



King Offa Primary Academy

Supporting Children with Medical Conditions Policy

King Offa Primary Academy (hereafter referred to as King Offa) is an inclusive community that aims to support and welcome children with medical conditions. We aim to provide all children with a medical condition the same opportunities as others at school. We will ensure that children are listened to, their wishes heard and understood, and that they feel respected and safe at all times. We will work closely with parents/carers and professionals to ensure that our practice and routines are managed safely and according to their wishes wherever possible, or as instructed by medical professionals.

We will help to ensure they can:

- Remain healthy - physically and emotionally
- Stay safe
- Achieve their academic potential
- Enjoy the full range of educational experiences including trips and P.E.

Definition of the term 'Medical Condition' used in this context

Is a medical condition, which is long term, with acute episodes that requires ongoing support and involves the need for medication and/or care whilst at school. The condition will need monitoring and could require immediate intervention in emergency circumstances.

Some children with medical conditions may be disabled. Where this is the case, the school must comply with their duties under the Equality Act 2010. Some may also have Special Education Needs (SEN) and may have an Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision. For children with SEN, this guidance should be read in conjunction with the SEND Code of Practice.

Responsibilities

The governing body must ensure that arrangements are in place in school to support children with medical conditions. In doing so, they should ensure that such children can access and enjoy the same opportunities at school as any other child. The school and health

professionals along with other support services should work together to ensure that children with medical conditions receive effective support. The needs of each individual child must be considered and how their medical condition affects their school life.

The governing body must 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 effectively implemented. This aligns to their wider safeguarding duties. Policies should be reviewed and be readily accessible to parent/carers and all relevant school staff.

Administration –

Emergency medication

- All office staff are First Aid trained and their training is current and up to date. They also receive training to deal with specific medical conditions including diabetes, severe allergic reactions (EpiPens) and asthma. Training is updated as and when required.
- All children at King Offa with medical conditions have access to their emergency medication with nominated staff.
- Children know where their emergency medication is stored and how to access it. If parent/carers and health specialists determine they are able to take responsibility for their condition, plans will be drawn up to safely manage this.
- Children understand the arrangements for a member of staff (and a reserve trained member of staff) to assist in helping them take their medication safely.

Safe storage – Emergency medication

- Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.
- All medication is securely stored in the main office in the allocated cupboard.
- Children at King Offa are reminded to take their emergency medication with them on school trips – the staff member leading the trip will be responsible for ensuring this medication is taken on the trip and safely carried by an allocated adult. Details will also be checked and protocols agreed in the trips risk assessment and shared with staff
- From time to time children may need to take prescribed medication at school for a short period whilst recovering from an illness or conditions. Parents/carers will complete the medication administration form via the school office. Once provided

the medication will be clearly labelled with the child's name and details. Once the medication period is over, the medication will be returned to the parent/carer or safely disposed of. Medication, which is out of date, will be managed in the same way in consultation with parents/carers.

Statement of Intent

All children attending the school with a medical condition must have an Individual Healthcare Plan.

King Offa uses the plan to record important details about the individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the plan if required.

A plan, accompanied by an explanation of why and how it is used, is sent to all parent/carers of children with a long-term medical condition. This is sent:

- at the start of the school year
- at enrolment
- When a diagnosis is first communicated to the school.

Individual Healthcare Plans must:

- Be clear
- Be written in partnership with parent/carers, child, health care professional and key staff and signed by both parties.
- Be reviewed annually or when there is a change in condition of the child
- Be easily accessible whilst persevering confidentiality and securely stored in the first aid room.
- Outline educational provision if the child is unable to attend school full time
- Contain details of the medical condition, its triggers, signs and symptoms and treatments.
- Include relevant SEN information
- Provide details of the child'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, modifications to buildings, furniture or equipment, and environmental issues e.g. crowded corridors, travel time between lessons.
- Outline specific support for the child's educational, social and emotional needs – for example, how absences will be managed, changes to the school day and details of a

personalised curriculum, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions etc.

- Outline 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.
- State who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable.

The school will:

- Ensure that children with medical conditions are identified as they transfer to the school and through the ongoing annual pupil details and data checking process.
- Arrange for written permission from parent/carers for medication to be administered by a member of staff, or self-administered by the pupil during school hours.
- Have separate arrangements in place for school trips or other activities outside of the normal school timetable that will ensure the child can participate, and this will have been considered in the risk assessment.
- Designated individuals to be entrusted with information about children's condition(s); where confidentiality issues are raised by the parent/carer or child.
- Have an identified key worker trained to specifically meet the needs of the child with an EHCP linked to a medical condition.
- Always have a minimum of two members of staff available, who are trained in first aid, and can respond with knowledge of children who have medical conditions and have access to their school plan.
- Be clear about what to do in an emergency, including who 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.
- Make all staff working directly with children aware of children in the school with medical conditions, through transition notes, briefing meetings, IEPs and information that may be passed on at any time.
- Provide sufficient training for staff to meet the needs of children at the school with medical conditions.

Effective Practice

Children with medical conditions are entitled to a full education and have the same rights of admission and must not be prevented from taking up a place in school because arrangements for their medical condition have not been made.

Prescription medicines and health care procedures will only be given by staff following appropriate training from medical professionals.

Staff will not force children to take medicines or take anything against their will. They will aim to follow the procedure agreed in the plan and contact parent/carers when alternative options may need to be considered.

