

# Sir James Knott Nursery School



## Supporting Pupils with Medical Conditions Policy

**“Resilient, reflective, respectful”**

<b>Certified as reviewed and approved by the Curriculum and Safeguarding Committee:</b>	<b>23<sup>rd</sup> May 2022</b>
<b>Adoption by Full Governing Body:</b>	<b>11<sup>th</sup> July 2022</b>
<b>Designated member of staff's responsibility:</b>	<b>Mr Croft- Headteacher</b> <b>Mrs Battensby- School Business Manager</b>
<b>Next review date:</b>	<b>To be reviewed if any new guidance or legislation becomes available</b>



## **Supporting Pupils with Medical Conditions Policy**

Sir James Knott Nursery School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full-time curriculum or as much as their medical conditions allows. This policy has been developed in line with the Department for Education's statutory guidance released in April 2014 updated August 2017- 'Supporting pupils at school with medical conditions' under a statutory duty from section 100 of the Children and Families Act 2014. The statutory duty came into force on 1<sup>st</sup> September 2014.

The school will have regard to the statutory guidance issued. We take account of it, carefully consider it and we make all efforts to comply.

For pupils who have medical conditions that require EHC plans, compliance with the SEND code of practice (part 3 of the Children and Families Act 2014) will ensure compliance with this guidance with respect to those children.

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and disabilities, also including pupil with medical conditions.

Early years settings should continue to apply the Statutory Framework for Early Years Foundation Stage.

Statutorily we as Governors will make arrangements to ensure that pupils with medical conditions are supported so that they have full access to all our facilities for education including school trips and physical activities.

### **Our aims are**

- For all pupils, including those with a medical condition, to have the same access and opportunities to the full range of activities.
- To work with other Health and Care professionals (such as Speech Therapists, GPs, Health Visitors, School Nurses).
- To give parents/ carers and children confidence in the support we will provide.
- To consider both the physical health, mental health and social/ emotional wellbeing of the pupil.
- To consider how a pupil who has had frequent absences will be reintegrated back into Nursery.
- To focus on the pupils individual needs and how their condition may have an impact on their Nursery life.
- To endeavour to understand how the condition may have an impact on ability to learn- to do this we will ensure staff are appropriately trained.

We will ensure –

- That no pupil will be denied admission simply because arrangements are not in place. However our Safeguarding duties state that a pupil will be denied entry if this means risk to his/her own health or that of other children's.
- That our policy will be reviewed regularly (at least annually) and be accessible to parents and staff (via the school website).

### **Policy implementation**

The named person is responsible for this policy:- Mr J.Croft Headteacher/ SENDCO

**Mr J.Croft** will be responsible for staff training

- All relevant staff will be made aware of the pupils condition.
- Where there are staff absence supply teachers will be briefed about the pupil's condition.
- In line with usual school practice for visits a further individual risk assessment will be made in consultation with parents, taking into account any care plans. All pupils will be required to adhere to the school's behaviour policy.
- Any accompanying adult, such as a volunteer on a trip, will be given details of the pupils medical needs. Volunteers will be made to understand that their responsibilities will be similar to those of the school staff.
- We will regularly monitor any Health Care plan the child may have.

### **Procedure to be followed**

1. When we are notified that a pupil has a medical condition, we will endeavour to put arrangements in place on entry.
2. For those with a new diagnosis or children coming newly to school during the year we will try to ensure arrangements are in place within two weeks of entry.
3. Where there is no formal diagnosis we will base our judgements on available evidence, following parental consultation and any medical reports received.

### **Individual Health Care Plans**

- A child with a medical condition will have an individual Health Care plan to meet their needs. This will state what needs to be done, by whom and when.
- If the condition is long term, complex or fluctuating we will determine any necessary emergency intervention.

*Please note that a Health Care plan may not be necessary in all cases. (Decision to be made by parents/ school and Health Care professionals)*

- Our Health Care plan format will vary according to pupils need, be readily accessible but preserve confidentiality.
- Plans will vary in the level of detail according to the complexity of the pupils need (children with the same condition may need different levels of support).

- If your child is designated SEN (special educational needs) but has no statement or Education, Health and Care plan (EHC) their needs will be covered in their Individual Health Care plan (IHCP).
- School will complete your child's IHCP in partnership with parents and Health Care professionals to help your child manage their condition and overcome potential barriers.

Please note any of the above Plans may be reviewed at staff or professional request after parental consultation.

