

# North Nibley C of E Primary School

## Medical Conditions Policy: Supporting Pupils with Medical Conditions and those with Health Needs Who Cannot Attend School

Policy status	Required.
Responsibility for this policy	Full Governing Board
Policy reviewed/amended	January 2022
Policy review frequency	Annual
Policy due for renew	January 2023

North Nibley Church of England Voluntary Aided Primary School, formerly the William Purnell Endowed School, was founded in the Eighteenth Century to provide education for the children of North Nibley and the surrounding villages.

### ***Our Vision is to inspire and celebrate learning, achievement, faith and fun.***

Ours is a school that works in partnership with the community to enable and equip each child to “live life to the full”, reflecting the Christian values of our foundation.

#### **We will realise our Vision by:**

- demonstrating, as a Church school, our Christian values in action
- providing a happy, healthy and secure environment where all are respected, valued and encouraged to contribute
- encouraging participation and a love of learning by offering experiences full of opportunity and creativity
- pursuing excellence in every aspect of school life, supporting one another and celebrating the achievements of all

This policy supports our vision by making clear that we value the contribution of every individual, irrespective of background and circumstance, and are committed to doing all in our power to support those with medical needs.

#### **Biblical Perspectives:**

##### **Psalm 73:26**

“My flesh and my heart may fail, but God is the strength of my heart and my portion forever.”

##### **Matthew Chapter 25**

“I was hungry, and you gave me food. I was thirsty, and you gave me something to drink. I was alone and away from home, and you invited me into your house. I was without clothes, and you gave me something to wear. I was sick, and you cared for me.”

‘I tell you the truth. Anything you did for any of my people here, you also did for me.’

## Definitions

Pupils' medical needs may be broadly summarised as being of two types:

- (a) short-term, affecting their participation in school activities while they are on a course of medication;
- (b) long-term, potentially limiting their access to education and requiring extra care and support (deemed **special medical needs**).

Medical conditions include both physical and mental health.

Parent: The term 'Parent' is used to indicate a birth or adoptive parent, legal guardian, or other person having responsibility for, or legal custody of, a child.

## Roles

Headteacher with overall responsibility – Paul Batchelor

Governor monitoring – Emma Frith

Paediatric First Aid – Di Findlay, Claire Pullin, Ali Dixon, Rebecca Allen

First Aid trained – Most Teaching Assistant (TA) staff are first aid trained

Additional training in Anaphylactic shock, Epilepsy & Asthma

School Administration – Paula Kirby

School Nurse – Stroud Area School Nurse Team.

Additional training to fulfil Individual Health Care Plans will be planned for all staff in partnership with health professionals, where necessary, to meet new children's needs. This will be sourced through the School Nurse Team.

## Rationale

Local Authorities (Las) and schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need. For children with disabilities, the school governors must ensure compliance with the Equality Act 2010.

Parents need to feel confident that their children's medical conditions will be supported, particularly when emergency interventions are required. A child's health needs may change over time and these needs need to be effectively communicated to all staff involved in the child's care. When extended absences affect educational continuity the school needs to work with parents to reintegrate children appropriately, being aware of their potential anxiety and difficulties with social and emotional reintegration.

The Children and Families Act (2014) placed a duty on schools to make arrangements for children with medical conditions. **Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.**

However, teachers and other school staff in charge of pupils have a common law duty to act *in loco parentis* and may need to take swift action in an emergency. This duty also extends to

teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with accurate and up-to-date information. The school takes advice and guidance from Gloucestershire County Council. The contact number for the School Nurse Team is 0300 421 8959.

### **Aims**

The school aims to:

- assist parents in providing medical care for their children;
- educate staff and children in respect of special medical needs;
- adopt and implement the LA policy of Medication in Schools;
- arrange training for volunteer staff to support individual pupils;
- liaise as necessary with medical services in support of the individual pupil;
- ensure access to full education if possible;
- monitor and keep appropriate records.

