



## **Emmaus Federation Policy to Support Children with Medical Needs/Conditions**

### **INTRODUCTION**

This policy is based on guidelines from the DFE publication Section 100 'Children's and Families Act 2014,' and 'Supporting Pupils at School with Medical Conditions/April 2015' – updated August '17

### **Aims**

- The aim of the policy is 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.
- Staff play an active role making sure that no child should be penalised as a result of having complex and long term medical conditions.
- Most children will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term; perhaps finishing a course of medicine. Please see our 'Administering Medicines Policy' for further information on strategies to support these pupils.
- Pupils, Parents, School staff, Governors, Lincolnshire Local Authority (LA) and Health professionals work together to ensure as far as possible that children with medical conditions receive a full education. All children should have the same opportunities at school.
- Medical conditions can impact on school life and reasonable adjustments are made accordingly. In some severe cases, for example, programmes of study rely on part time attendance at school in combination with alternative provision arranged by the LA.
- The schools governing body ensures that arrangements are in place to support pupils at school with medical conditions. Transition back into school if this occurs is also monitored carefully .
- Children and young people with medical conditions are entitled to a full education and have the same rights of admission to The Emmaus Federation as other children. This means that 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. However, in line with their safeguarding duties, the Governing Body will ensure that children's health is not put at unnecessary risk from, for example infectious diseases. They therefore, do not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.
- Some children with medical conditions may be disabled. Where this is the case, governing bodies must comply with their duties under the Equality Act 2010. Some

may also have special educational needs (SEN) and may have an Education Health Care plan which brings together health and social care needs, as well their SEND provision.

## **1. Individual healthcare plans (HCP's)**

Individual healthcare plans are used to ensure that pupils are supported effectively with ongoing medical conditions. However, not all children will require one. The school, healthcare professional and parent will agree on this decision. This is important because different children with the same health condition may require very different support.

The HCP is formulated in conjunction with the pupil, parents and health care professionals. The aim is to capture the steps that school take to help the child manage their condition and overcome any potential barriers to getting the most from their education. The HCPs are easily accessible to all, while preserving confidentiality.

Where a child has SEND but does not have a statement or EHC plan, their special educational needs and or disability should be mentioned in their individual healthcare plan if appropriate. Individual healthcare plans are to be easily accessible, given also to teaching staff and placed in key areas of the school to ensure clarity. They are to be reviewed each a year, or as and when necessary by the SENCO.

## **2. Roles and Responsibilities**

Pupils and parents should always be fully involved with drawing up HCPs. Parents/Carers have prime responsibility for their children's health and should provide the school with information about any medical condition. Pupils, who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be discussed with parents. If pupils refuse to take the necessary medication, this should be notified to parents and included in the HCP if applicable.

The Governing body is responsible for policy implementation. They are to make sure that the policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that sufficient staff have received suitable training, as appropriate and are competent before they take on the responsibility of administering medicine.

The SENCO is responsible for ensuring that sufficient staff are suitably trained for dealing with some medical conditions. Furthermore, all staff should be made aware of any child with significant medical needs. Head teacher/SENCO to assess policy annually. They should make sure that staff are appropriately insured and are aware that they are insured to support pupils in this way. They should contact the school nursing team in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.

Class Teachers to prepare risk assessments for school trips and other school activities.

Class Teachers to be responsible for taking medicines on school trips or off site.

SENCO to monitor and review Individual healthcare plans twice a year or as and when needed

Class Teachers to share information with Supply Teachers so that they are aware of pupils with medical needs.

School staff will receive staff training where applicable to aid with the administration of medication. Any member of school staff may be asked to provide support to children with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they must take into account the needs of children with medical conditions that they teach.

G.P's/ School nurses team/ Community nursing teams will notify the school when a child has been identified as having a medical condition. They can also be called upon for relevant advice. Paediatricians may give further advice regarding specific dosage of medication. If this is seen, it should be added to the HCP.

The Local Authority provide support, advice and guidance to ensure that the support specified within the HCP can be delivered effectively. They will work with schools to support pupils with medical conditions to attend full time. They should make further arrangements when it is clear that a child will be away from school for 15 days or more because of health needs. (whether consecutive or cumulative across the school year.) ( See the policy for children with health needs)

### **3. Procedure to follow when notification is received that a pupil has a medical condition;**

Parent or healthcare professional informs school that the child has been newly diagnosed , or is due to attend new school, or is due to return to school after a long-term absence, or that needs have changed.

SENCO co-ordinates meeting to discuss child's medical support needs; and identifies member of school staff who will provide support to pupil.

Meeting to discuss and agree for HCP to include key school staff, child parent/parents, relevant healthcare professional and other medical /health clinician as appropriate (or to consider written evidence provided by them)

School staff training needs will be identified and appropriate Healthcare professional will deliver training and a record of this training will be maintained. This training will be updated each year or when a new member of staff becomes responsible for the day to day medical needs of the child.

### **4. Staff Training**

Staff must not give prescription medicines or undertake health care procedures without appropriate training, if this training is needed. (updated to reflect any individual healthcare plans). A first-aid certificate does not constitute appropriate training in supporting children with specific medical conditions.

The SENCO will arrange staff training from specific health care teams and this will be reviewed annually or in a shorter space of time, depending on the medical condition ( e.g diabetic nurse, epilepsy nurse etc) .

Any member of school staff should receive suitable training to support children with medical conditions. The school will liaise with the healthcare teams to receive training as and when required.

Training is given on an individual child basis, by the local health authority (usually the Children and Young Peoples Nurses) for administering medicines such as insulin, rectal diazepam, Buccolam and Epipens.

Agreeing to administer intimate or invasive treatment is entirely up to each individual member of staff. No pressure is put on staff to assist in treatment.

Two adults should be present for the administration of intimate or invasive treatment, unless there are exceptional circumstances

Regard should also be taken with respect of the Administration of Medicine Policy and the Policy to support Children with Health Needs.

Mrs CV Collett  
Executive Headteacher

Mrs R Blowers  
Chair of Governors

Dated: May 2021