**Willow Primary Academy**

**The Piper Centre**

**Supporting Pupils with Medical Conditions Policy**

****

|  |
| --- |
| Willow Primary Academy  The Piper Centre –  Taking PRIDE in *all* we do  Promoting Positivity, Nurturing Respect, Celebrating Individuality, Fostering Determination, Striving for Excellence  **Policy Review Schedule**  **Date agreed:** September 2023  **Next review due:** September 2027  **Distributed to staff:** September 2027  **Signed by SLT:** P Hales  **Signed by chair of governors:** W Ward |

**Introduction**

In accordance with section 100 of the Children and Families Act 2014, Willow Primary Academy has a duty to make arrangements for supporting pupils with medical conditions.

We are committed to the fair and equal treatment of our community and aims to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in life at school, remain healthy and achieve their academic potential.

This policy has been drawn up in accordance with the DfE's statutory guidance "Supporting Pupils at School with Medical Conditions" (December 2015)

**Principles**

During the course of their education with the us, it is likely that most, if not all, pupils will experience a medical condition which may affect their participation in school activities. For some this will be short-term, and will be fully treated with a course of medication.

Other children however may experience a medical condition that has the potential to limit their access to education. It is imperative that these children are properly supported to ensure that their conditions do not have a detrimental effect on their education. Most children with medical conditions are able to attend school regularly and, with support from the us can participate in most normal school activities. Staff may however need to provide extra supervision of some activities to make sure that these children are not put at risk.

This policy sets out the way in which Willow Primary Academy supports the needs of its pupils with medical conditions, in partnership with the pupil, their parents and medical professionals, as appropriate.

**Aims**

1. To ensure that all pupils with medical conditions, in terms of both physical and mental health, 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.
2. To establish relationships with local health services and healthcare professionals with a view to better supporting pupils with medical conditions.
3. To provide guidance to all staff on how to effectively and appropriately support pupils with medical needs.
4. To define the areas of responsibility of all parties involved.
5. Effectively manage absences associated with medical conditions to ensure that the impact on the pupil's educational attainment and emotional and general wellbeing is minimised.
6. Ensure that all relevant staff aware of the child’s condition and the necessary cover arrangements in case of staff absence to ensure someone is always available.
7. To always ensure that the focus is on the needs of each individual pupil and how their medical condition impacts on their own school life.
8. Ensure that parents and pupils have confidence in the school’s ability to provide effective support for its pupils with medical conditions

**Roles and Responsibilities**

**Headteacher**

The Headteacher should:

* Ensure that the school's policy is developed and is effectively implemented with partners. This includes ensuring that all staff are aware of the existence of this policy and understand the role that they play in its implementation.
* Ensure that all staff who need to know are aware of the pupil's condition.
* Ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. This may involve recruiting a specific member of staff for this purpose.
* Have overall responsibility for the development of individual healthcare plans.
* Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.

**School staff**

School staff should:

* Be aware that any member of staff may be asked to provide support to pupils with medical conditions, including the administering of medicines. Although, the school acknowledges that they cannot require staff to do so.
* Take into account the needs of pupils with medical conditions that they teach.
* Receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
* Not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any individual healthcare plans). A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.

Allow the school nurse to consider their proficiency in delivering a medical procedure, or in providing medication.

**Healthcare Professionals**

The school has access to the school nursing service.

The School nurses:

* Are responsible for notifying the school when a pupil has been identified as having a medical condition which will require support in school, ideally before the child starts at the school, wherever possible.
* May support staff on implementing a pupil’s individual healthcare plan and provide advice and liaison, for example on training.
* Liaise with lead clinicians locally on appropriate support for the pupil and regarding associated staff training needs.

Other healthcare professionals, including GPs and paediatricians should notify the school nurse when a child has been identified as having a medical condition that will require support at school. They may also provide advice on developing healthcare plans, as required. Specialist local health teams may be able to provide support for children with particular conditions (e.g. asthma, diabetes).

**Parents**

A child's parent/s should:

* Ensure that the school is provided with sufficient and up-to-date information about their child’s medical needs.
* Act as a key partner and should be involved in the development and review of their child’s individual healthcare plan, including with its drafting where appropriate.
* Carry out any action that has been agreed to as part of the implementation of the individual healthcare plan, for example, providing the school with medicines and equipment, ensure these are replaced when close to expiry and ensure they or another nominated adult are contactable at all times.

**External Agencies**

* The School will work with external agencies, including the Local Authority to support pupils with medical conditions.