### **Entitlement**

The school accepts that pupils with medical needs should be properly supported so that they can access the fullness of education activities available to other pupils.

The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support. In the event of a pupil not being able to attend school, the school will support their learning from home using videoed teaching sessions, paper packs and 'catch-up' phone calls.

The school accepts all employees have rights in relation to supporting pupils with medical needs 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 management any concern or matter relating to supporting pupils with medical needs.

### **Expectations**

It is expected that the Headteacher ensures that:

- pupils' additional needs are treated with respect and confidentially;
- after discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicines and relevant devices or should be able to access their medicines for self-medication. Children who take their medicines themselves or manage procedures will require supervision. Medicines and devices will be stored safely in a locked cabinet or a fridge in an adult area.
- the Head and teachers involved with pupils with medical needs will consult and engage with health and social care professionals, pupils and parents/carers to ensure that the needs of the child are effectively supported;
- where parents have asked the school to administer the medication for their child, it is recommended that parents ask the pharmacist to supply any such medication to be

dispensed in a separate container, containing only the quantity required for school use. The prescription and dosage regime should be typed or printed clearly on the outside. The school will only administer medicines in which the dosage is required 4 times a day. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff. Pupils should not bring in their own medicine. This should be brought into school by the parent.

- that employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately;
- the school will liaise with the School Nurse Team for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil;
- when medical needs are long-term or life threatening, the focus is on the needs of the individual child and the impact that has on school life;
- through training, staff are confident on how medical conditions impact on a child's ability to learn and whenever possible promote self-care;
- any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.
- the school has appropriate insurance to cover children with medical needs and staff working with children with medical needs;
- controlled drugs are secured safely and needles are disposed of in an appropriate 'sharps' container;
- all drugs are returned to parents to arrange for safe disposal;
- written records of drug administration are maintained;
- all children should know to inform staff immediately if they are concerned about a child's health.

### **Procedures**

There is a need for proper documentation at all stages when considering the issue of support for pupils with medical needs in school. Where children also have special educational needs (SEN) and a statement or Education, Health and Care Plan (EHCP), this policy needs to be read in conjunction with the SEND policy.

Prior to a child with a medical condition joining North Nibley School, a transition plan will be instigated. All professionals involved in the child's care will be asked to contribute to one or more planning meetings; these meetings will identify training needs, equipment and procedures needed to support the child. Training will be arranged for the term before the child's start date. For in-year transfers, meetings and training will be instigated prior to the child receiving a start date. If a child requires an Individual Health Care Plan (IHCP, see Appendix 1), this will be organised by the SENCo or the relevant Health/Social care professional. Plans will be reviewed annually in a similar manner to Education, Health and Care Plans and if a child has educational needs these plans will be linked. If a child has an Education, Health and Care Plan in place, this will supersede the need to have an Individual Health Care Plan as well.

Individual Health Care Plans will include:

- medical conditions, triggers, signs, symptoms and treatments;

- the child's needs, medication, side effects, storage, administration, equipment and environmental issues;
- specific support, including management of absences and emergency treatment;
- training for individuals;
- confidentiality and necessary communication;
- permissions for administering medicine;
- special arrangements for trips and visits, including personal risk assessments as appropriate;
- emergency care, who to contact and contingency arrangements. This will include a member of staff accompanying a child in an ambulance and staying with a pupil until a parent or carer arrives.

IHCPs will name and identify the roles of all staff and health and social care professionals involved in the child's care, including family members.

### **Emergency Procedure (this information must be displayed clearly in the school office)**

In the event of a medical emergency, an ambulance should be called immediately – dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number

2. your name

3. your location as follows :

**North Nibley Primary School, The Street, North Nibley, Glos, GL11 6DL**

4. state what the postcode is – **GL11 6DL**. Please note that postcodes for satellite navigation systems may differ from the postal code

5. provide the exact location of the patient within the school setting

6. provide the name of the child and a brief description of their symptoms

7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient

The Contact number for the School Nurse Team is 0300 421 8959

### **Governors**

The governing body is committed to ensuring that arrangements are in place to support pupils with medical conditions. In doing so they will ensure that any child with medical needs can access and enjoy the same opportunities at school as any other child.

