

# **Featherstone Primary School**

## **Supporting Pupils with Medical Conditions**

### **Policy**



**Governing Board approval date:** 16.01.26

**Monitoring, evaluation and review:** Every two years

#### **Definitions of Medical Conditions**

Pupils' medical needs may be broadly summarised as being of two types:

- Short-term - affecting their participation in Featherstone Primary School activities because they are on a course of medication
- Long-term - potentially limiting their access to education and requiring extra care and support (deemed special medical needs)

#### **Children with Special Medical Needs**

Should we be asked to admit a child to school with medical needs we will, in partnership with the parents/carers, School Nurses and our Medical Advisors, discuss individual needs.

Where appropriate an individual alert card/care plans will be developed in partnership with the parent/carers, School Nurse and/or Medical Advisors.

Any resulting training needs will be managed by the school.

#### **On Admission to School**

All parents/carers will be asked to complete an admissions form giving full details of child's medical conditions, regular medication, emergency medication, emergency contact numbers, name of family doctor, any allergies, special dietary requirements etc.

Parents/carers should keep the school informed of any updates.

#### **The Role of Staff at Featherstone Primary School**

Some children with medical conditions may be disabled. Where this is the case, governing bodies must comply with their duties under the Equality Act 2010. Some may also have Special Educational Needs and may have a statement, or Education, Health and Care plan (EHCP) which brings together health and social care needs, as well as their special educational provision. For children with SEN, this guidance should be read in conjunction with the SEN Code of Practice and Featherstone Primary School Primary SEN Information Report (See SEN Local offer [www.featherstoneprimaryschool.co.uk](http://www.featherstoneprimaryschool.co.uk)).

If a child is deemed to have a long-term medical condition, the school will ensure that arrangements are in place to support them. In doing so, we will ensure that such children can access and enjoy the same opportunities at school as any other child. The school, health

professionals, Parents/Carers and other support services will work together to ensure that children with medical conditions receive a full education, unless this would not be in their best interests because of their health needs.

In some cases this will require flexibility and involve, for example, programmes of study that rely on part time attendance at school in combination with alternative provision arranged by the Local Authority and health professionals. Consideration will also be given to how children will be reintegrated back into school after long periods of absence. Staff must not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any Individual Health Care Plans).

At Featherstone Primary School, we recognise that a first-aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including the school nurse, will provide training and subsequent confirmation of the proficiency of staff in a medical procedure, or in providing medication.

### **Procedures to be followed when notification is received that a pupil has a medical condition**

We will ensure that the correct procedures will be followed whenever we are notified that a pupil has a medical condition. The procedures will also be in place to cover any transitional arrangements between schools, the process to be followed upon reintegration, or when a pupil's needs change and arrangements for any staff training or support actioned. For children starting at Featherstone Primary School, arrangements will be in place in time for the start of the relevant school term.

In making the arrangements, we will take into account that many of the medical conditions that require support at school will affect quality of life and may be life threatening. We will also acknowledge that some medical conditions will be more obvious than others. We will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.

Featherstone Primary will:

- Ensure that arrangements give Parents/Carers and pupils confidence in Featherstone Primary the ability to provide effective support for medical conditions in school. The arrangements will show an understanding of how medical conditions impact on the child's ability to learn, as well as increase their confidence and promote self-care
- Ensure that staff are properly trained to provide the support that pupils need
- Ensure that arrangements are clear and unambiguous about 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
- Make arrangements for the inclusion of pupils in such activities, with any adjustments as required unless evidence from a clinician such as a GP, states that this is not possible

- Make sure that no child with a medical condition is denied admission or prevented from attending school because arrangements for their medical condition have not been made

However, in line with our Safeguarding duties, we will ensure that pupils' health is not put at unnecessary risk from for example, infectious diseases. Therefore there are times when we will not accept a child in school, where it would be detrimental to the health of that child or others.

Featherstone Primary School does not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide and this will be based on the available evidence. This would normally involve some form of medical evidence and consultation with Parents/Carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place. This will usually be led by the SENDCo or Headteacher. Following the discussions, an Individual Health Care Plan will be put in place.

Where a child has an Individual Health Care Plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.

If a child (regardless of whether they have an Individual Health Care Plan) needs to be taken to hospital, staff should stay with the child until the Parent/Carer arrives, or accompany a child taken to hospital by ambulance.

### **Individual Health Care Plans**

Individual Health Care Plans will be reviewed by the Medical Leader, but it is the responsibility of all members of staff working with the child to ensure that the Plan is followed.

Individual Healthcare Plans will help to ensure that Featherstone Primary effectively supports pupils with medical conditions. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex. However, not all children will require one.

