



**Beaumont  
Primary  
School**

A Learning Community Partnership

# **Policy for Supporting Children with Medical Needs**



## **Beaumont Primary School**

### **Medical Needs Policy**

#### **Supporting pupils with medical needs within the school community**

Children and young people with temporary or recurring medical or mental health needs are valued as full and participating members of the school community. In September 2014, a new duty was introduced for governing bodies to make arrangements to support pupils at school with medical conditions, in terms of both physical and mental health, to enable them to play a full and active role in school life, remain healthy and achieve their academic potential.

The school's co-ordinator for children with medical needs has overall responsibility for ensuring that this, and other policies and procedures, are regularly reviewed and fully implemented.

**At Beaumont Primary School, the Co-ordinator for pupils**

**with medical needs is Jo Beeson**

#### **Procedure to be followed when notification is received that a pupil has a medical condition**

These procedures are followed whether it is a transitional arrangement between schools or when a pupil's needs change, and will be backed up with the appropriate arrangements for staff training. For new children starting at the school, arrangements will be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or children moving to a new school mid-term, this process should normally take no more than two weeks. A flow chart setting out the process that may be followed for identifying and agreeing the support a child needs is provided at Appendix B.

#### **Individual Healthcare Plans**

Individual healthcare plans (IHCP) can help to ensure that schools effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. They are likely to be helpful in the majority of cases, and especially for long-term and complex medical conditions, although not all children will require one.

**At Beaumont Primary School, the individuals responsible**

**Jo Beeson (First Aid Manager), Catherine Donohue (SENDCo) and Anne Morrell (the Head Teacher)**

Plans will be reviewed at least annually or earlier if the child's needs change. They will be developed in the context of assessing and managing risks to the child's education, health and social well-being and to minimise disruption. Where the child has a special educational need, the individual healthcare plan will be linked to the child's statement or EHC plan where they have one.

When drawing up an IHCP the following will be considered:

- The medical condition, its triggers, signs, symptoms and treatments;
- The pupil's resulting needs, including medication (its side-effects and its storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues e.g. 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 own medication, this should be clearly stated with appropriate arrangements for monitoring;
- Who will provide this support, their training needs, expectations of their role, cover arrangements for when they are unavailable and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional;
- Who in the school needs to be aware of the child's condition and the support required;
- Written permission from parents and the Headteacher for medication to be administered by a member of staff, or self-administered by individual pupils during school hours;
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure 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. Other pupils in the school should know what to do, such as informing a teacher immediately if they think help is needed. If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

**In the event of an emergency, the ambulance (or other emergency service) should be directed to:**

**The School Office, Beaumont Primary School, Old Lodge Lane, Purley CR8 4DN**

### **Collaborative working arrangements**

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 and parents and pupils is critical.

### **Arrangements for day to day care**

All classes have a Teaching Assistant who has received first aid training.

When a child is obviously unwell, the best place for the child is to be at home with an adult. A sick child will be unable to cope with school work and if the illness is infectious, will put others at risk.

Children who are currently taking a course of antibiotic medicine should be at home until the course has been completed. If the Doctor does consider it appropriate that the child can attend school, parents / carers must arrange to administer the appropriate medicine at times when the child is at home.

By arrangement, staff will administer medicine in school. Parents should complete the appropriate form stating time and dosage to be given. Alternatively, parents / carers may arrange to come in to school during the lunch-break, if they feel it is necessary to give medicine during the school day.

Medication required on a prolonged basis, e.g. for asthma, may be self-administered in school.

## **Specific Needs**

Children who have specific medical needs (including intimate care) are managed on a case-by-case basis in collaboration with the parents / carers.

All medication will be kept secure in the Hygiene Room. Each dose self-administered will be recorded in the Medical Book.

Children who have been sick or had diarrhoea should be kept at home for at least 48 hours after the last bout of illness.

## **Asthma**

Parents of asthmatic children should bring inhalers to the School Office with the appropriate directions from the Doctor in writing, and the times when the inhaler has to be used. It is the responsibility of the parents / carers to mark the inhaler and the spare capsules clearly with the child's name and class and to check that they are in date.

## **Epi Pens**

Parents are to check that the Epi Pen is in date. First Aiders are to administer if necessary. Parent / carer to sign that they agree to administration in the case of anaphylactic shock.

## **The Board of Governors will:**

- Ensure that arrangements are in place to support pupils with medical conditions. In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child. No child with a medical condition will be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made;
- Take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. They will often be long-term, on-going and complex and some will be more obvious than others. The Board of Governors will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life;
- Ensure that their arrangements give parents confidence in the school's ability to support their child's medical needs effectively. The arrangements will show an understanding of how medical conditions impact on a child's ability to learn, increase their confidence and promote self-care in line with their safeguarding duties, not place other pupils at risk or accept a child in school where it would be detrimental to the child and others to do so.

## **Policy of Equality Statement**

The Board of Governors and School is committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourably on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief.

**Date:** Summer Term 2020

**Review Date:** Summer Term 2021

# ASTHMA PUMP



Beaumont  
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Pupil Name \_\_\_\_\_

Please be advised that my above son / daughter is permitted to take his / her asthma pump at the following times:

Signed:

Name:

Date:

# EPI PEN



Pupil Name \_\_\_\_\_

I give permission for my child to be administered with the Epi Pen in the event of anaphylactic shock:

Signed:

Name:

Date:

# DIABETIC PUPIL



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Pupil Name \_\_\_\_\_

In the event of my child needing medical support due to a hypoglycaemic attack, the First Aider will give him/her a sugary sweet.

In the event of my child needing medical support due to a hyperglycaemic attack, I understand that the school will contact me immediately.

Should the school not be able to contact me, I understand the school will telephone for an ambulance.

Signed:

Name:

Date:



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## MEDICINE IN SCHOOL

Pupil Name \_\_\_\_\_

I give permission for a First Aider to help my child administer medication, as prescribed by the GP or to take painkiller medication at my request.

Name of medication \_\_\_\_\_

Time to be taken \_\_\_\_\_

Dosage \_\_\_\_\_

Signed:

Parent Name:

Date:



## **Process for developing individual healthcare plans**