Parents need to be confident that the school are able to manage their child's medical needs and have in place the right procedures and training.

In line with safeguarding duties, the governing body will decide if offering a place to a child with medical needs will place other children at risk or be detrimental to the child and others to do so. The governing body monitors statutory duties, ensures that policies are in place and that plans, procedures and systems are effectively implemented.

## **Children with Health Needs Who Cannot Attend School**

### **Definitions**

Children who are unable to attend school as a result of their medical needs may include those with:

- Physical health issues.
- Physical injuries.
- Mental health problems, including anxiety issues.
- Emotional difficulties or school refusal.
- Progressive conditions.
- Terminal illnesses.
- Chronic illnesses.

Children who are unable to attend mainstream education for health reasons may attend any of the following:

- Hospital school: a special school within a hospital setting where education is provided to give continuity whilst the child is receiving treatment.
- Home tuition: a tuition service that acts as a communication channel between schools and pupils on occasions where pupils are too ill to attend school and are receiving specialist medical treatment.
- Medical PRUs: local authority establishments that provide education for children unable to attend their registered school due to their medical needs.

We aim to support the local authority and ensure that all children who are unable to attend school due to health needs, and who would not receive suitable education without such provision, continue to have access to as much education as their medical condition allows, to enable them to reach their full potential.

Due to the nature of their health needs, some children may be admitted to hospital or placed in alternative forms of education provision. We recognise that, whenever possible, pupils should receive their education within their school and the aim of the provision will be to reintegrate pupils back into school as soon as they are well enough. We understand that we have a continuing role in a pupil's education whilst they are not attending the school and will work with the local authority, healthcare partners and families to ensure that all children with health needs receive the right level of support to enable them to maintain links with their education.

### **Local authority duties**

This section is in accordance with the Department for Education statutory guidance 'Ensuring a good education for children who cannot attend school because of health needs, 2013.'

### **Local authorities must:**

- Arrange suitable full-time education (or as much education as the child's health condition allows) for children of compulsory school age who, because of illness, would otherwise not receive suitable education.

### **Local authorities should:**

- Provide such education as soon as it is clear that the child will be away from school for 15 days or more, whether consecutive or cumulative. They should liaise with appropriate medical professionals to ensure minimal delay in arranging appropriate provision for the child.
- Ensure that the education children receive is of good quality, as defined in the statutory guidance Alternative Provision (2013), allows them to take appropriate qualifications, prevents them from slipping behind their peers in school and allows them to reintegrate successfully back into school as soon as possible.
- Address the needs of individual children in arranging provision. 'Hard and fast' rules are inappropriate: they may limit the offer of education to children with a given condition and prevent their access to the right level of educational support which they are well enough to receive. Strict rules that the offer of education a child receives may also breach statutory requirements.
- Make provision for siblings. When treatment of a child's condition means that his or her family have to move nearer to a hospital, and there is a sibling of compulsory school age, the local authority into whose area the family has moved should seek to ensure that the sibling is offered a place, where provision is available, for example, in a local mainstream school or other appropriate setting.

### **Roles and Responsibilities**

#### **The Governors are responsible for:**

- Ensuring arrangements for pupils who cannot attend school as a result of their health needs are in place and are effectively implemented.
- Ensuring the termly review of the arrangements made for pupils who cannot attend school due to their health needs.
- Ensuring the roles and responsibilities of those involved in the arrangements to support the needs of pupils are clear and understood by all.
- Ensuring robust systems are in place for dealing with health emergencies and critical incidents, for both on- and off-site activities.
- Ensuring staff with responsibility for supporting pupils with health needs are appropriately trained.

