



**Crosby Primary School**  
**Supporting Pupils At School With Medical Conditions**  
**Last reviewed Spring 2024**  
**Next Review Spring 2025**

### **Introduction**

At Crosby Primary School children with medical conditions, in terms of both physical and mental health, will be appropriately supported in school (and as far as possible out of school if the child is unable to attend for any reason) so that they can play a full and active role in school life, remain healthy and achieve their academic potential. Children with medical conditions will be encouraged and supported to access and enjoy equal opportunities at school as any other child. We recognise that needs may change over time, and that this may result in extended absence from school. The school will make every effort to minimise the impact upon a child's educational attainment and support his or her emotional and general well-being, including any necessary re-integration programmes.

### **Policy arrangements**

- The Headteacher will ensure that sufficient staff are suitably trained.
- All relevant staff including supply staff will be made aware of the child's condition.
- Risk assessments are put into place for educational visits, and other school activities outside the normal timetable.
- Healthcare Plans are monitored and involve appropriate health care professionals.

### **Procedure to be followed when notification is received that a pupil has a significant medical condition**

The school, in consultation with all relevant stakeholders including parents:

- Make every effort to ensure that appropriate arrangements are in place.
- Provide support to pupils where it is judged by professionals that there is likely to be a medical condition.
- Ensure that any staff training needs are identified and met. Staff training records to be kept.
- On admission, where a medical condition is highlighted, the parent/carer must provide evidence of the diagnosis.

### **Individual Healthcare Plans (HCP)**

The teacher responsible for Medical Conditions (Miss M Bush) is responsible for ensuring that HCPs and Personal Emergency Evacuation Plans (PEEPS) are developed. This is in liaison with, and with appropriate oversight of parents/carers, a relevant healthcare professional (e.g. school nurse / nurse specialist – diabetes / epilepsy / paediatrician, etc.). The purpose of an HCP is to ensure that there is clarity about what needs to be done, when and by whom. An HCP will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and they are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex and require specific management. However, not all children will require an HCP. The school, in consultation with healthcare professionals, decides if an HCP is required.

The HCP is confidential to parents / child and to those school staff who need to know. The level of detail within an HCP will depend upon the complexity of the child's condition and the degree of support needed. HCPs will be reviewed at least annually or more frequently if evidence is presented by parent/carer that the child's needs have changed. This will be carried out by school medical staff.

### **Information to be recorded**

When deciding upon the information to be recorded on HCPs, the following is considered:

- The medical condition, its triggers, signs, symptoms and treatments.

- The pupil'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 and environmental issues.
- Specific support for the pupil's educational, social and emotional needs.
- The level of support needed, including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.
- Arrangements for written permission for medication to be administered by a member of staff, or self-administered by the pupil during school hours.
- 'What to do in an emergency', including whom to contact and contingency arrangements.
- As a routine follow up, staff are required to make necessary checks before the information is added to the child's records.

### **Roles and responsibilities**

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively; both with staff within the organisation and with outside agencies, as the circumstances of each child dictate.

#### Governing Body

The Governing Body will ensure that:

- Assurance is provided that pupils in school with medical conditions are supported.
- This policy is reviewed, annually, developed, implemented and monitored.
- Staff receive suitable training and that they are competent before they take on the responsibility to support children with medical conditions.
- There are quality assurance systems in place to ensure that pupils in school with medical conditions are supported.

#### Headteacher

The Headteacher has overall responsibility for the development of HCPs. The Headteacher will ensure:

- The policy is developed and effectively implemented with partners, including ensuring that all staff are aware of the policy and that they understand their role in implementing the policy.
- The Headteacher will ensure that all staff who need to know are aware of a child's medical condition.
- Sufficiently trained staff are available to implement the policy and deliver against all the HCPs, including in contingency and emergency situations.
- Ensure that all staff are appropriately insured to support pupils in this way.
- Staff training records are kept.

#### School Staff

Any member of the school staff, TA 2 or above, may be asked to provide support to pupils with medical conditions, including the administration of medicines, the exception to this is changing children with continence needs. School staff know what to do and how to respond appropriately when they become aware that a pupil with a medical condition needs help.

#### Pupils

They will be involved in discussions about their medical support needs and contribute as much as possible to the development of, and review of, their HCP in accordance with their age and abilities.

### Parents / Carers

Parents / carers must provide the school with sufficient and up-to-date information about their child's medical needs including evidence of change to medical conditions. Parents / carers are key partners and they are involved in the development and review of their child's IHP. Parents / carers must carry out the action they have agreed to as part of its implementation, e.g. provide and maintain in date medicines and equipment and ensure they or another nominated adult are contactable at all times.

