****

**Supporting Pupils at School with Medical Conditions Policy**

Isleham Church of England Primary School

September 2017

**Supporting Pupils with Medical Conditions Policy**

**Definition**

 Pupils’ medical conditions may be summarised as being of two types:

* Short-term affecting their participation in school activities while they are on a course of medication (requiring an Administration of Medication form available from the school office).
* Long-term potentially limiting their access to education and requiring extra care and support (requiring an Individual Healthcare Plan).

**Rationale**

The Children and Families Act 2014 (Section 100) placed a duty on the governing body to make arrangements for supporting pupils at school with their medical conditions and this policy has been drawn up in line with the statutory guidance issued in December 2015 (Supporting pupils at school with medical conditions- Statutory guidance for governing bodies of maintained schools and proprietors of academies in England Department of Education)

The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported at school so that they can play a full and active role in school life, remain healthy and achieve their academic potential. Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.

The governing body is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need. The governing body must comply with other relevant duties, such as for disabled children or for children with a statement of special educational needs (see also Special Educational Needs Code of Practice). The governing body remains legally responsible and accountable for fulfilling their statutory duty.

All staff are to be aware of and follow pupils individual healthcare plans, particularly with reference as to what to do in an emergency. This duty also extends to staff leading activities taking place out of normal school hours or off the school site. This could extend to a need to administer medication or call for help from the emergency services. In the absence of a healthcare plan, the school’s standard emergency procedure will be followed.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with all relevant information.

**Aims of the school**

* Welcome and support pupils with medical conditions and make arrangements for them based on good practice.
* Adopt and implement the statutory guidance .
* Assist parents in providing medical care for their children by developing healthcare plans on notification of child’s medical condition.
* Educate staff and children in respect of providing support to children with medical conditions.
* Arrange suitable training for staff as required to support pupils with medical conditions.
* Liaise as necessary with parents and medical services in support of the individual pupil.
* Provide emergency support to children in line with their individual healthcare plans.
* Ensure that all children with medical conditions participate in all aspects of school life.
* Monitor and keep appropriate records.
* Provide information on school policies, plans, procedures and systems.

**Entitlement**

The school accepts that pupils with medical conditions:

* should be assisted if at all possible ;
* have a right to the full education available to other pupils;
* should be enabled to have full attendance – where absence is unavoidable, appropriate support is put in place;
* recieve necessary proper care and support.

 The school accepts that all employees have rights in relation to supporting pupils with medical needs as follows:

* choose whether or not they are prepared to be involved;
* receive training as appropriate and work to clear guidelines;
* bring to the attention of management any concern or matter relating to supporting pupils with medical conditions.

**Expectations – Roles and Responsibilities**

The **governing body** will ensure that the school’s policy enables provision of effective support for medical conditions. It is to focus on the needs of individuals in ensuring that pupils and parents have confidence in the school’s ability to provide effective support.

The **headteacher** is to ensure that everyone in the school is aware of the policy and that they understand their role in its implementation. Parents are made aware through the school website, newsletters and the school prospectus.

Any member of **school staff** may be asked to provide support to pupils with medical conditions and develop healthcare plans.

The **school nurse** is to notify school when a child is identified as having a medical condition and support school staff.

**Other healthcare professionals** may also provide notification, support and advice.

**Pupils** are to provide information and be part of discussions about their medical support needs.

**Parent**s should provide school with sufficient and up-to-date information about their child’s medical needs.

**Notes on medications:**

Parents will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative. Parents are responsible for advising or training staff on the administration of prescription medication (in line with the printed advice that accompanies the medication). Staff will receive professional training where this is required.

Where parents have asked the school to administer the medication for their child they must complete a school ‘Request to Administer Medication’ form. A ‘Record of Medicine Administered to a Child’ form will be completed by staff and all associated guidance notes referred to. This ensures that the school is able to comply with the requirement to keep adequate records. School will only administer essential medication to a child where it would be detrimental to their health not to do so during the school day. Medicines must be properly presented by parents through the school office and in accordance with school policy.

School staff will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately. Medications are to be stored appropriately in line with the Guidance . Pupils must have easy and appropriate access to their medications at all times (including school trips, PE and sporting events, school transport and before and after school clubs).

School must not create any unnecessary barriers to prevent children participating in any aspect of school life. Staff must allow pupils themselves to manage their medical condition effectively in line with their individual healthcare plans.

**Summary**

* The head teacher remains responsible for the overall implementation of the policy.
* The governing body will review compliance with the policy annually.
* The school will keep proper documentation at all stages when considering the issue of support for pupils with medical conditions in school. Copies of all documentation to be available in the school First Aid Room.
* Any complaints are to be made in writing to the headteacher and will be dealt with in accordance with the school’s complaints procedure.

Last reviewed: 1.9.17
Date of next review: on or before 1.9.18