#### **The Headteacher is responsible for:**

- Working with the Governors to ensure compliance with the relevant statutory duties when supporting pupils with health needs.
- Working collaboratively with parents and other professionals to develop arrangements to meet the best interests of children.
- Ensuring the arrangements put in place to meet pupils' health needs are fully understood by all those involved and acted upon.
- Appointing a named member of staff who is responsible for pupils with healthcare needs and liaises with parents, pupils, the local authority, key workers and others involved in the pupil's care.

- Ensuring the support put in place focuses on and meets the needs of individual pupils.
- Arranging appropriate training for staff with responsibility for supporting pupils with health needs.
- Providing teachers who support pupils with health needs with suitable information relating to a pupil's health condition and the possible effect the condition and/or medication taken has on the pupil.
- Providing reports to the Governors on the effectiveness of the arrangements in place to meet the health needs of pupils.
- Notifying the local authority when a pupil is likely to be away from the school for a significant period of time due to their health needs.
- Dealing with pupils who are unable to attend school because of health needs.
- Actively monitoring pupil progress and reintegration into school.
- Supplying pupils' education providers with information about the child's capabilities, progress and outcomes.
- Liaising with the Headteacher, education providers and parents to determine pupils' programmes of study whilst they are absent from school.
- Keeping pupils informed about school events and encouraging communication with their peers.
- Providing a link between pupils and their parents, and the local authority.

**Teachers and support staff are responsible for:**

- Understanding confidentiality in respect of pupils' health needs.
- Designing lessons and activities in a way that allows those with health needs to participate fully and ensuring pupils are not excluded from activities that they wish to take part in without a clear evidence-based reason.
- Understanding their role in supporting pupils with health needs and ensuring they attend the required training.
- Ensuring they are aware of the needs of their pupils through the appropriate and lawful sharing of the individual pupil's health needs.
- Ensuring they are aware of the signs, symptoms and triggers of common life-threatening medical conditions and know what to do in an emergency.
- Keeping parents informed of how their child's health needs are affecting them whilst in the school

**Parents are expected to:**

- Ensure the regular and punctual attendance of their child at the school where possible.
- Work in partnership with the school to ensure the best possible outcomes for their child.
- Notify the school of the reason for any of their child's absences without delay.
- Provide the school with sufficient and up-to-date information about their child's health needs.
- Attend meetings to discuss how support for their child should be planned.

## **Managing Absences**

This school will provide support to pupils who are absent from school because of illness for a period of less than 15 school days by liaising with the pupil's parents to arrange schoolwork as soon as the pupil is able to cope with it or part-time education at school. The school will give due consideration to which aspects of the curriculum are prioritised in consultation with the pupil, their family and relevant members of staff.

- For periods of absence that are expected to last for 15 or more school days, either in one absence or over the course of a school year, the named person with responsibility for pupils with health needs will notify the local authority, who will take responsibility for the pupil and their education.
- Where absences are anticipated or known in advance, the school will liaise with the local authority to enable education provision to be provided from the start of the pupil's absence.
- For hospital admissions, the Headteacher/Inclusion Lead will liaise with the local authority regarding the programme that should be followed while the pupil is in hospital.
- The local authority will set up a personal education plan (PEP) for the pupil which will allow the school, the local authority and the provider of the pupil's education to work together.
- The school will monitor pupil attendance and mark registers to ensure it is clear whether a pupil is, or should be, receiving education otherwise than at school.
- The school will only remove a pupil who is unable to attend school because of additional health needs from the school roll where:
  - The pupil has been certified by a Medical Officer as unlikely to be in a fit state of health to attend school, before ceasing to be of compulsory school age; and
  - Neither the pupil nor their parent has indicated to the school the intention to continue to attend the school, after ceasing to be of compulsory school age.

A pupil unable to attend school because of their health needs will not be removed from the school register without parental consent and certification from the Medical Officer, even if the local authority has become responsible for the pupil's education.

