

POLICY FOR: Children with Medical Conditions

Responsible Person: Designated Teacher for Children with Medical Conditions

Date adopted: July 2014

Review by: May 2017



INTRODUCTION AND RATIONALE

Most pupils at some time have a medical condition or need, which could affect their participation in school activities. This may be a short term need which affects their participation in school activities while they are on a course of medication or a long term medical condition which, if not properly managed, could limit their access to education and which requires extra care and support. This is not a policy for short-term illness and related medication, for example antibiotics or paracetamol for a cold or eye infection etc. Please read this policy in conjunction with our school's First Aid and Court Lane Infant School Policy and Guidelines for handling and administering medicines in school.

'A child who is unable to attend school because of illness or injury should have their educational needs identified and receive educational support quickly, effectively and sensitively.

LA's and schools have a responsibility for the health and safety of pupils in their care. The Children and Families Act 2014, from September 2014 places a duty on schools to make arrangements for children with medical conditions.

Court Lane Infant School is an inclusive school and we recognise that all pupils with medical needs should have access to education. Therefore we aim to provide a fully inclusive educational and welfare system. To do this we need to ensure that correct procedures and protocols are in place to enable any child with a long-term medical condition to be able to attend school or have minimum disruption to their education.

AIMS

- 1.1 To plan for and provide a high quality education to all children with new or existing medical conditions
- 1.2 To minimise the disruption to a child's education, to provide continuity of educational provision and to ensure that normal schooling is in place as far as the incapacity allows.
- 1.3 To ensure there is effective communication and exchange of information between the school, parents, carers, other education providers and professionals involved in the child's education and well-being to ensure their medical needs are fully met.
- 1.4 To ensure that the child has access to a broad and balanced curriculum.
- 1.5 To make adjustments to the timetable and learning spaces, if required, which take account of a child's particular needs.

1.6 To consider the views of the child and parents to ensure opportunities for the pupil to have contact with peers.

1.7 To draw up effective plans with all partners which enable the child to experience a successful return to school following an absence.

1.8 To plan for and support the admission of children with medical conditions who are new to the school.

1.9 To educate staff and children in respect of special medical conditions with the consent of the child and family

IDENTIFICATION

We will work with the parents and medical professionals to ensure we have specific protocols in place as the child starts school or as soon as a medical condition is known. Ideally this will be in the half term prior to admittance but will be the week of induction for last minute pupil transfers. Should the school feel there is insufficient time to make the adequate arrangements they will put this in writing and inform the LA and the parents. Usual preparation will begin with an initial meeting. This will be arranged once we are informed a child has a medical condition. This initial meeting will include HT or DHT, INCo, Welfare Assistant, Parent and child (where appropriate) meeting with Health Care professionals, for information sharing, planning for the development specific health care plans, identifying training needs, recognising there may need to be employment of new staff or re-organising classroom facilities before the child starts school where timings allow. SLT will then liaise with the INCo who at Court Lane Infant School is the designated teacher for children with medical conditions.

IMPLEMENTATION

2.1 The school will seek information about the medical condition of children with long term medical needs. If required, a written health care plan is developed in partnership with and agreement about who will write and complete the plan. It will include:-

- Details of a child's condition
- Special requirements e.g. dietary needs, pre-activity precautions
- Medication and any side effects
- What to do and who to contact in an emergency
- Monitoring and review eg. Annual review of condition or if needs change amendments as and when required

2.2 When a child has a medical condition this is recorded on a 'medical protocol information sheet' which is managed by the Welfare Assistant, kept by her and the INCO, class teacher and shared with relevant staff, including supply teachers covering the class. The HT has a master copy. Only the most recent Health Care plan is kept by the HT. The sheet also includes a photograph of the child concerned. In addition the children with known medical conditions have a red card displaying their condition in the first aid room. Additional copies of the red card are located in the hall and music room to be used when assistance is required by a specific child and the child cannot be left. A responsible child is asked to take the red card and immediately present to office staff so that the alert is raised and the medical protocol can be followed. However the phones are to be used where at all possible for speed of action to assist a child with a known medical condition.

2.3 When a child is absent from school for more than five consecutive school days with a medical condition, the Schools Attendance Administrator at the school will inform SLT who will examine how the child can best access the curriculum. Arrangements will then be made in liaison with parents and Welfare Assistant, by the class teacher to provide the child with work to be done at home as soon as they become able to cope with it.

2.4 The Attendance Monitoring Service will be informed by the Attendance administrator about a child's absence when it is in excess of ten days.

2.5 The Designated Teacher, the INCo is the named person for Children with Medical Conditions. After an absence of 15 days or more or where there is a pattern of recurring illness, the named person will:-

- Inform the Schools Attendance Administrator that the pupil with medical needs should remain on the school's roll and where they are receiving education from an alternative provider, their absence will be recorded as 'approved educational activity'.
- Ensure the pupil's needs are assessed and that curriculum plans and records are accessible.
- Liaise with parents and other agencies which may include any of the following- the class teacher, Educational Psychologist and Outreach Education Service, Health Service, Local Authority, Young People and Children's Services, Education Entitlement Service, Paediatrician and personnel from other local authorities.
- Draw up, monitor and review a healthcare Plan which sets out how the pupil's needs will be provided for, in collaboration with the relevant agencies
- Ensure the child has access to educational resources either at home or at school (including I.C.T. support packages)
- Consider the need for assessment under the Code of Practice on the Identification and assessment of Pupils with SEND, following consultation with the relevant agencies.