Staff plan and use their discretion and judge each case on its merits with reference to the child's plan. Staff should make inhalers and medication easily accessible to children if appropriate, and administer their medication when and where necessary.

Staff should give individual and personalised care to pupils even those with the same condition.

Staff should take the views of the child and their parent/carers into account; act on medical evidence and opinion but challenge it sensitively when appropriate.

Staff should encourage children with medical conditions to remain in school for normal school activities including lunch, unless this is specified in their plan.

Staff should supervise children with medical conditions if they become ill.

Children must not be penalised for their attendance record if their absences are related to their medical conditions e.g. hospital appointments.

Staff should encourage children to drink, eat and take toilet or other breaks whenever they need to in order to manage their medical condition effectively.

Staff should support parent/carers in meeting the medical needs of their child in school by accepting responsibility for the pupil's medical needs at school and encourage children with medical conditions to participate, in all aspects of school life, including trips.

If a pupil has a short-term medical condition that requires medication during school hours, parent/carers complete a Parental/carer agreement for school to administer medicine which is stored in the Individual Healthcare Plan register in the first aid room. A photo of the child is attached to form.

Miss Chris Bishop (SENCO) is the school member of staff who is responsible for filing and monitoring of these forms.

The parent/carers, healthcare professional and pupil with a medical condition are asked (if possible) to fill out the pupil's Individual Healthcare Plan together. Parent/carers then return these completed forms to the school.

Any concerns about a child's welfare due to their health or management of their condition, should be raised using normal Safeguarding protocols at King Offa.

Recorded using CPOMS (Child Protection Online Management System) and discussed immediately with Mr Ryan Laker (Designated safeguarding Lead) or one of the Deputy Designated Safeguarding Leads.

School Individual Healthcare Plan Register

Individual Healthcare Plans are used to create a centralised register of pupils with medical needs. **Miss Chris Bishop (SENCO)** has responsibility for the register at King Offa.

The member of staff is responsible for the follow up with the parent/carers any further details on a pupil's plan required or if permission for administration of medication is unclear or incomplete.

Provision considerations for specific medical conditions (Medical evidence needed)

Allergies (specific):

- IHP in place
- Parental/carer information
- Regular parental/carer communication
- In-date medication available
- Trained and named member of staff
- Whole school staff awareness of triggers and signs
- Update CPOMS with information received from parent/carers and professionals as necessary

Anaphylaxis:

- IHP in place
- Parental/carer information
- Regular parental/carer communication
- In-date medication available
- Trained and named member of staff (EpiPen)
- Alternative food products available from parent/carers
- Management of trigger environments i.e. cooking, class party, trip etc.
- Whole school staff awareness of triggers and signs

- Update CPOMS with information received from parent/carers and professionals as necessary

Asthma

- IHP in place
- Parental/carer information
- Regular parental/carer communication
- In-date medication available
- Trained and named member of staff
- Management of trigger environments i.e. hot, cold, steam, aerosols etc.
- Specific equipment spares – peak flow meter (with disposable tubes), spacer
- Whole school staff awareness of triggers and signs
- Update CPOMS with information received from parent/carers and professionals as necessary

Diabetes:

- IHP in place
- Parental/carer information
- Regular parental/carer communication
- In-date medication available
- ‘Hypo-Pack’ in school
- Trained and named members of staff (Insulin administration)
- Whole-school staff awareness of triggers and signs
- Update CPOMS with information received from parent/carers and professionals as necessary
- Calorie counting managed by caterers if a school meal is provided

Epilepsy:

- IHP in place
- Parental/carer information
- Regular parental/carer communication
- In-date medication available
- Trained and named member of staff (buccal midazolam and rectal diazepam)
- Update CPOMS with information received from parent/carers and professionals as necessary

Ongoing communication and review of Individual Healthcare Plans

Parent/carers at King Offa are regularly reminded to update their child's Individual Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.

Staff at King Offa use opportunities such as teacher–parent/carer meetings to check that information held by the school on a pupil's condition is accurate and up to date.

Every pupil with an Individual Healthcare Plan at King Offa has their plan discussed and reviewed at least once a year (September on return to school.)

Residential Visits

Parent/carers are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the child's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the child manage their condition while they are away with support as required. This includes information about medication not normally taken during school hours.

All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. A copy of the child's Individual Healthcare Plan accompanies these.

All parent/carers of children with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at the required time.

The residential visit form also details what medication and what dose the child is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the child manage their condition with support as required while they are away.

King Offa will ensure that staff attending residential trips, have the necessary training in order to support the individual needs of children.

Social Interactions

King Offa ensures the needs of children with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school, is as positive as possible.

King Offa ensures the needs of children with medical conditions are adequately considered to ensure they have full access to extended school activities such as school events, after school clubs and residential visits.

All staff at King Offa are aware of the potential social problems that children with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.

Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst children and to help create a positive and supportive social environment.

Complaints

If parent/carers have any concerns regarding the support for their child with a medical condition, they should be directed, the first instance, to the designated lead for supporting children with medical conditions, **Miss Chris Bishop (SENCO)**. Where parent/carers feel their concerns have not been addressed, they should contact Mr Ryan Laker (Head of School). If, for whatever reason, this does not resolve the issue, they may make a formal complaint using the school's complaint procedure.

Date: February 2019

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