## **Support for Pupils**

To help ensure a pupil with additional health needs is able to attend school following an extended period of absence, the following adaptations will be considered:

- A personalised or part-time timetable, drafted in consultation with the Headteacher/Inclusion Lead.
- Access to additional support in school.
- Online access to the curriculum from home.
- Movement of lessons to more accessible rooms where possible.
- Places to rest at school.
- Special exam arrangements to manage anxiety or fatigue.

## **Reintegration**

When a pupil is considered well enough to return to school, the school will develop a tailored reintegration plan in collaboration with the local authority.

- The school will work with the local authority when reintegration into school is anticipated to plan for consistent provision during and after the period of education outside school.
- As far as possible, the child will be able to access the curriculum and materials that they would have used in school.
- Where appropriate, the school nurse will be involved in the development of the pupil's reintegration plan and informed of the timeline of the plan by the appointed named member of staff, to ensure they can prepare to offer any appropriate support to the pupil.
- The school will consider whether any reasonable adjustments need to be made to provide suitable access to the school and the curriculum for the pupil.
- For longer absences, the reintegration plan will be developed near to the pupil's likely date of return, to avoid putting unnecessary pressure on an ill pupil or their parents in the early stages of their absence.
- The school is aware that some pupils will need gradual reintegration over a long period of time and will always consult with the pupil, their parents and key staff about concerns, medical issues, timing and the preferred pace of return.

The reintegration plan will include:

- The date for planned reintegration, once known.
- Details of regular meetings to discuss reintegration.
- Details of the named member of staff who has responsibility for the pupil.
- Clearly stated responsibilities and the rights of all those involved.
- Details of social contacts, including the involvement of peers and mentors during the transition period.
- A programme of small goals leading up to reintegration.

The school will ensure a welcoming environment is developed and encourage pupils and staff to be positive and proactive during the reintegration period.

## SAFEGUARDING STATEMENT

THIS DOCUMENT IS PART OF OUR SUITE OF SAFEGUARDING POLICIES AND PROCEDURES.

IT MUST BE READ IN CONJUNCTION WITH THE FOLLOWING, MANY OF WHICH CAN BE FOUND ON OUR WEBSITE: [www.northnibley.gloucs.sch.uk](http://www.northnibley.gloucs.sch.uk)

Please ask if you cannot find the policy you require.

- Acceptable Use of Technology & Social Media
- Allegations Management
- Anti-bullying, anti-hate and anti-radicalisation
- Attendance
- Behaviour
- Child Protection & Safeguarding Procedures (including COVID-19 measures)
- Children Missing Education
- Children who go missing during the school day
- Complaints
- Confidentiality
- Curriculum Policies - Computing and E-Safety
- Curriculum Policies - Drug Education
- Curriculum Policies – PSHE/Wellbeing
- Curriculum Policies - PE
- Curriculum Policies - Relationships and Sex Education
- Curriculum Policies - Science
- Curriculum Policies - Collective Worship
- Educational visits
- First Aid
- Health and Safety
- Intimate Care
- Keeping Children Safe in Education (Latest version)
- Medical Conditions and Support for those Unable to Attend School
- Offers of Early Help
- Physical Intervention
- Remote Teaching and Learning Policy
- Risk Assessments
- Safer Recruitment, Staff Selection and Induction
- Safer Working Practices
- Special Educational Needs and Disabilities
- Staff Code of Conduct & Staff Handbook
- Volunteer Policy and Codes of Conduct
- Whistleblowing
- Working Together to Keep Children Safe (Latest version)

“The School will fully engage in multi-agency working, in line with statutory guidance as outlined in the latest versions of “Keeping Children Safe in Education” (KCSIE), “Working Together to Safeguard Children” (Working Together) and local arrangements for child safeguarding in Gloucestershire. **Safeguarding is everyone’s responsibility.**”