**Individual healthcare plans**

* Individual healthcare plans assist the school in effectively supporting pupils with medical conditions by providing clarity on what needs be done, when, and by whom.
* Individual healthcare plans will be developed by Debra Arthur, working together with the parents/carers of the pupil and any other necessary healthcare professionals.
* Individual healthcare plans should be easily accessible to all who need to refer to them in school, whilst preserving confidentiality.
* When deciding what information should be recorded on individual healthcare plans, the school follows the DfE's "Supporting pupils with medical conditions" guidance.
* The school, healthcare professionals and parents should agree, based on evidence whether an individual healthcare plan would be proportionate or disproportionate. If consensus cannot be reached, the CEO will decide.

**Staff training**

Any training needs for staff providing support to a pupil with medical needs will be identified during the development or review of individual healthcare plans. The school nurse will customarily lead on identifying and agreeing with the school, the type and level of training required, and agree if the school nurse is able to lead on the identified training.

The school will ensure that training provided is sufficient to ensure that staff are competent and have confidence in their ability to provide support to pupils with medical conditions and to fulfil the requirements of the individual healthcare plan.

All staff undertake Administering Medication training.

The school arranges whole school awareness training at least annually so that all staff are aware of the policy for supporting pupils with medical conditions and their role in implementing that policy. This will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs. New staff will be inducted by Deb Arthur (Willow) and Susanne Quinn (Piper Centre).

**The child’s role in managing their own medical needs**

The school encourages children who are competent to take responsibility for managing their own medicines and procedures. This should be agreed with parents and reflected within individual healthcare plans.

If it is not appropriate for a child to self-manage their medication, the school will identify staff to help to administer medicines and manage procedures for them.

In the event that a child refuses to take medicine or carry out a necessary procedure, staff will not force them to do so, but will instead follow the procedure agreed in the individual healthcare plan, and notify parents of the incident so that alternative options can be considered.

**Managing medicines on school premises**

The school adheres to the DfE's "Supporting pupils with medical conditions" guidance regarding the management of medicines in School. This includes the following:

* Medicines will only to be administered at the school when it would be detrimental to a child’s health or attendance not to do so.
* No pupil under 16 is to be given prescription or non-prescription medicines without their parent’s written consent.
* The school will only accept prescribed medicines (with the exception of insulin) that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.
* The school will store medicines safely and ensure that the staff in the class know how to access. This is particularly important to consider when outside of school e.g. on school trips. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to staff and will not be locked away.
* Staff may administer a controlled drug to a pupil for whom it has been prescribed in accordance with the prescriber’s instructions. The school keeps a record of all medicines administered to children, stating what, how and how much was administered, when and by whom.
* When medicines are no longer required, the school will return these to the parent to arrange for safe disposal. Sharps boxes are always to be used for the disposal of needles and other sharps.

**Record keeping**

Written records are kept of all medicines administered to pupils. These are kept as long as the child is at the school. Parents will be informed if their child has been unwell or has been given medicine.

**Emergency procedures**

The school will follow the pupil's individual healthcare plan regarding what constitutes an emergency and how to manage it.

Staff will follow the school’s normal emergency procedures (for example, calling 999). All pupils’ healthcare plans will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives or accompany the pupil to hospital by ambulance.

**Day trips, residential visits and sporting activities**

The school actively encourages pupils with medical conditions to participate in school trips and visits, or take part in sporting activities, and will not prevent them from doing so, wherever possible.

The school will ensure that staff are aware of how a pupil's medical condition will impact on their participation, but will be flexible and adapt the situation to allow pupils to participate according to their own abilities and with any necessary reasonable adjustments.

The school will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included, in advance. This includes consultation with parents and pupils and taking advice from the relevant healthcare professional to ensure that pupils can participate safely.

**Unacceptable practice**

The School will not:

* prevent pupils from easily accessing their inhalers and medication and administering their medication when and where necessary;
* assume that every pupil with the same condition requires the same treatment;
* ignore the views of the pupil or their parents; or ignore medical evidence or opinion, (although this may be challenged);
* send pupils with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
* if the child becomes ill, send them to the medical room unaccompanied or with someone unsuitable;
* penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
* 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 or carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues; or
* prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of School life.

**Liability and indemnity**

All members of staff that are required to provide support to pupils with medical conditions are covered through the School's insurance policies. Details of the School's insurance policy can be requested from Pete Hales.

**Complaints**

Should parents or carers be dissatisfied with the support provided by the school they should discuss their concerns directly with the school in the first instance. If for whatever reason this does not resolve the issue, they may make a formal complaint under the school's complaints procedure, which is available on our website.