### Local Authority

The Local Authority has a duty to commission a school nursing service to this school and provide support, advice and guidance, as appropriate.

### Providers of Health Services

The school will liaise with providers of health services as appropriate/required by a child's medical needs.

### Clinical Commissioning Groups (CCGs)

Crosby Primary School will communicate / liaise with CCG colleagues as appropriate / required by a child's medical needs. CCGs commission other healthcare professionals such as specialist nurses. They ensure that commissioning is responsive to children's needs, and that health services are able to co-operate with schools supporting children with medical conditions.

### **Staff training and support**

The type of training, and frequency of refresher training, will be determined by the actual medical condition that a child may have and this will be supported by the Governing Body, in particular through providing sufficient resources for this purpose. Some training may be arranged by the school, and other types may make use of the skills and knowledge provided by the school nursing service, or specialist nursing services, among others. In some cases, a specific health care professional will be required to provide appropriate training. Training may involve on-site or off-site provision. The CPD lead is Mr T Sykes. Parents / carers and appropriate healthcare professionals will be asked to supply specific advice in relation to possible training requirements.

### **The child's role in managing their own medical needs**

Children who require medication or other procedures will be supervised in administering them or receiving them from a relevant member of staff. If a child refuses to take medicine or carry out a medical procedure, staff will follow the procedure agreed in the HCP. Parents / carers and relevant health professionals will be informed so that alternative options can be considered.

### **Managing medicines on school premises**

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. Where this is not possible, the following applies:

- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- No child will be given prescription medicines without their parent/carer's written consent.
- Non-prescription medicines will be administered / managed by parents, as far as is reasonably practicable, should they be needed during the school day.
- On occasion, verbal consent (recorded by the school) will be given by parents for the administration of non-prescription medicines (e.g. Calpol, Piriton and travel sickness pills). **For children in the EYFS we must have prior written consent.**
- The school will only accept prescribed medicines that are in-date, named, provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage. The exception to this is insulin which must be in-date, but will generally be available to schools inside an insulin pen or pump, rather than its original container.

- Medicines will be stored safely. This will be in the designated Medical Room. Children who need to access their medicines immediately, will be kept in the classroom, such as those requiring asthma inhalers and Epipens, will be shown where they are. On educational visits, medicines will also be available and they will be looked after by a relevant member of staff. Where appropriate, ~~Key Stage 2 children~~ children will be encouraged to have an inhaler stored in their own desk tray or bag.
- If a controlled drug has been prescribed, it will be kept securely and stored in a non-portable container. Named staff only will have access to such medication so that it can be administered to the specific child. The school will keep a record of doses administered, stating what, how and how much was administered, when and by whom. Any side effects of the medication will be noted.
- When no longer required, medicines will be returned to the parent to arrange for safe disposal.
- Written records are kept of all medicines administered to children.
- Parents / carers will be informed if their child has been unwell at school.

### **Emergency procedures**

A child's HCP will clearly define what constitutes an 'emergency' and the action to be taken, including ensuring that all relevant staff are aware of emergency symptoms and procedures. It may be necessary to inform other pupils in general terms so that they can inform a member of staff immediately if they think help is needed.

If a child is taken to hospital, staff will stay with the child until the parents / carers arrive, or accompany a child taken to hospital by ambulance. Accurate information about the child will be provided to the emergency services at the call out stage, during any first response stage, or subsequent moving on to hospital.

### **Educational visits and sporting activities**

The school will consider how a child's medical condition will impact upon their participation. We will encourage all children to participate according to their ability and make any necessary reasonable adjustments, unless evidence from a clinician, such as a GP, states that this is not possible.

The school will consider what reasonable adjustments and risk assessments are required so that planning arrangements take into account all steps needed to ensure that children with medical conditions are included. This will require consultation with parents / carers, pupils and advice from relevant healthcare professionals to ensure that pupils can participate safely.

### **Liability and Indemnity**

The Governing Body at Crosby Primary School ensures that appropriate insurance is in place and that it reflects the level of risk. The insurance covers staff providing support to pupils with medical conditions.

### **Complaints**

Parents / carers who are dissatisfied with the support provided should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they can make a formal complaint via the school's complaints procedure.

### **Monitoring and Review**

This policy is monitored and reviewed by the governing body. Last reviewed Spring 2024. Next review Spring 2025.