Supporting Children with Medical Needs Policy
Whole School and EYFS

Introduction
At Twickenham Primary academy we 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 academic potential.

This policy is written in line with the Equality Act 2010 and Section 100 of the Children and Families Act 2014 which places a duty on the Governing Body and Senior Leadership Team to make arrangements for supporting pupils at school with medical conditions. It is linked to our Equality, First Aid and Medical treatment and SEND (Special Education Needs and Disability) policies.

This policy is available to parents and prospective parents on the school's website and by request from the School Office. If you require a copy of this document in large print or audio format, please contact the School Office.

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

- short term potentially affecting their participation in school activities because they are on a course of medication;
- long term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

Our Aims:

- to ensure that parents feel confident that we will provide effective support for their child's medical condition and that their child feels safe;
- to ensure we fully consider advice received from healthcare professionals, listen to and value the views of parents and pupils;
- to ensure successful reintegration into school for children who have had a long term absence, so that they can be supported to fully engage with their learning and do not fall behind when they are unable to attend;
- to effectively manage short term and frequent absences, including those for appointments connected with a pupil’s medical condition and to ensure appropriate support is put in place to limit the impact on the child’s educational attainment and emotional and general wellbeing;
- to ensure that where children with medical conditions are disabled school complies with their duties under the Equality Act 2010;
- to ensure that children with medical conditions who also have special educational needs are supported in accordance with the SEND code of practice 2014;
- to ensure reasonable adjustments are made to enable children with medical needs to participate fully and safely on visits, sporting activities and other school activities.

General principles:

- these procedures will be followed whenever we are notified that a pupil has a medical condition. The procedures will also cover any transitional arrangements between schools, the process to be followed upon reintegration or when pupil’s needs change and arrangements for any staff training or support;
- for children starting at Twickenham Primary School, wherever possible arrangements will be in place in time for the start of the relevant school term. In other cases, such
as a new diagnosis, we will make every effort to ensure that arrangements are put in place within two weeks or as soon is practicably possible;

- in line with our Safeguarding duties, we will ensure that pupils’ health is not put at unnecessary risk from, for example infectious diseases. We will therefore not accept a child in school at times where it would be detrimental to the health of that child or others;
- in line with national guidelines, we will wait for a formal diagnosis before providing support to pupils. In cases where a pupil’s medical condition is unclear, or where there is a difference of opinion, judgements will be made about what support to provide based on the available evidence. This would involve scrutiny of medical evidence and consultation with parents/carers;
- an Individual Medical Care Plan will be put in place for each child that we are supporting with significant medical needs.

Key roles and responsibilities

The Multi-Academy Trust is responsible for:

- ensuring that an effective whole school policy is written and approved;
- ensuring that arrangements are in place to support children with medical conditions. In doing so, they will ensure that such children can access and enjoy the same opportunities at school as any other child.

The Principal is responsible for:

- ensuring that the school’s policy is developed and effectively implemented with partners;
- ensuring that this policy is readily accessible to parents and school staff;
- ensuring that all staff understand this policy and understand their role in its implementation;
- ensuring that staff are aware of the medical needs and conditions of individual children;
- ensuring that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans including in contingency and emergency situations;
- ensuring that children’s individual plans are reviewed at least annually or earlier if evidence is presented that the child’s needs have changed;
- ensuring that school staff are appropriately insured and are aware that they are insured to support pupils in this way.

Teachers and support staff are responsible for:

- ensuring that they know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help;
- ensuring that they have received sufficient and suitable training before taking on the responsibility to support children with medical conditions;
- contributing to the drawing up of Individual Medical Care Plans.

The Office Manager is responsible for:

- notifying the staff team when a child has been identified as having a medical condition which will require support in school;
- ensuring that all staff are trained to manage and respond to individual pupil’s medical needs so that the Medical Care Plan can be implemented quickly and effectively;
- keeping records of training that is given to staff to support medical needs;
- ensuring that Individual Medical Care Plans are in place and are drawn up with input from staff, parents, health specialists and, if appropriate, the pupil. Liaison with parents and health specialists;
supporting the implementation of a child’s Individual Medical Care Plan.

