



Wigginton Primary School

Policy for Supporting Children with Medical Conditions

Rationale/Key Principles:

Pupils should be properly supported so that they have full access to education, including school trips and PE.

We will consult health and social care professionals, parents and pupils to ensure that needs are properly understood and effectively supported. As well as the educational impact of any conditions, we will consider the social and emotional implications for pupils.

Following any long-term absence, we will fully support re-integration into school.

Pupils with medical conditions may be disabled and governed by the Equalities Act. Some may have SEN and are covered by the SEND Code of Practice.

Arrangements:

- The Headteacher has overall responsibility for the implementation of this policy.
- All relevant staff will be made aware of a child with medical needs.
- Key information will be displayed on the staff noticeboard.
- Staff will receive training in support of their role.
- We will ensure any absences of staff employed to support pupils with medical needs are covered. This may be by agency staff or redeployment of school staff as appropriate.
- Supply staff will be briefed about pupils with medical conditions. When booking agency staff, the agency will be made aware of additional needs at the time of booking.
- Risk assessments will be carried out for all school trips.
- Where appropriate, Individual Health Care Plans will be drawn up for pupils with medical conditions.

Admission Arrangements for Pupils with Medical Conditions:

- No child will be refused admission on medical grounds.
- On notification of a pupil with a medical condition, we will meet with parents and healthcare professionals to establish needs.
- We will consider staffing, training, educational, social and emotional needs, medication, equipment, physical environment etc and any transition arrangements needed.
- For any mid-year admissions or sudden change in circumstances, we will endeavour to have things in place within a fortnight of notification.
- Where appropriate, we will draw up an Individual Health Care Plan.

Individual Health Care Plans:

- These are drawn up in consultation with school, parents and healthcare professionals.
- The SENDCo is responsible for the finalisation and implementation of the plan.
- They will detail medical conditions, triggers, signs, symptoms and treatments.

- They will list resulting needs: medication (dosage, side effects, storage, administration), facilities, equipment, rest periods + timetable variations, treatments, access to food and drink, dietary requirements and any environmental issues (access around school etc)
- Specific support, and from whom, for educational, social and emotional needs will be identified.
- There will be careful management of absences and support to catch-up.
- Emergency procedures and support will be made explicit in writing when needed.
- Personalised procedures for school trips will be made clear to all staff involved.

Roles and Responsibilities:

The **Governing Body** has overall responsibility for the policy and arrangements.

The **Headteacher** has responsibility for the development and implementation of the policy, for staff awareness and overall responsibility for Individual Health Care Plans.

Parents are to keep the school informed of any relevant information. They are involved in the writing of the IHCP.

School staff -any staff member may be asked to support a pupil, including the administration of medicine but cannot be required to do so. All staff have the right to training.

SENDCo is responsible for the finalisation and implementation of the plan

Administration of medicines: please see separate policy

This policy has been agreed by the governors and is reviewed every three years.

Signed _____ (Chair of Governors)

Signed _____ (Headteacher)

Appendix 1: individual healthcare plan

Name of school/setting

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Child's name

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Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken - who, what, when

Form copied to

Appendix 2: record of medicine administered to an individual child

Name of school/setting
 Name of child
 Date medicine provided by parent
 Group/class/form
 Quantity received
 Name and strength of medicine
 Expiry date
 Quantity returned
 Dose and frequency of medicine

Staff signature _____

Signature of parent _____

Date
 Time given
 Dose given
 Name of member of staff
 Staff initials

Date
 Time given
 Dose given
 Name of member of staff
 Staff initials

Date
 Time given
 Dose given
 Name of member of staff
 Staff initials

Date
Time given
Dose given
Name of member of staff
Staff initials

Date
Time given
Dose given
Name of member of staff
Staff initials

Date
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