Individual Health Care Plans and their review, may be initiated, in consultation with the Parent/Carer, by a member of school staff or a healthcare professional involved in providing care to the child. The Individual Health Care Plan must be completed by the Medical Leader with support from Parents/Carers and a relevant healthcare professional, e.g. school, specialist or children's community nurse, who can best advise on the particular needs of the child. Pupils should also be involved whenever appropriate.

Individual Health Care Plans are kept in the Medical File and are be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will capture the key information and actions that are required to support the child effectively. The level of detail within plans will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support. Where a child has SEN but does not have a statement or EHCP, their SEN should be mentioned in their Individual Health Care Plan.

Individual Health Care Plans must include:

- 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/noisy conditions, travel time between lessons
- Specific support for the pupil's educational, social and emotional needs – for example: how absences will be managed; requirements for extra time to complete tests- use of rest periods or additional support in catching up with lessons; and counselling sessions
- The level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should 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 child'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 child's condition and the support required
- Arrangements for written permission from Parents/Carers and Health Care Professionals for medication to be administered by a member of staff, or self-administered by the pupil during school hour
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments
- Where confidentiality issues are raised by the Parents/Carers or child, the designated individuals to be entrusted with information about the child's condition
- What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an Emergency Health Care Plan prepared by

their lead clinician that could be used to inform development of their Individual Health Care Plan

### **The Child's Role in managing their own Medical Needs**

If it is deemed, after discussion with the Parents/Carers, that a child is competent to manage their own health needs and medicines, Featherstone Primary will encourage them to take responsibility for managing their own medicines and procedures. This will be reflected within the child's Individual Health Care Plans.

Wherever possible, children should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily; these will be stored in the cupboard in the Head's office to ensure that the safeguarding of other children is not compromised.

Featherstone Primary School recognises that children, who can take their medicines themselves or manage procedures, may require an appropriate level of supervision. If a child is not able to self-medicate then relevant staff will help to administer medicines and manage procedures for them.

If a child refuses to take their medicine or carry out a necessary procedure, staff should not force them to do so, but instead follow the procedure agreed in the Individual Health Care Plan. Parents/Carers should be informed, outside of the review, so that alternative options can be considered.

### **Managing Medicines on School Site**

The following are the procedures to be followed for managing medicines: (Prescribed and non-prescribed)

- Medicines should only be administered when it would be detrimental to a child's health or school attendance not to do so
- No pupil should be given prescription or non-prescription medicines without their Parents/Carers **written consent**
- Featherstone will only accept medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container

#### **Authorisation:**

The Headteacher (or most senior member of staff in their absence) will need to authorise for the medication to be administered in school.

### **Storage of medicine:**

All medicines will be stored safely in the main office. Children should know where their medicines are at all times and be able to access them immediately

- Medicines and devices such as blood glucose testing meters should be always readily available to children and not locked away; these will be stored in the classroom cupboards where both class teacher and child know how to access them
- Medicines and devices such as emergency asthma inhalers and adrenaline pens should be always readily available to children; these will be stored in the school office /medical cupboard, in labelled boxes where class teacher, TAs and child know how to access them. If a child requires an asthma inhaler, it is crucial that there is an inhaler in school at all times. Individual named inhalers are to be kept in class ready for immediate access
- The school has 2 emergency inhalers that can be used as and when. Parents must sign a consent form and return it in school
- During school trips, the member of staff in charge of first aid will carry all medical devices and medicines required
- Staff administering medicines should do so in accordance with the prescriber's instructions Featherstone Primary will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom
- Written records are kept of all medicines administered to children. These records offer protection to staff and children and provide evidence that agreed procedures have been followed
- When no longer required, medicines should be returned to the Parent/Carer to arrange for safe disposal
- Sharps boxes should always be used for the disposal of needles and other sharps

### **Unacceptable Practice**

Although Featherstone Primary staff should use their discretion and judge each case on its merits with reference to a child's Individual Health Care Plan, it is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Ignore the views of the child or their Parents/Carers, or ignore medical evidence or opinion. (Although this may be challenged)

- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual Health Care Plans.
- If the child becomes ill, send them to the school office unaccompanied or with someone unsuitable.
- Prevent pupils from drinking, eating or taking toilet or other breaks, whenever they need to in order to manage their medical condition effectively.
- Require Parents/Carers, or otherwise make them feel obliged, to attend administer medication or provide medical support to their child, including with toileting issues.
- No Parent/Carer should have to give up working because the school is failing to support their child's medical needs.
- No pupil should be prevented from participating in any aspect of school life, including school trips, e.g. by requiring Parents/Carers to accompany the child