2.6 The Head teacher will make sure that all parents are aware of the school's policy and procedures for dealing with medical conditions.

2.7 There is no legal duty which requires school staff to administer medication. Court Lane Infant School accepts all employees have rights in relation to supporting children with medical conditions as follows:

- Choose whether or not they are prepared to be involved
- Receive appropriate training
- Work to clear guidelines
- Have concerns about legal liability
- Bring to the attention of SLT any concern or matter relating to supporting/teaching children with medical conditions

RESOURCES

3.1 The school will use all its available resources and equipment to enable the pupil to address the learning objectives in all areas of the curriculum. The school will ensure that appropriate resources can be accessed for use in the school, home or hospital context.

3.2 **I.C.T.** should play an important part in supporting the continuity and quality of learning for pupils with medical conditions. Opportunities to use e-mail, the Internet and other technologies should be included wherever possible in the child's learning programmes.

3.3 Training Relevant and willing staff will be trained. Arrangements are made for whole school awareness of medical condition symptoms and emergency procedures to follow where appropriate, with induction training for new staff. Cover is organised by the INCo when relevant/regular staff are unavailable. The welfare assistant will provide timely information to the head teacher about keeping training up to date so there are no lapses in trained cover.

MONITORING AND EVALUATION

4.1 Children's educational performance will be monitored closely and will be reviewed on a regular basis.

4.2 There will be ongoing evaluation of the effectiveness of the educational provision for children with medical conditions.

4.3 There is a need for proper documentation at all stages when considering the issue of support for children with medical conditions in schools. Any further documentation will be completed in accordance with the procedures in the CLIS Handling and Administering of Medicines policy

NAMED CONTACT

The INCo with assistance from the Welfare Assistant is required to:

- Complete any referral form as necessary
- Ensure that medical evidence is provided to support the Referral and subsequent Reviews, drawing on assistance from the NHS as necessary
- Convene an initial meeting between SLT and parent / carers
- Draw up an education plan for the child (which may include IEPs) which includes educational targets and liaison details. Monitor and update these at each Review
- Ensure all records, plans etc. are placed in the child's school file
- Provide advice about the appropriate curriculum for the child referred and ensure that relevant information about the child's strengths, weaknesses and specific needs is made available
- Consider whether Special Educational Needs assessment is necessary
- Where appropriate, make arrangements for the child's re-integration to school as soon as possible.

The Head teacher has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks

- Ensure the policy is put into action with good communication of the policy to all
- Ensure that information held by the school is accurate, up to date and remains confidential
- Identify the training and development needs of staff

All staff at this school have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions or needs and know what to do in an emergency
- Understand the school medical conditions policy and that of the first aid and guidelines for handling and administering medicines policies
- Know which children in their care have a medical condition or short term medical/ first aid need
- Complete a risk assessment for children with mobility issues
- Understand the common medical conditions and the impact it can have on students, (children should not be forced to take part in any activity if they feel unwell)
- Ensure children have the appropriate medication or food with them during any exercise and are allowed to take it when needed
- Use opportunities in specific areas of the curriculum to raise student awareness about medical conditions or needs
- Class teacher and class to make regular contact with child e.g. email, letters, videos if child is off for an extended period of time.
- Class teacher to ensure that any key learning missed is noted so that these gaps can be narrowed when the child is able to complete work.
- Class teacher to keep in close contact with parents/careers of child

The parents of a child at this school have a responsibility to:

- Tell the school if the child has a medical condition or short term medical need
- To assist in completing an up-to-date Healthcare Plan for the pupil if they have a medical condition
- Inform the school about the medication the child requires whilst in their care
- Inform the school of any medication the child requires while taking part in visits, outings or field trips and other off-site activity
- Ensure the pupil's medication and medical devices are labelled with the child's full name
- To make sure work that is sent home is completed when the child is well enough and given back to school before more can be sent out.
- Keep the child at home if they are not well enough to attend school and ensure the child catches up on any school work they have missed
- Where the child goes to before or after school care, or takes part in extra curricular activities with outside providers or has home to school transport, it is

the parents' responsibility to inform care providers, club organisers or School Transport of any medical conditions that the child suffers from.

LEGISLATION & GUIDANCE

This policy has been informed by:

- The Children and Families Act 2014
- Managing Medicines in Schools (2005)
- Disability Discrimination Act 1995 (DDA)
- Educational Needs and disability Acts (2001 and 2005)
- The Care Standards Act 2000
- Medicines Act 1968

MONITORING, EVALUATION & REVIEW

The Governing Body will review this policy on a cycle of not more than three years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.