should be aware that we may not be able to fully support their child's medical condition in school.

**Pupils** with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in age-appropriate discussions about their medical support needs and contribute as much as possible to the development of their Health Care Plans. They are also expected to comply with their Health Care Plans

Pupils will:

- treat other pupils with and without a medical condition equally
- tell their parents, teacher or nearest staff member when they or another pupil is not feeling well
- treat all medication with respect
- know how to gain access to their medication (includes emergency medication) – age-appropriate

## **Equal Opportunities**

KINS recognizes the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

KINS will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

## **Being Notified that a Child has a Medical Condition**

Notification of a pupil's medical condition may come via a number of routes e.g. by parents, previous educational setting, admission forms etc.

KINS will then:

- seek further information about the condition
- determine with the support of parents and relevant health professional whether an Individual Healthcare Plan is required
- identify any medication / health care procedures needed
- identify any aspects of a pupil's care they can manage themselves
- identify which staff will be involved in supporting the pupil
- identify what, if any, training is needed, who will provide this and when
- identify which staff need to know the details of the pupil's medical condition and inform them as appropriate
- ensure parent/s written permission is received for any administration of medication

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

## **Individual Health Care Plans**

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an Health Care Plan. This would normally cover everything that would be covered in a

Risk Assessment so it is unlikely that a separate risk assessment would be required.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed. Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done;
- When;
- By whom.

Not all pupils with a medical condition will require a Health Care Plan. It will be agreed with a Health care professional and the parents when a Health Care Plan would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Headteacher will make the final decision. Any decisions made and the reasons for them must be adequately recorded and the information shared with parents unless there is a safeguarding concern.

Plans will be written by the class teacher in partnership with parents and a relevant healthcare professional, such as a multi-agency or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

Health Care Plans will be linked to, or become part of, any Education, Health and Care plan (EHCP). If a pupil has SEN but does not have an EHCP, the SEN will be mentioned in the Health Care Plan.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed and consider the following:

- the medical condition, its triggers, signs, symptoms and treatments
- the pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors
- specific support for the pupil's educational, social and emotional needs
- the level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring

- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- who in the school needs to be aware of the pupil's condition and the support required
- arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
- where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- what to do in an emergency, including who to contact, and contingency arrangements.

### **Administration of medication - general**

- all staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so or it is in their job description.
- for medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils but only with a parent's written consent.
- some medicines require staff to receive specific training on how to administer it from a registered health professional.

### **School environment**

We will ensure that we make reasonable adjustments to be favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

### **Physical Environment**

We have an accessibility plan which outlines how we aim to develop our facilities and staffing to meet potential future health care needs e.g. improved physical access, improved toilet facilities.

## **Education and learning**

We ensure that pupils with medical conditions can participate as fully as possible in all aspects of the curriculum and ensure appropriate adjustments and extra support are provided.

School staff are made aware of pupils in their care who have been advised to avoid or take special precautions with particular activities.

We ensure that staff or external providers leading P.E. & Sports sessions are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

Staff are aware of the potential for CYP with medical conditions to have special educational needs (SEN). The Inclusion Leader consults the parents and multi-agencies to ensure the effect of the pupil's condition on their schoolwork is properly considered

## **Dignity and Privacy**

At all times we aim to respect the dignity and privacy of all pupils with medical conditions and we do this by only sharing information with those who have a role in directly supporting the pupil's needs.

## **Monitoring and Review**

This policy and its implementation will be regularly evaluated by the Governing Board and will be formally reviewed as part of the school's development process.

## **Links with additional school policies**

All policies of Kilburn Infant & Nursery School are reviewed and adopted by the Governing Body on a three-year cycle. All policies are available to view on request to the Head teacher, and some policies are sent out annually to parents/carers.

Many policies, practices and procedures are inter-related, including:

Accessibility; Admissions; Anti-bullying; Asthma; Assessment; Behaviour Principles; Breast Ironing; British Values; CCTV; Charging; Child Protection; Code of Conduct; Complaints; Confidential Reporting Code; Critical Incident Management Plan; Data Protection; Debt Management; Disciplinary Procedure for School Staff; Dinner Money; Disability; Drugs; Educational Visits; Equality; Exclusion; External Contributors; EYFS; First Aid; Financial

Regulations; Financial Procedures; Food; Freedom of Information; Good Behaviour & Discipline; Governors' Expenses; Health & Safety; Homework; Home + School Agreements; Intimate/Personal Care; IT & Disaster Recovery; Looked After Children; Managing Allegations; No Smoking; Online Safety; Pay; Physical Intervention; Promoting British Values; Private Fostering; Recruitment; Redundancy; School Travel Plan; SEN; Separated Parents; SMSC; Statement of Internal Control; Stress Management; Supporting Pupils with Medical Needs; Tackling Extremism & Radicalisation; Teacher Appraisal; Vexatious Complaints; Violence; Zero Tolerance

### **Dissemination, Responsibility & Reviews**

All relevant members of staff and the school community will receive a copy of this policy. Policy reviews/amendments will include statutory changes, and school community feedback and ideas.

The Head teacher and relevant staff will keep up to date with developments in this area by attending all relevant training, accessing literature, and cascading information to the school community.

J. Baillie  
Head teacher

Policy reviewed by Governors: **Summer 2024**