



# Holy Souls Catholic Primary School

## Medical Conditions Policy

Pupils at Holy Souls School with a medical condition are properly supported so that they have full access to education, including school trips and physical education and enjoy the same opportunities at school as any other child. Once a notification is received and confirmed that a child has a medical condition the support for each child with a medical condition is arranged individually in consultation with health and care professionals, parents and pupils (where appropriate). To give parents and pupils confidence in the school ability to provide effective support for medical conditions in school.

The purpose of the support is to provide and develop physical and emotional health and well-being including;

- Monitoring of health.
- Interventions in emergency circumstances.
- Re-integration to school after long term absences.
- Management of short term absences due to regular appointments.

The chair of the governing body within the wider safeguarding role and duties will review the plans, procedures and systems for managing medical conditions on a termly basis.

This includes the following:

- Who is responsible for ensuring that sufficient staff are suitably trained;
- A commitment that all relevant staff will be made aware of the child's condition;
- Cover arrangements in case of staff absence or staff turnover to ensure someone is always available;
- Briefing for supply teachers;
- Risk assessments for school visits, holidays and other school activities outside of the normal timetable;
- Monitoring of IHCPs;
- Transition to a new class or school.

A child with a confirmed medical condition will have an individual health care plan. The IHCP will clearly state the actions required to support the child effectively, what needs to be done, when and by whom.

IHCP to include actions for trips/residential/sport. Each IHCP will be reviewed termly with healthcare professionals and parents for continual requirements. Any amendments are to be agreed as and when changes to the condition present themselves.

Each IHCP is easily accessible for all relevant professionals and parents who need to refer to it, while preserving confidentiality. When deciding what information is to be recorded on an IHCP the following is to be 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 eg crowded corridors, travel time between lessons;
- Specific support for the pupil's educational, social and emotional needs- for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- The level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- Who in the school needs to be aware of the child'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 that the child can participate eg risk assessments;
- Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition;
- What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their IHCP.

### **Roles & Responsibilities**

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. Partnership working between school staff, healthcare professionals (and where appropriate, social care professionals), local authorities, parents and pupils is critical.

Before taking on responsibility to support a child with a medical condition, sufficient staff (for contingency and emergency situation) are to receive suitable training and are to be competent in their support role. i.e know how to administer medicines, know what to do and respond accordingly when they become aware that a pupil with medical conditions needs help. The relevant health professional will make the judgement regarding appropriate competency and confirmation of policies. School staff will be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.

Training needs are identified, agreed, assessed, commissioned and provided by the relevant health professional in partnership with our school staff.

Each working IHCP will fully involve the child in the implementation of the plan.

It is expected that parents provide our school with sufficient and up-to-date information about their child's needs. Parents have the responsibility to carry out any actions relevant to them as part of the IHCP and must be contactable at all times.

It is expected that relevant health professionals provide appropriate support and cooperation with our school, including appropriate communications, liaison, outreach, advice and training.

Staff will not give prescription medicine or undertake health care procedures without appropriate training.

A child's IHCP will arrange for children, who are judged to be competent, to manage their own health needs and medicines with supervision.

If a child is unable or refuses to take medicine or carry out a necessary procedure within the IHCP, parents will be informed to then take responsibility for alternative options to be considered.

A written record shall be kept of all medicines administered to children.

All medicines shall be stored safely.

### **Emergency Procedures**

Each child has an emergency care plan for dealing with emergencies which is shared with all staff.

Other children in school are made aware of the importance of informing staff immediately if they think help for any child is needed.

If a child is to be taken to hospital, staff will stay with the child until the parent arrives.

Ratified on: 12<sup>th</sup> December 2018

To be reviewed on: 1st April 2019