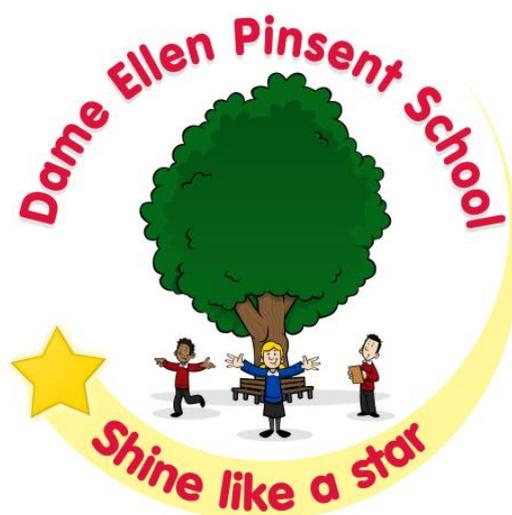


# Dame Ellen Pinsent School Supporting Pupils with Medical Conditions Policy



**Dame Ellen Pinsent: Where children develop independence and confidence; learning through curiosity, play and enquiring**

Last Review	March 2017	Denise Fountain, Lucy Kinsella & Sally Merritt
Current Review	March 2019	Denise Fountain, Donna Cater & Sally Merritt
Ratified by Governors	April 2019	
To be Reviewed	March 2021	Denise Fountain, Donna Cater & Sally Merritt

This policy has been written using guidance from:

- The Administration of Medicines In Schools and Settings: A Supplemental Guidance Document - February 2018 (written by BCC and Birmingham Community Health Care NHS)
- Supporting pupils at school with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England. DfE December 2015 (reissued August 2017) (the Statutory Guidance)
- Dame Ellen Pinsent School Medicine in Schools Policy

All documents should be read together.

At Dame Ellen Pinsent School we maintain close links with parents, carers, the school nurse, school pediatrician and any others providing for pupil health.

The aim of this policy is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their full academic potential. It also contains information about the correct administration and storage of medicines.

### **The role of the governing body**

The Deputy Head Teacher (with responsibility for Safeguarding) will be initially responsible, on behalf of the governing body for ensuring that the support and implementation is in place for children medical needs. However, the governing body or management committee remains legally responsible for fulfilling their statutory duty.

We will ensure that reasonable adjustments are put in place to enable all children to have the same opportunities as each other. Children with medical conditions are entitled to a full education and have the same rights of admission to school as other children; therefore no child with a medical condition should be denied. However in line with safeguarding we must ensure they are not put at unnecessary risk from, for example infectious diseases. In cases like this we would accept that this child would not be in school.

### **Responsibilities**

- The Deputy Head and the School Nurse will ensure that sufficient staff are suitably trained.
- The Head Teacher, DHT and Lead First Aider will ensure that all relevant staff will be made aware of the child's condition and healthcare plans given.
- The Head Teacher will make cover arrangements in case of staff absences or staff turnover to ensure someone is always available.
- The school office will ensure that supply teachers are briefed on medicals conditions in school.
- The Head Teacher, EVC and Office Manager will ensure risk assessments for school visits, holidays, and any other school activities outside of the normal timetable, are in place.
- The School Nurse will instruct the monitoring of individual health care plans.

### **Procedures**

- When a new child is admitted to school or a new diagnosis is given a meeting with the parents and school nurse will be arranged so a health care plan can be made. Asthma Care Plans will be written by the Lead First Aider in conjunction with parents.
- Information to be shared with new class teachers/school when a child moves on, this will include a copy of the health care plan.
- A reintegration programme will be set up by the Head teacher, DHT, school nurse and parents after a time of absence in relation to the medical condition. This may be after hospital admittance and other professionals' advice will be sought.

### **Healthcare plans**

These will be developed by the school nurse (Lead First Aider for Asthma) who will seek advice from all professionals involved and parents. Health care plans ensure the school effectively supports pupils with medical needs.

For model plans and what should be included please refer to the Medicine in School Policy.

A list of all children with healthcare plans should be centrally kept in the school office, these are also in the staff room and in classrooms.

Parents should keep school informed about any medical conditions and ensure all relevant contact details are up to date.

### **Staff training**

Staff will be trained yearly on allergies and every two years on epilepsy and asthma. Emergency training can be requested when needed from the school nurse team for any other medical condition.

### **Emergency procedure**

If a child has a Healthcare plan the emergency procedure will be clearly stated. In any other emergency which is deemed life threatening an ambulance will be called and a named first aider will attend. In any other emergency which is not deemed life threatening a named first aider will attend and make any decisions. The trained first aiders are displayed in school by the Head Teachers office.

A designated person must await the ambulance team and give them any vital information while being taken to the emergency.

If parents are not present when the ambulance needs to go to hospital a member of staff must stay with them with their full contact details (the Office Staff will ensure the member of staff has this information) until a parent arrives.

### **CHILDREN WITH SPECIAL MEDICAL NEEDS**

Should we be asked to admit a child to school with special medical needs we will work in partnership with parents and our medical advisors to discuss individual needs. Individual Healthcare plans will then be set up.

### **GUIDELINES**

#### **1. On Admission to school**

1. All parents/guardians will be asked to complete an admissions form giving full details of medical conditions, regular medication, emergency contact numbers, name of family doctor, details of hospital consultants, allergies, special dietary requirements etc.

#### **2. Administration and Storage of Medicine in School**

See Medicine in School Policy

#### **3. Storage and Disposal of Medicines**

See Medicine in School Policy