It will be up to parents to decide whom they wish to write the plan

- IHCP's will be linked to any existing statements or IHCP's.
- If your child is returning to Nursery after an absence, we will consult with the Local Authority about any necessary support.

### **Information to be recorded on the plans**

We will record the following information on our Health Care plans (an example of which is to be found at the end of this policy).

1. The medical condition, what triggers it ,any signs, symptoms and treatments required.
2. Pupils resulting needs e.g. medication, (dosage, side effects, how to store etc).
3. Any other factors such as necessary facilities / equipment, use of rest periods or further additional support.
4. At Sir James Knott Nursery School we consider that pupils of Nursery age will require adult supervision when having medication.
5. We have a form which parents will be required to complete in order for any medication to be given.
6. Risk assessments for trips and out of school activities will be made separately.
7. Information about what to do in an emergency situation, who will be contacted and any contingency arrangements will be written down.

### **Roles and responsibilities**

Supporting the pupil will be dependent upon partnerships between parents, our school staff, Health professionals and the Local Authority and is not the sole responsibility of one person. We will endeavour to outline what collaborative working will be needed.

### **The Governing Body**

- Will arrange to support each pupils needs and see that the policy is implemented.
- Will ensure that sufficient staff have relevant training and that they are competent to help the pupil. They will be guided to any teaching support materials or knowledge which is available.
- Ensuring the level of insurance in place reflects the risk.
- Handling complaints regarding this policy as outlines in the school's Complaints Policy.
- Ensuring that the Support Pupils Medical Conditions Policy does not discriminate on any grounds including, but not limited to protected characteristics:

ethnicity/nationality/ origin, religion or belief, sex, gender reassignment, pregnancy and maternity, disability or sexual orientation.

- Ensure the policy sets out procedures in place for emergency situations.
- Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits, trips, sporting activities, remain healthy and achieve their academic potential.

### **The Headteacher**

- Will make arrangements for supporting each pupil's needs and ensuring the policy is implemented effectively with partner agencies and then making staff aware of this policy.
- Will ensure that all staff involved with the child understand their roles/ responsibilities (including volunteers on visits).
- The day to day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures of Sir James Knott Nursery School.
- Will have overall responsibility for developing individual Health Care plans.
- Will arrange appropriate insurance.
- Will contact the School Nurse service if the child's medical condition has not been brought to our attention beforehand.
- Assigning appropriate accommodation for medical treatment/ care.
- Ensuring the correct level of insurance is in place for staff who support pupils in line with this policy.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.

### **Staff**

- Taking appropriate steps to support pupils with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help. A first aid certificate is not sufficient.
- Knowing where controlled drugs are stored.
- Taking account of the needs of pupils with medical conditions in sessions.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with specialist training if they have agreed to undertake a medication responsibly.

### **School Nurse**

- Notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career.
- Supporting staff to implement an IHCP and then participate in regular reviews of the IHCP. Giving advice and liaison on training needs.
- Collaborating on developing an IHCP in anticipation of a child with a medical condition starting school.
- Liaising locally with lead clinicians on appropriate support. Assisting the Headteacher in identifying training needs and providers of training.

## **Pupils**

- Some pupils may be able to say how their condition affects them and they should be listened to.

## **Parents**

- As parents it is your responsibility to provide school with sufficient and up-to-date information about your child's condition. After a Health Care plan is drafted you should carry out any agreed actions. E.g. providing medicines, equipment etc.
- A parent or other agreed adult must be contactable at all times.

## **Local Authorities**

Under section 10 of the Children's Act 2004 the Local Authority has the duty to promote co-operation between schools, Governors and Clinical commissioning groups to improve pupils physical and mental health. We will work with the Local Authority for support, guidance, advice and suitable training to ensure that the pupil can attend full time. If the pupil is away for 15 consecutive days or 15 cumulative days across the year we will seek advice from the Local Authority.

We will work with other Health service providers (e.g. School Nurses, Specialists, and Community Nurses) and participate in locally developed training.

## **Clinical commissioning groups**

We will work with Clinical commissioning groups to ensure we meet the pupils medical needs and to encourage the Health service to provide help and advice. The local Health and Wellbeing Board is a forum for all partners to strengthen their links.

## **Staff training and support**

Training needs will be assessed in line with the School Development Plan (SDP). All members of staff providing support to a child will receive suitable training and be present at review meetings to discuss progress. We will consult with the relevant Health Care professionals to agree the type and level of training required and ensure that it is kept up to date.

