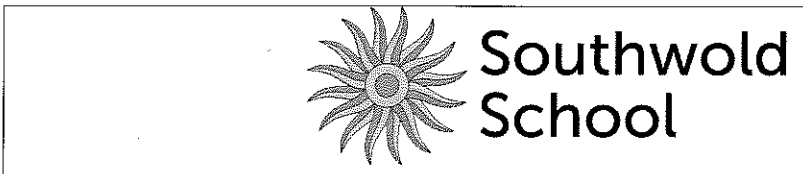


Supporting Pupils at School with Medical Conditions
Policies and Procedures



Compiled by:	Anna Ballance
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Approvals

Area/Title	Name	Signature	Date
Chair of Governors	Mr Gavin Bray		11 / 02 / 15
Headteacher	Mrs Anna Ballance		11 / 02 / 15

The Governing Body at Southwold Primary School are dedicated to ensuring that pupils with medical conditions, in terms of both physical and mental, are properly supported in school, so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

The Headteacher, Deputy Headteacher and / or the SEN Co-ordinator (SLT) will fully consider advice from Healthcare Professionals and listen to and value the views of Parents and Pupils, whilst recognising the social and emotional implications associated with medical conditions.

Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. The Governing Body and SLT at Southwold Primary School will comply with their duties under that Act. Some pupils may also have special educational needs (SEN), or have an Education, Health and Care (EHC) Plan which brings together health and social care Needs, as well as their special educational provision. For children with SEN, this policy should be read in conjunction with the SEND code of practice. For pupils who have medical conditions that require EHC Plans, compliance with the SEND code of practice will ensure compliance with the statutory elements of this Policy.

A Healthcare Plan (which will be reviewed at least annually, or earlier if evidence is presented that the child's needs have changed) will provide clarity about what needs to be done, when and by whom and can be essential in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex. However, not all children will require one. The school, healthcare professional and parent should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the Headteacher is best placed to take a final view.

The following may be considered when assessing the need for a Healthcare Plan:

- 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, 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 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 that 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 healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

In addition a flow chart for identifying and agreeing the support for a child needs and developing an individual healthcare plan is provided at Annex A.

The overall responsibility for implementation of this policy is Mrs Anna Ballance (Headteacher), who will ensure:

- sufficient staff are suitably trained;
- that all relevant staff will be made aware of the child's condition;
- cover arrangements in case of staff absence or staff turnover to ensure someone is always available;
- briefing for supply teachers;
- risk assessments for school visits, holidays, and other school activities outside of the normal timetable;
- monitoring of individual healthcare plans;

When necessary arrangements are required to support pupils with medical conditions the Headteacher, Deputy Headteacher or SEN co-ordinator (where applicable) will consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

The Schools Policy: **Administering Medicines at School** will be followed in accordance with the pupils Healthcare Plan in relation to:

- Prescribed Medicines
- Non Prescribed Medicines
- Administering Medication
- Record Keeping
- Refusing Medicines
- Educational Visits & Sporting Activities
- Self-Management
- Storing Medicines
- Disposal of Medicines
- Hygiene and Infection Control
- Emergency Procedure
- Information for Staff and Others

Annex A: Model Process for Developing Individual Healthcare Plans

