Our Lady of the Rosary
Supporting Pupils with Medical Conditions

Our Journey
Love God
Others First
Respect All

Persevere to Succeed

Updated October 2022

Contents

Aims

At Our Lady of the Rosary school we wish to ensure all children with medical conditions are supported adequately. This policy aims to outline how Our Lady of the Rosary School (OLOR) will support children with medical conditions to access their education.

Legislation and Guidance

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 with medical conditions and is based on The Department for Education's statutory guidance supporting pupils at school with medical conditions.

Responsibilities

The Governing Board will:

- Ensure that arrangements are in place to support pupils with medical conditions and that such children can access and enjoy the same opportunities at school as any other child.

- Ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.
- Ensure that its arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school.
- Ensure that staff are properly trained to provide the support that pupils need.
- Ensure that the arrangements they put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented.

Headteacher

The headteacher will:

- Ensure all staff are aware of the policy and understand their role in its implementation.
- Ensure there is sufficient trained staff to implement the policy.
- Take responsibility with the SENCO for the development of Individual Healthcare Plans (IHPs)
- Ensure that school staff are appropriately insured to support pupils.
- Contact the School Nursing Service to ensure they are aware of the child.
- Ensure information is accurate and up to date.

Parents

Parents will:

- Provide the school with up- to- date advice about the child's medical needs.
- Work with school to help create an IHP for their child.
- Carry out an action they have agreed as part of its implementation.

Staff

Any member of staff may be asked to support pupils with medical conditions and this will not be the sole responsibility of any individual alone. Although administering medicines is not part of teacher's professional duties, they should take into account the needs of pupils with medical conditions that they teach. Those staff who take on the responsibility of supporting children with medical conditions will receive sufficient and suitable training.

Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions.

School Nurses and Healthcare Professionals

Healthcare professionals such as GPs and paediatricians will liaise with the school nurses and notify them of any pupils identified with a medical condition.

Equal Opportunities

At OLOR we wish to actively support all children with medical conditions to participate in school life as much as possible. Staff will always consider what reasonable adjustments need to be made to allow children to participate fully and safely in activities, trips and events. Risk assessments may need to be carried out and shared with parents prior to the event.

Notification of a Child Having a Medical Condition

When OLOR is notified that a child has a medical condition, staff will consider if the child requires an IHP. The Headteacher and SENCO will coordinate a meeting with key school staff, parents and any other relevant professionals. An IHP will be developed with an input from healthcare professionals. The Headteacher will then identify any staff training needs and arrange for relevant healthcare professionals to deliver the training and ensure staff are signed off as competent. The IHP will be finalised and circulated to all relevant staff. The IHP will be reviewed as and when the condition changes or annually with parents.

Individual Healthcare Plans

The Headteacher has overall responsibility for the development of IHP supported by the SENCO. Plans will be reviewed annually or earlier if there is a change with the child's medical condition. The plan will set out what needs to be done, when it needs doing and who is responsible for doing it.

Some children with a medical condition will not require an IHP, this will be decided jointly by healthcare professionals and staff at school.

The level of detail in the plan will be based upon the complexity of the child's condition and how much support is needed. The following information will be considered:

- 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, 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 exams, use of rest periods or additional support in catching up with lessons or bespoke 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, and expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional as well as 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 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, which will ensure the child can participate, e.g. risk assessments.

- Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and 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 the development of their Individual Health Care Plan.

Medicines Management

Prescription and Nonprescription medicines will only be administered if:

- It would be detrimental to a child's health or school attendance not to do so.

- Where it is stated in the child's IHP.

***Where clinically possible, medicines should be prescribed in dose frequencies which enable them to* be taken outside school hours.**

If a child does not have an IHP, parents are welcome to come to school to administer the medication for their child.

School will only accept prescribed medicines if these 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 to schools inside an insulin pen or a pump, rather than in its original container.

All medicines will be stored safely. Pupils will be informed where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility.

Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. These will be kept in teacher's drawers or carried by the class teacher on school trips.

We request that Asthmas Plans are sent in with inhalers and clearly state how often they should be used and the required puffs needed within stated times. All inhalers will be kept in children's classrooms.

Emergency Procedure

OLOR will follow the school's planned and practiced Emergency Procedure. All children's IHP plans will state what constitutes to an emergency and the action required.

If a pupil is required to be taken to hospital, two members of staff will accompany them until a parent arrives.

Training

Staff who are responsible for supporting children with medical needs, will receive suitable training where necessary. Training will fulfill the requirements of the IHP and guidance from healthcare professionals will be followed.

Whole School Awareness Training may need to be implemented, this includes preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

Record Keeping

Records will be kept of all medicines administered to pupils and shared with parents.

Liability and Indemnity

The Governing Board will ensure that the appropriate level of insurance is in place and that it reflects the schools level of risk.