- Prescription medicines or Health Care procedures will not be given by untrained staff. It will be our decision whether written instructions from parents or the paramedics are considered to be sufficient information
- Having a first aid certificate alone will not be considered sufficient training to enable a member of staff to support a child with a medical condition
- We will seek the School Nurse's advice to see if staff are considered competent to carry out medical procedures for the child.

## **The pupils role in managing their own medical needs**

At Sir James Knott Nursery School we consider that pupils will need adult supervision to manage their own medical procedures. If the pupil refuses medication or any other procedure they will not be forced to do so but we will inform parents.

## **Managing needs on school premises**

Medicines will only be given at school if it is detrimental not to do so. (Please see our "Administering Medicines at School Policy"). Parents are expected to give medication outside school hours where possible.

We must have written parental consent to give medication within school.

- No pupil will be given aspirin unless prescribed by a doctor.
- We will only accept medicines which are- in date, labelled in the original container as dispensed by a chemist. (This does not apply to insulin which may be in the form of an epi-pen).

All medicines will be safely locked away in the school office and the child will know who holds the key. (Mrs Battensby/ Mr Croft) Note – asthma inhalers, blood glucose testing meters and epi-pens will always be available and not locked away.

- A record will be kept of any dosage of a controlled drug given and the amount still left in school. Staff are able to give a controlled drug if it has been prescribed for the pupil. We will record what has been given, how much, when it was given and by whom. Any noticed side effects will be recorded.
- Medicines no longer required will be returned to parents for safe disposal. Sharps Boxes will be used for needle disposal.

## **Record keeping**

Our Governors will ensure that written records of all administered medicines are kept in order to protect both staff and pupils.

Schools' admission forms and annual update requests should ask for information on medical conditions. Parents must have easy pathways to inform school at any point in the school year if a condition develops or is diagnosed. Consideration could be given to seeking consent from GPs to have input in the IHCP and also to share information for recording attendance.

## **Emergency procedures**

We have a form to be filled out by parents which gives details about what should happen in an emergency both in school and on activities such as school trips. (Appendix 3)

Our Health Care plan (appendix 4) defines what an emergency is for your child, and explains what staff will do. If your child needs hospital treatment a member of staff will stay with the child till parents arrive or accompany the child to hospital in an ambulance if the situation merits it. We have a form to fill in (Appendix 3) so that staff can give correct information to ambulance staff.

## **Day trips, visits etc**

The Governing Body is aware that all pupils with medical conditions should participate, according to their needs/ abilities in all school outings- provided reasonable adjustments have been made (if necessary). We will make these necessary adjustments unless evidence e.g. from a GP or Clinician states that attendance is not possible. The adjustments will be considered as part of a risk assessment and we will consult with parents and any relevant Health Care professional to make sure that the child can participate fully and safely. Furthermore any information about the child's medical needs must be included on our educational visits form (EVF4) for visits.

## **Other issues school may consider**

- Home to school transport – a pupil with a life threatening condition may have a transport Health Care plan – this will be the responsibility of the Local Authority.
- Defibrillators  
Sudden cardiac arrest is when the heart stops beating and can happen to people of any age without warning. Quick action when it happens can save a life. A defibrillator machine gives an electric shock to restart the heart. Modern machines are easy to use, inexpensive and safe. It may be part of a school's first aid equipment and those with a first aid certificate will be trained in its use.

## **Unacceptable practice**

Staff should use their discretion and judge each case on its merits .However, at Sir James Knott Nursery School we will not –

- Prevent a pupil from easy access to inhalers or medication.
- Assume that every pupil with the same condition needs the same treatment.
- Ignore the pupil, his/ her parents or medical advice (though we may challenge it).
- REGULARLY send a child with a medical condition home or prevent them staying for normal activities (unless this is stated in their plan).
- Prevent a pupil from drinking, eating or using the toilet in order to manage their medical condition.
- Require parents, or otherwise make them feel obliged, to administer medicines or supervise toileting.
- Send a pupil who is ill, to any place in school without an accompanying adult.

Furthermore we will not penalise a pupils attendance record if this is related to their medical condition (i.e. hospital appointments etc.) And finally - we will not prevent a pupil with a medical condition from participating in any aspect of school life.

## **Liability and indemnity**

Governors will ensure that the appropriate level of insurance is in place and reflects the level of risk of staff who support pupils with medical conditions. Our insurance policy will provide cover relating to the administration of medicines. If the insurance company makes special requirements about staff training this will be complied with.



