

Netley Abbey Junior School

Supporting Pupils At School With Medical Conditions.

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short term. Other children have medical conditions that if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. Most of these children will be able to attend school regularly and take part in normal school activities. At Netley Abbey Junior School, we aim to provide all children with medical conditions the same opportunities as others at school.

This policy outlines responsibilities and procedures for supporting pupils at Netley Abbey Junior School who have medical needs.

Roles and Responsibility

The ultimate responsibility for the management of this policy in school is with the head teacher and governing body. The SENCO will manage the policy on a day-to-day basis and ensure all procedures and protocols are maintained.

Confidentiality

The school will treat medical information confidentially. The headteacher will agree with the parents who will have access to records and information about a pupil.

AWARENESS

Identification

We will work with the parents and medical professionals to ensure we have specific protocols in place as soon as the child starts school. This may take the form of information sharing, developing specific care plans, organising training, employing new staff or reorganising classroom facilities. We annually send out a medical questionnaire to parents which includes information about medical conditions and medication to ensure pupil records are up to date.

If a pupil is newly diagnosed when attending school, a meeting may be held with the parents and health professionals to discuss medical needs and if necessary, complete and Individual Health Care Plan. The meeting should take place within two weeks of the school being informed.

The production of IHPs will follow the guidance in 'Supporting pupils in school with medical conditions' Department for Education April 2014.

School staff are informed and regularly reminded about the children's medical conditions;

- ✓ through staff meetings.
- ✓ through scheduled medical conditions updates.
- ✓ needs led meetings will be held should a child's health needs change over time.
- ✓ supply staff are informed of the policy and their responsibilities including who is the designated person, any medical needs or Individual Health Plans related to the children in their care and how to respond in emergencies.

- ✓ staff will be made aware of any Individual Health Care Plans as they relate to their teaching/supervision groups.
- ✓ Individual Health Care Plans for children are kept in the classroom where they are accessible to all staff involved in caring for the child.
- ✓ copies are on display in the medical room.
- ✓ further copies and full medical records are stored in the child's SEN file.

OPPORTUNITIES

Sporting activities

Children with medical needs will be encouraged to take part in sporting activities appropriate to their own abilities. Any restriction on a pupil's ability to participate in PE will be included in their Individual Health Care Plan. Some pupils may need to take precautionary measure before or during exercise and/or need to be allowed immediate access to their medication. Teachers should be aware of relevant medical conditions and emergency procedures.

Educational visits and activities outside of the normal timetable

Every effort is made to encourage children with medical needs to participate in educational visits and activities outside of the normal timetable. Consideration is always given to the adjustments which need to be made to enable children with medical needs to participate fully and safely on visits and a risk assessment may be completed. Staff supervising excursions should always be aware of any medical needs and relevant emergency procedures. A copy of individual health care plans should be taken on visits in the event of the information being needed in an emergency. Arrangements for taking any necessary medicines will need to be made and if necessary, an additional adult may be needed to accompany a particular child.

Social and Emotional Needs.

Teachers ensure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.

This school ensures the needs of pupils with medical conditions are adequately considered and where ever possible, have access to extended school activities such as school discos, after school clubs and residential visits.

Absence

The school recognises that extended absences due to illness or hospital stays may occur. In agreement with parents, work will be set by the class teacher to enable the pupils to access the curriculum.

If a pupil has been absent from school for extended periods, the headteacher or SENCo will arrange a meeting with the pupil and parents to discuss support when returning to school for their emotional well-being. Opportunities to re-establish friendships or ELSA may be offered. Intervention or 'catch-up' for any academic work missed may be planned for.

TRAINING

The school is responsible for ensuring that staff have appropriate training to support children with specific medical needs. Specific training and staff awareness sessions are held for children with highly

individual needs prior to the child joining the school. Trained staff will ensure they are aware of the protocols and procedures for specific pupils in school

Arrangements are made with appropriate agencies e.g. School Nurse to update staff training on a regular basis. Teaching and support staff are invited to attend Epi-pen training annually.

OUTSIDE AGENCIES

We work closely with relevant local health services to ensure the medical needs of children are met and effectively supported. These include; school nurse, paediatricians, CAMHS and specialists specialist teacher advisors.

INDIVIDUAL HEALTH CARE PLAN (IHCP)

Individual Healthcare Plans, (and their review), may be initiated, in consultation with the parent, by a member of school staff or a healthcare professional involved in providing care to the child. Plans should be drawn up in partnership between the school and relevant healthcare professionals who can best advise on the particular needs of the child. We will involve children in the plan whenever appropriate. The SENCo will be responsible for the development of the IHCP and will ensure that sufficient staff are suitably trained. Plans will be reviewed at least annually, or earlier if needs have changed. A copy of the IHCP will be given to parents/carers, class teachers/childcare practitioners and a copy will be retained in the medical needs file in the office and the child's individual file.

MEDICATION

Prescribed Medicines

- ✓ Medicines will only be accepted if they have been prescribed by a doctor, dentist, nurse or pharmacist.
- ✓ Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- ✓ Medicines that have been taken out of the container as originally dispensed cannot be administered.
- ✓ Written consent must be given.
- ✓ After discussion with parents, children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- ✓ Staff who have received training can administer medicine.
- ✓ Staff will complete and sign record cards every time medicine is administered.

COMPLAINTS

The school has a complaints procedure

- ✓ Any concerns should initially be directed to the classteacher.
- ✓ Unresolved concerns should be referred to the SENCo or headteacher.
- ✓ There is a school SEND Governor available if you feel your concerns need to be taken further.

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

Process for developing Individual Healthcare plans

