



Supporting children with medical conditions policy.

Date agreed June 2017	Review Cycle 3 years	Due for review June 2020
Signed		

Policy Statement

At Effra Early Years Centre we are committed to providing equality of education, equality of opportunity and equal access to services for all children and their families who attend here. This policy aims to ensure that children attending the centre who have medical conditions are properly supported to achieve this.

We will pay due regard to the Department of Education's statutory guidance 'Supporting Pupils with Medical Conditions'.

Aim

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 academic potential.

Roles and Responsibilities

The governing body

have responsibility for ensuring that this policy is implemented and that sufficient staff are appropriately trained to support children with medical conditions.

The head teacher

has responsibility to ensure:

- that this policy is effectively implemented, developed and updated as necessary.
- that staff are properly trained to discharge their responsibilities under this policy
- that all staff are aware of their roles in relation to this policy
- that staff are appropriately deployed
- that staff are appropriately insured
- that systems are in place to obtain and maintain information about children's medical conditions

- that the centre liaises with external agencies and healthcare professionals if, and when, necessary

The Inclusion Manager

has responsibility for:

- devising and maintaining systems to collect and maintain information about children's medical needs.
- creating, maintaining and reviewing Individual Healthcare Plans (IHP)
- ensuring all staff are aware of a child's medical condition and needs.
- liaising with parents, outside agencies and healthcare professionals to create, maintain and review IHPs
- ensuring staff receive suitable training to support children with medical conditions

Teaching and support staff

may be asked to provide support for children with medical conditions, including administering medicines, although they cannot be required to do so.

- Staff willing to take on these responsibilities must undergo suitable training.
- Teachers and support staff must take into account the needs of any children with medical needs for whom they are responsible.
- Staff must be able to recognise when a child with medical needs requires help or support and respond appropriately.
- Staff must ensure that risk assessments for visits or activities outside of the normal curriculum include provision for children with medical conditions.

Parents and carers

- will notify the centre about their child's medical needs
- will ensure that they notify the centre of any changes in their child's needs or condition
- will participate in the creation and review of their child's IHP
- carry out any actions agreed as part of their child's IHP (e.g. supplying in-date medication)

Being notified that a child has a medical condition

When informed that a child has a medical condition or existing needs have changed the inclusion manager will:

1. meet with parents/carers, key school staff, healthcare professionals, and any other relevant outside agency to gather detailed information on needs and to determine whether an IHP is required.
2. if needed, develop an IHP with input from healthcare professionals as necessary
3. identify any staff training needs and commission appropriate training.
4. ensure all relevant staff are informed and aware of the content of the IHP, and that the IHP is implemented.
5. ensure that IHPs are easily accessible to relevant staff who need to refer to them.
6. ensure that the IHP is reviewed annually or when the child's condition changes as notified by healthcare professionals or parents/carers.

Individual Healthcare Plans

All IHPs will clearly set out what constitutes an emergency for the child, and what action should be taken.

Detail will vary according to the child's needs and the complexity of their condition but will include:

1. details of the condition, any triggers, signs and symptoms to be aware of.
2. treatments or actions to be taken.
3. medication details including timings, dosage, storage arrangements.
4. details of any equipment needed, and how this should be used and maintained.
5. details of any specific support required by the child to meet their educational, social, physical and emotional needs.
6. any specific arrangements needed for trips or activities outside of the normal curriculum.
7. emergency contact numbers for parents/carers or others, and relevant healthcare professionals/outside agencies.

Medicines

- medicines will only be administered if prescribed, and with parental or carer consent
- medicines will only be administered in prescribed dosages
- medicines must be in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to inside an insulin pen or a pump, rather than in its original container.
- medicines must be appropriately and safely stored.
- medicines when no longer required or out of date will be returned to parents to be safely disposed of.
- controlled medicines will be kept in a secure cupboard in the school office and only named staff will have access.

Emergency

In the event of an emergency staff will follow normal emergency procedures, parents/carers will be immediately notified and if the pupil needs to be taken to hospital staff will stay with the pupil until a parent/carer arrives or will accompany the pupil to hospital.

Record keeping

- detailed records of all medicines administered must be kept.
- records of any incidents involving children with medical conditions or of them feeling unwell should be maintained, and parents kept fully informed.
- IHPs must be readily accessible to all staff, and staff informed of any changes or amendments made.

Links to Other Policies

This policy links to the following policies:

- accessibility plan and policy
- complaints policy
- equality statement and policy
- first aid policy
- health and safety policy
- safeguarding policy
- SEND information report