Please note that in the event of a claim alleging negligence by a member of staff civil action are likely to be brought against the employer.

### **Complaints**

If parents are dissatisfied with the support given to a pupil they should immediately discuss their concerns directly with the school. If satisfaction is not achieved after discussion, then they should make a formal complaint following the school's official complaints procedure. A complaint to the Department for Education should only be made if all other attempts at reconciliation have failed. Ultimately parents may take independent legal advice and bring formal proceedings if they consider they have legitimate grounds.

### **Other safeguarding legislation**

Please see appendices 1-7 which indicated the forms that we currently use in school to deal with any pupils who may have a medical condition.

## APPENDIX 1

### PARENT REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

School cannot give your child medicine unless you complete and sign this form **and** the Headteacher has agreed that school staff can administer the medication.

#### Personal details

Name of pupil:
Contact telephone number:
Condition or illness:

#### Medication

Name/type of medication: (as described on the container)
Special storage requirements:
Date dispensed:
How long will your child take this medication?

#### Full directions for use

Dosage:
Frequency/timing:
Method:
Any particular problems with administration?
Side effects:

#### Parental declaration

I will ensure that the appropriate staff members are aware when medicine arrives at school. I will complete another form if any of the above information changes.

Signature:

Date:

Relationship to child:

## APPENDIX 2

### SCHOOL RECORD OF THE ADMINISTRATION OF MEDICATION

Name of pupil:
Name of medication:
Dosage:

Date and time of administration (or refusal)	Administrator	Alteration to medication (if any)	Side effects (if any)	Signature (of staff member or pupil if self-administering)

## APPENDIX 3

### CONTACTING EMERGENCY SERVICES

(School to pre-load this form, as far as possible, with all relevant information.)

Request for an ambulance: dial 999, ask for ambulance and be ready with the following information:	
School's telephone number	
School location	
School postcode	
Give the exact location in the school/setting	
Give your name	
Give name of child/adult and a brief description of their symptoms	
Inform ambulance control of the best entrance and state where the crew will be met and taken to	
Date and time of call	

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

**Put a completed copy of this form by the telephone**

## APPENDIX 4

### PUPIL'S HEALTHCARE PLAN

Name of school	Sir James Knott Nursery School
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

### Family contact information

Name	
Phone numbers	work
	home
	mobile
Name	
Phone numbers	work
	home
	mobile

**Clinic/hospital contact**

Name	
Phone number	
GP	
Name	
Phone number	

**Describe medical needs and give details of child's symptoms**

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**Daily care requirements (eg before sport/at lunchtime)**

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**Describe what constitutes an emergency for the child, and the action to take if this occurs**

**Follow-up care**

**Who is responsible in an emergency (state if different for off-site activities)**

**Form copied to**

**Parental agreement**

I agree that the medical information contained in this form may be shared with individuals involved with the care and education of (insert child's name)

.....

Signed ..... Date / /

Parent or Guardian (or pupil if above age of legal capacity)

## APPENDIX 5

### HEADTEACHER/HEAD OF SETTING AGREEMENT TO ADMINISTER MEDICATION

Name of school	
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It is agreed that	(name of child)
will receive	(quantity and name of medicine)
every school day at	(times medicine to be administered eg lunchtime or afternoon break)

Name of child:	Will be given/supervised while he/she takes their medication by:  (member of staff)
This arrangement will continue until	(either end date of course of medicine or until instructed by parents/carers)

Date:

Signed:

\_\_\_\_\_  
(Headteacher/named member of staff)



## APPENDIX 6

### REQUEST FOR CHILD TO CARRY HIS/HER OWN MEDICATION

This form must be completed by parents/carers.

If more than one medicine is to be given, a separate form should be completed for each one.

**If staff have any concerns discuss this request with healthcare professionals**

Name of school/setting	
Child's name	
Group/class/form	
Address	
Name of medicine	
Procedures to be taken in an emergency	

#### Contact information

Name	
Telephone numbers	home mobile work
Relationship to child	

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed:.....  
.....

Date

## APPENDIX 7

### STAFF TRAINING RECORD – ADMINISTRATION OF MEDICATION

Name of school/setting	
Name of staff member	
Type of training received	
Date training completed	
Name of training provider	
Profession and title of provider	

I confirm that the above named member of staff has received the training detailed, and is competent to carry out any necessary treatment. I recommend that the training is updated (state interval or date).

Trainer's  
signature:

Date:

**I confirm that I have received the training detailed above**

Staff signature:

Date:

Suggested review  
date: