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'Empowering children through sustainable, diverse, arts-enriched education'

Revision and Approval

Rev	Date	Nature of Change	Approved by Head Teacher	Integrity Checked	Next Review Date
01	Autumn 2017	Original Issue	Autumn 2017	✓	Autumn 2020
02	Summer 2021	Amendments to include change of procedure and Covid 19	Summer 2021	✓	Summer 2023
03	Summer 2023	Letterhead change	Summer 2023	✓	Summer 2026

Supporting Pupils with Medical Conditions Policy

Introduction

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The governing body will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupil's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Monitoring individual care plans

The named person with responsibility for implementing this policy is Mrs Le Fevre.

Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing body's to make arrangements for supporting pupils at their school with medical conditions.



It is also based on the Department for Education's statutory guidance:

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions>
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Roles and responsibilities

The Governing Body

The governing body has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing body will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

The Headteacher

The headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way

Inclusion Manager

The Inclusion Manager will:

- Take overall responsibility for the development of individual health care plans
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's health care plan and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the care plan e.g provide medicines and equipment

Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs.



Being notified that a child has a medical condition

The school will be notified if a child has a medical condition by the parent on admission. When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an individual care plan.

The school will make every effort to ensure that arrangements are put into place as soon as possible for pupils who are new to our school.

Individual healthcare plans

The Inclusion Manager has overall responsibility to ensure the development of individual health care plans for pupils with medical conditions.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require a care plan. It will be agreed with the parents about whether an individual health care plan is necessary.

Plans will be drawn up in partnership with the school and parents. Relevant health care professionals such as the school nurse will be contacted if necessary.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The following will be considered when deciding what information to record on individual health care plans:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring.
- Specific support for the pupil's educational, social and emotional needs.
- What support needs to be in place, who will deliver the support and how often it is needed.
- Who in the school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact.

Managing medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so
and
- Where we have parents' written consent



The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.

Pupils under 16 will **not** be given medicine containing aspirin unless prescribed by a doctor. Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

Medicines can be administered if the child is prescribed the dosage 4 times a day, if it is 3 times a day then this should be administered at home.

Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their care plan.

Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the care plan and inform parents so that an alternative option can be considered, if necessary.

Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's care plan, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their care plan.
- If the pupil becomes ill, send them to the school office unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child



- Administer, or ask pupils to administer, medicine in school toilets

Educational Visits

Where possible all children will be encouraged to take part in safely managed visits. This will include risk assessments for these children.

Depending on the severity of the condition the child may require additional adult support and the school will need to consider arrangements for taking any necessary medication. Staff leading the visit must be aware of any medical conditions and relevant emergency procedures. All relevant information must be taken in case information is needed in an emergency.

If staff are concerned about whether they can provide for a child's safety, or the safety of other children on a visit, they should consult with the parents and/or seek medical advice from the school health service or the child's GP.

Sporting Activities

The school should provide for all children to participate in PE and extracurricular activities appropriate to their own abilities.

Some children may need to take precautionary measures before or during exercise and may need to have immediate access to their medicines, for example asthma inhalers. Staff should consider whether risk assessments are necessary for some children to identify medical conditions, preventative medicines required and emergency procedures

Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

Training

- Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.
- The training will be identified during the development or review of individual health care plans. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.
- The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the headteacher. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the individual health care plan.
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures
- Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.
- All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.



Record keeping

The governing body will ensure that written records are kept of all medicine administered to pupils. Parents will be informed if their pupil has been unwell at school.

Individual health care plans are kept in a readily accessible place which all staff are aware of.

Liability and indemnity

The governing body will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The details of the school's insurance policy are: Schools insurance is purchased through Central Bedfordshire.

Insurance Company – Aspen Insurance UK Ltd
Policy Number IOA4WX220A0Y/ IOA4WX220B0Y

Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the headteacher in the first instance. If the headteacher cannot resolve the matter, they will direct parents to the school's complaints procedure.

Monitoring arrangements

This policy will be reviewed and approved by the governing board every **three** years.

School illness exclusion guidelines

Please check your children know how to wash their hands thoroughly, to reduce risk of cross-infection.

School attendance could be improved for all if children and families wash and dry their hands well 5 or more times a day.

Infection	Exclusion period	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended.
Chicken pox	Five days from onset of rash and all the lesions have crusted over	
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and heal without treatment
Conjunctivitis	None	If an outbreak/cluster occurs, consult your local HPT
Covid 19	Please refer to Government Guidance	
Diarrhoea and vomiting	Whilst symptomatic and 48 hours after the last symptoms.	



Diphtheria *	Exclusion is essential. Always consult with your local HPT	Preventable by vaccination. Family contacts must be excluded until cleared to return by your local HPT
Flu (influenza)	Until recovered	Report outbreaks to your local HPT.
Glandular fever	None	
Hand foot and mouth	None	Contact your local HPT if a large numbers of children are affected. Exclusion may be considered in some circumstances
Head lice	None	Treatment recommended only when live lice seen
Hepatitis A*	Exclude until seven days after onset of jaundice (or 7 days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local HPT will advise on control measures
Hepatitis B*, C*, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. Contact your local HPT for more advice
Impetigo	Until lesions are crusted /healed or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period.
Measles*	Four days from onset of rash and recovered	Preventable by vaccination (2 doses of MMR). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or
Meningococcal meningitis*/ septicemia*	Until recovered	Meningitis ACWY and B are preventable by vaccination (see national schedule @ www.nhs.uk). Your local HPT will advise on any action needed
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination (see national schedule @ www.nhs.uk) Your local HPT will advise on any action needed
Meningitis viral*	None	Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread. Contact your local HPT for more information
Mumps*	Five days after onset of swelling	Preventable by vaccination with 2 doses of MMR (see national schedule @ www.nhs.uk). Promote MMR for all pupils and staff.