Parents are responsible for:
- accurate completion of the entry to school medical form
- continually providing the school with sufficient and up-to-date information about their child’s medical needs;
- ensuring that clearly labelled medicine is handed over to staff in the correct way with written, signed instructions:
- carrying out any actions that they have agreed to as part of their child’s Individual Medical Care Plan e.g. providing medication, equipment;
- ensuring that they or another nominated adult are contactable at all times during the school day;
- not sending their child to school at times where it would be detrimental to the health of that child or others, for example if they have an infectious disease.

Collaborative working
Partnership working between school staff, healthcare professionals (and where appropriate, social care professionals), local authorities, and parents and pupils is essential. In order to provide effective support for children with medical conditions school will work cooperatively with other agencies. This includes meetings to facilitate transition between settings. School will contact the school nurse to support staff on implementing a child’s Individual Medical Care Plan and provide advice and liaison, for example on training.

Summary of processes in place at Twickenham Primary Academy
- A questionnaire is sent to all parents/carers who accept a place for their child at Twickenham Primary Academy.
- Identification of children with medical concerns will take place by the Office Manager. These pupils will be added to the specific children with medical needs register.
- The Office Manager will complete an Individual Medical Care Plan for each pupil on our register.
- If a medical condition develops after the child has become a pupil at Twickenham Primary Academy the parents/carers will be asked to complete an updated medical record. The school register will be updated.
- Additional information will be sort from parents/carers and health specialists if appropriate.
- Where a formal diagnosis is awaited or is unclear, we will plan to implement arrangements to support the child, based on the current evidence available for their condition. We will ensure that every effort is made to involve some formal medical evidence and consultation with the parents.
- The Office Manager will invite parents/carers and any relevant health specialists to discuss the pupil’s condition, needs, school actions and support in order to agree an effective Twickenham Primary Academy Individual Medical Care Plan.
- The Individual Medical Care Plan will be reviewed regularly by the Office Manager and teacher and parents will be included in these sessions or at least one annual review.
**Individual Medical Care Plans**

An individual Medical Care Plan (Appendix A) will be created for pupils who have significant medical needs. It is created using input from health professional, parents and carers and relevant staff from the school. The purpose of this is to identify the level of support that a pupil requires in school. It is a written agreement that clarifies for staff, parents and pupils the help that school can provide and receive. Where a child of sufficient understanding has a significant medical need that requires an Individual Medical Care Plan, the child will be invited to participate in drawing up and agreeing the plan. After discussion with parents, children who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be reflected within their Individual Medical Care Plan. Individual Medical Care Plans will be written and reviewed by the Office Manager and class teacher but it will be the responsibility of all members of staff supporting the individual children to ensure that the plan is followed. Individual Medical Care Plans are kept in the relevant classroom and in the main office.

Each Individual Medical Care Plan will include:

- 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 e.g. crowded/noisy condition;
- what to do in an emergency, including whom to contact, and contingency arrangement;
- specific support for the pupil’s educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete tests, use of rest periods or additional support in catching up with lessons, 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 the medical support in school time, 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;
- agreement about what other pupils in school should know;
- a regular review date with parents, the pupil and a member of staff and/or health specialist;
- what information may be shared and with whom;
- where a child has Special Educational Needs (SEN) but does not have an Educational Health Care Plan (ECHP), their SEN should be mentioned in their Individual Medical Care Plan;
- where the child has a SEN identified in an EHCP, the Individual Medical Care Plan should be linked to or become part of that statement or EHCP;
- arrangements, following written permission from parents/carers for medication to be administered by a member of staff, or self-administered by the pupil during school hour;
- separate arrangements or procedures required for school visits or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments.

**The child’s role in managing their own medical needs**

- If it is deemed, after discussion with the parents/carers that a child is competent to manage their own health needs and medicines, the school staff will encourage them
to take responsibility for managing their own medicines and procedures. This will be reflected within the Individual Medical Care Plan.

- Children will have access to medicines for self-medication quickly and easily.
- Children who can take their medicines themselves will be supervised by an adult.
- If a child refuses or is unable to take medicine or carry out a necessary procedure, staff should not force them to do so but instead follow the procedure agreed in the Individual Medical Care Plan. Parents/carers should be informed, outside of the review, so that alternative options can be considered.
- Whilst we encourage regular school attendance, children who feel very unwell before leaving home in the morning should ensure that they tell their parent/carer, who can then decide whether they are well enough to attend school.
- All medicine needs to be handed in person by the parent to a member of staff who will ensure it is stored safely.

Management of medication within the school

- The school will make arrangements for prescribe medication to be administered in school hours.
- School will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. Insulin must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.
- The parent/carer must complete the necessary paperwork before medication can be administered and hand-over this with the medicine to the school office staff.
- All medicines will be stored safely and children should know where their medicines are at all times. Labelled inhalers are kept in each child’s classroom in the designated box and medicines are stored inside a locked first aid box/fridge in the school office.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. This is particularly important to consider when outside of school premises e.g. on educational visits.
- During educational visits, the first aid trained member of staff will carry all medical devices and medicines required.
- When no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles.
- No pupil at Twickenham Primary Academy will be given medicine containing aspirin unless prescribed by a doctor.

For further guidance please refer to our First Aid and Medical Treatment Policy.

School visits and residential visits
We will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible. Risk assessments will be carried out, provision will be made in Individual Medical Care Plans and staff will receive suitable training.

Sporting activities
Our Physical Education (PE) curriculum and provision of sporting activities enables all pupils to take part in ways which are appropriate to their abilities. Any restrictions on a particular pupil’s ability to participate in PE will be clearly identified and incorporated into the pupil’s Individual Medical Care Plan.
Record keeping
Records offer protection to staff and children and provide evidence that agreed procedures have been followed.
The school will keep records of the following:
- a register of all pupils at the school who have significant medical need;
- Individual Medical Care Plans;
- medication administered or supervised;
- notification from parents/carers giving consent regarding medication issued;
- training records;
- serious incident records.

Confidentiality
Whilst, medical and health information will be treated confidentially, in some cases in the interests of the pupil’s safety, information about their condition and treatment will need to be shared. In these cases, we will ensure that important information about particular health needs will only be communicated to relevant teaching and support staff following consent from parents/carers and pupils. Specific health needs of individual pupils will only be shared with peers after consent from parents and pupil. Sometimes it will be appropriate for a photograph to be kept with the child’s Individual Medical Care Plan. Normally these will be displayed in areas where pupils have restricted access. This will be discussed with parents/carers and pupils as appropriate.

Unacceptable practice
Although staff should use their discretion and judge each case on its merits with reference to the child’s Individual Medical Care Plan, it is not generally acceptable practice to:
- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents/carers; or ignore medical evidence or opinion;
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the school office unaccompanied or with someone unsuitable;
- penalise children 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;
- require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent/carer should have to give up working because the school is failing to support their child’s medical needs;
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including educational visits, e.g. by requiring parents/carers to accompany the child.

Complaints
Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school’s complaints procedure.
Staff development
All staff who deal with specific issues or specific health needs will receive appropriate training from health professionals. The school will keep a record of who delivered the training and who received the training and a date for review of further training will be agreed at the first training session. We recognise that a first-aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals will provide training and subsequent confirmation of the proficiency of staff in a medical procedure, or in providing medication.

Monitoring and review
There will be an annual review of this policy by the Senior Leadership Team and the findings will be included in the annual report to the Multi-Academy Trust (MAT) by the Principal. The MAT board will approve this policy annually.

Policy review Information

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