



St. Bartholomew's Church of England First School

Roots to grow and wings to fly

Policy for Supporting Pupils with Medical Needs

Date Agreed by Governing Body – 20th January 2022

This Policy will be reviewed annually

It is due for renewal in the 2022-23 Academic Year at GB3

Headteacher: Gemma Coward

Chair of Governors: Cheryl Govier

| St Bartholomew's CE First School Policy for Managing Medical Needs | | |
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| Policy by Gemma Coward, Headteacher – February 2019 Policy reviewed by Gemma Coward, Headteacher - January 2022 Agreed by the Governing Body at GB3 – 20th January 2022 To be reviewed by the Governing Body during the 2022-23 Academic Year at GB3 | | |
| | Who is responsible? | Additional details |
| Children with Medical Conditions Policy | The Governor with responsibility for SEND and the head teacher | |
| We aim to ensure that all children, including those with medical conditions can continue to enjoy learning, friendships and play. | All staff Governors | |
| Parents / Carers have the prime responsibility for their child's health and are required to provide the school (via the Head teacher) with information about their child's medical condition before they are admitted to the school, or as soon as the child first develops a particular medical need. | Parents/carers | |
| Pupils with Short Term Medical Needs | | |
| If children are unwell and unable to cope with a busy school day or if the child has an infectious or contagious condition they should not be sent to school. If they become ill during the day, parents/carers will be contacted by the school office in order that the child can be taken home. | Parents/carers | |
| Many children will need to take medicines during the day at some time during their time in school. This will usually be for a short period only, perhaps to finish a course of prescribed antibiotics. Where possible doses should be given before or after school, however prescribed medicines may be brought into school if it would be detrimental to the child not to do so. Prescribed medicines should be brought to school in the original containers with the labels attached and parents/ carers are responsible for ensuring the correct measuring device is enclosed for school use. | Parents/carers | |
| Parents should inform the school (using the online forms available from the school website) about the prescribed medicines that their child needs to take and provide details of any further support required. A form will be completed by the parent / carer requesting that prescribed medication is administered. | Parents/carers | |
| Responsibility for administering prescribed medication | | |
| The school will ensure that there are sufficient members of support staff who are employed, appropriately trained and willing to manage medicines. The type of training necessary will depend on the individual case. If they are in doubt about any procedure, staff will not administer the medicines but will check with the parents or a health professional before taking further action. The school will do their utmost to ensure medicines are given. Parents will be informed if a medicine dose has been missed so that the next dose can be given as soon as possible | Head teacher First Aid Leader | |
| Record-keeping | | |
| Staff will complete and sign a record each time they give medicine to a child. This will also be witnessed by another staff member. (These are filed in children's individual record cards when the course of prescribed medicine is completed and kept in line with GDPR guidelines.) | Named staff Overseen by First Aid Leader | |
| Refusal to take medicine | | |
| If a child refuses to take medicine, staff will not force them to do so, but will note this in the records and inform parents of the refusal immediately. | Head teacher First Aid Leader | |
| If a refusal to take medicines results in an emergency, then the usual emergency procedures will be followed. | All staff | |
| Storage of medication | | |

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| <p>All emergency medicines, such as asthma inhalers and adrenaline pens, will be safely stored and will be readily available. They will not be locked away and where children are considered safely able to take care of their own medicines they will be supported to do so.</p> <p>Staff will be informed where the medicines are kept via Medical Health Care Plans which will be updated on a minimum yearly basis.</p> <p>If school has stock of additional inhalers and epi pens we will administer in accordance with government guidelines.</p> | All Staff | |
| Some medicines need to be refrigerated. These will be kept in the staff room refrigerator and access will be restricted to the refrigerator holding medicines. | Staff | |
| Absence from school for more than 15 days | | |
| For those children who attend hospital appointments or are admitted to hospital on a regular basis, special arrangements may also need to be considered. In this event advice may be sought from Medical/ PEVP panel/ TAS or other agencies who might offer additional support from the Link Education Centres or other means such a robot. | SENDco Class teacher Headteacher | |
| Children with medical needs may be unable to attend school for many reasons relating to their condition and in this event the school will make arrangements to link the child to suitable learning opportunities and will facilitate their links with other children so that friendships are sustained The school will ensure they have the contact of the named Designated Safeguarding Lead for that establishment. | SENDco Class teacher DSL Safeguarding governor | |
| Pupils with Long Term or Complex Medical Needs | | |
| <p>Where a child's needs are particularly complex and could affect their ability to access the full curriculum or participate in other areas of school life, then special arrangements will be made. External professionals may be contacted to gain advice or their involvement may be requested via the completion of an Early Help Assessment. This will be completed with the support and consent of the child's parent/carer. Examples of external professional include: the PIMS Team, TEAM AROUND the SCHOOL, SENITAS, Partnership School. Such services can support many adaptations to the curriculum.</p> <p>In some cases this might take the form of dedicated adult support, at certain times of the school day. Alternatively, the child's needs could be such that modifications to the learning environment and /or the provision of specialist aids will need to be considered.</p> <p>If a child's needs mean they are unlikely to attend school for extended periods of time (e.g. social anxiety, SEND), an initial meeting with be held with parents/carers to discuss and agree welfare checks that will be put in place- this is dependent on the individual circumstance.</p> <p>If a child is not in hospital but their needs are being met at home, welfare checks will take place by two members of staff at least every two weeks. During the initial meeting with parents/carers, it will be agreed as to whether further external professionals or resources are required to meet the needs of the child and/or family during their absence from school. E.g. PFSA, School Nurse, local food bank.</p> <p>The school will gain ongoing advice from relevant external professionals regarding suitable time periods for re-intergration to school and possible means of maintaining the child's peer relationships and education e.g the use of an AV1 robot.</p> | SENDCo Class teacher Parents/carer | |
| Individual Health Care Plans | | |
| <p>A written, individual Medical Health Care Plan will be developed where needed, to clarify for staff, parents and the child, the support that will be provided and what training may be required. This will include:</p> <ul style="list-style-type: none"> • details of the child's medical condition, • any medication, • daily care requirements • action to be taken in an emergency, • parents/carers details including emergency contact numbers. | Headteacher SENDCo Class teacher | |

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| Medication will be administered in accordance to individual Medical Health Care Plan | | |
| <p>Those who may contribute to a health care plan include:</p> <ul style="list-style-type: none"> • The school nurse, specialist nurses, children's community nurses, the child's GP or other health care professionals (depending on the level of support the child needs) • The parents/ carers (and the child, if appropriate) • The Head teacher, First Aid Leader and SENDCo • The class teacher , care assistant or teaching assistant • Support staff who are trained to administer medicines or trained in emergency procedures. • PIMS team <p>It is good practice to have a Medical Health Care Plan endorsed by a health care professional and in many cases it is essential to do so.</p> | <p>Headteacher SENDCo Class teacher First Aid Leader</p> | |
| The school will agree with parents how often they should jointly review a medical health care plan. The timing of this will depend on the nature of the child's particular needs. In most cases this will take place at the start of each school year; however, some plans will need to be reviewed more frequently depending on individual needs. | <p>SENDCo Headteacher First Aid Leader</p> | |
| Healthcare plans and training are not transferable, even when children have the same condition. | <p>SENDCo Headteacher First Aid Leader</p> | |
| Training: | | |
| If school staff need to be trained to administer medical procedures the school will contact the relevant health care professional, eg School Nurse, specialist nurse or children's community nurse. Parents cannot be responsible for leading this training but parents and children will be asked to participate in the training and give advice and guidance on how they prefer things to be done. | <p>SENDCo Headteacher</p> | |
| Parents and school staff cannot cascade training that they have received when the training is specific to an individual child. | <p>Head teacher First Aid Leader SENDCo</p> | |
| School staff who have been trained are responsible for following / delivering the Medical Health Care Plan and if the child's condition alters they will contact an appropriate professional and the parents, making them aware of the change and requesting further training if needed or an alteration to the plan | <p>Individual staff</p> | |
| School staff will request further training when needed, and professional updates at least once a year. Staff who have been trained in the child's care are responsible for following the procedures in children's care plans as they have been trained to do. The (Headteacher) will liaise with health care professionals and the trained staff to support and facilitate training refreshers and updates as needed. Individual staff are responsible for identifying and communicating any changes that they notice in the child's care needs. The SENDCo will inform parents and health care professionals in writing , via email or on the phone and discuss whether further training is needed. | <p>Individual staff First Aid Leader SENDCo Headteacher</p> | |
| Communicating Needs | | |
| Files containing photographs of pupils with medical needs, together with outlines of their medical condition and action to be taken, is available to all teaching and support staff. Information is emailed within the secure school email system and records stored in lockable cupboards. Permission is sought from parents to display photographs of individual children for identification. | <p>Head teacher Admin Assistant First Aid Leader SENDCo</p> | |
| Medical Health Care Plans for individual children are also kept in the classroom where they are accessible to all staff involved in caring for the child. Copies are also kept in the school office in the medical folder. | <p>Class teacher First Aid Leader SENDCo</p> | |

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| Further copies and full medical records are stored in the child's personal file. | Admin Assistant SENDCo | |
| Educational visits (see also school's Trips Policy) | | |
| Visits and school residential trips will be planned so that pupils with medical needs can participate and reasonable adjustments will be made as appropriate to ensure that they are not discriminated against. If a risk assessment indicates that it is not safe for the pupil to participate in part of the experience because of their condition, then reasonable adjustments will be made and an alternative experience will be provided to ensure that they are enabled to join in the curriculum surrounding the trip. | All staff | |
| Staff supervising excursions and residential trips will always make sure that they are aware of any medical needs, and relevant emergency procedures. Parents/ carers of children participating in residential trips will need to complete required consent forms giving details of all medical/dietary needs. All medication or equipment which needs to be administered during the course of the visit should be handed directly to the class teacher in accordance with the school's guidelines before leaving the school at the start of the trip. Medication will be administered in accordance to their individual Medical Health Care Plan | All staff | |
| A copy of individual Medical health care plans will be taken on visits in the event of the information being needed in an emergency. Medication will be administered in accordance to their individual Health Care Plan | Visit leader | |
| Arrangements for taking any necessary medicines will be made and if necessary an additional member of the support staff, or an appropriate volunteer might be needed to accompany a particular child. Children's parents will not be required to accompany their own children on school trips. | Visit leader | |
| If there is any concern about whether the school is able to provide for a child's safety, or the safety of other children on a visit, then parents will be consulted and medical advice sought from the school health service or the child's GP. | Head teacher SENDco Class teacher | |
| Sporting Activities | | |
| All children with medical conditions will be encouraged to participate as fully as possible in physical activities and extra-curricular sport. For many, physical activity can benefit their overall social, mental and physical health and well-being. Staff will be sensitive to their individual needs and sufficient flexibility will be incorporated into the lesson planning for all children to be included in ways appropriate to their own abilities. For any sporting activities, medical needs information will be requested from parents/ carers on the consent form. For other activities, the information will be taken from the child's records which parents/ carers are responsible for updating at the school office. Data collection sheets are sent out annually, but parents/ carers are responsible for updating any changes from the information submitted. | All staff | |
| Any restrictions on a child's ability to participate in PE will be recorded in their individual Medical health care plan or within planning e.g. advice from the OT. This will include a reference to any issues of privacy and dignity for children with particular needs. | SENDco Class teachers | |
| Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers. | All staff | |
| 18. Insurance: This is a maintained school. The governing body will ensure that appropriate level of insurance is in place and appropriately reflects the level of risk. We link to the local authority as employers who are responsible for insurance arrangements of LA schools and their employees. | Governors School Business Manager Headteacher | |
| Unacceptable Practice: It is not acceptable: to place children at risk for any reason, to exclude children from curriculum activities because of their medical condition to place requirements and responsibilities on parents to fill gaps in staffing or resources | | |