



Compassion Joy Perseverance Respect

Achieving Excellence Together

Supporting Pupils with Medical Conditions Policy

'Live life in all its fullness' John 10:10

**Reviewed – September 2022
Next review – September 2023**

Lead Member of Staff – Anita Makey

Context:

This policy is written in line with the requirements of:-

- Children and Families Act 2014 - section 100
- Supporting pupils at school with medical conditions: statutory guidance for governing bodies of maintained schools and proprietors of academies in England, DfE Sept 2015
- 0-25 SEND Code of Practice, DfE 2014
- Mental Health and behaviour in schools: departmental advice for school staff, DfE June 2014
- Equalities Act 2010
- Schools Admissions Code, DfE 1 Feb 2010

This policy should be read in conjunction with the following school policies

- SEND Policy / SEND Information Report
- Safeguarding Policy
- Off-site visits policy,
- Complaints Policy etc

This policy will be reviewed annually.

Contents

Section	
1	Definitions of medical conditions
2	Statutory duty of the governing body
3	Policy Implementation
4	Inclusion
5	Identifying pupils with medical conditions
6	Procedure to be followed when notification is received that a pupil has a medical condition
7	Individual Health Care Plans
8	Roles and Responsibilities
9	Staff training and support
10	The child's role in managing their own medical needs
11	Managing medicines on school premises and record keeping
12	Emergency procedures
13	Day trips, residential visits, and sporting activities
14	Other issues for consideration
15	Unacceptable practice
16	Liability and indemnity
17	Complaints

1. Definitions of Medical Conditions

Pupils' medical needs may be broadly summarised as being of two types:-

Short-term - affecting their participation at school because they are on a course of medication

Long-term - potentially limiting access to education and requiring on-going support, medicines or care while at school to help them to manage their condition and keep them well, including monitoring and intervention in emergency circumstances. It is important that parents feel confident that the school will provide effective support for their child's medical condition and that pupils feel safe.

Some children with medical conditions may be considered disabled. Where this is the case the governing body at Hunton C of E Primary School **must** comply with their duties under the Equality Act 2010.

Some children may also have special educational needs (SEN) and may have a statement or Education, Health and Care Plan (EHCP). Where this is the case this policy should be read in conjunction with the 0-25 SEND Code of Practice and the school's SEND policy / SEND Information Report, and the individual healthcare plan will become part of the EHCP.

2. Statutory Duty of the Governing Body

The governing body remains legally responsible and accountable for fulfilling their statutory duty for supporting pupils at school with medical conditions. (Supporting Children with Medical Conditions - Statutory guidance for governing bodies of maintained schools and proprietors of academies in England Sept 2015) The governing body of Hunton C of E Primary School fulfil this by:

- Ensuring that arrangements are in place to support pupils with medical conditions. In doing so we will ensure that such children can access and enjoy the same opportunities at school as any other child
- Taking into account that many medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others and therefore the focus is on the needs of each individual child and how their medical condition impacts on their school life
- Ensuring that our arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions, show an understanding of how medical conditions impact on a child's ability to learn and increase their confidence and promote self-care. We will ensure that staff are properly trained to provide the support that pupils need
- Ensuring that no child with a medical condition is denied admission, or prevented from taking up a place in our school because arrangements for their medical condition

have not been made. However, in line with safeguarding duties, we will ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases, and reserve the right to refuse admittance to a child at times where it would be detrimental to the health of that child or others to do so

- Ensuring that the arrangements put in place are sufficient to meet our statutory duties and ensure that policies, plans, procedures and systems are properly and effectively implemented
- Developing a policy for supporting pupils with medical conditions that is reviewed regularly and accessible to parents and school staff (this policy)
- Ensuring that the policy includes details on how the policy will be implemented effectively, including a named person who has overall responsibility for policy implementation (see section 3)
- Ensuring that the policy sets out the procedures to be followed whenever the school is notified that a pupil has a medical condition (see section 5)
- Ensuring that the policy covers the role of individual healthcare plans in supporting pupils at school with medical conditions, and who is responsible for their development (see section 6)
- Ensuring that the school policy clearly identifies the roles and responsibilities of all those involved in arrangements for supporting pupils at school with medical conditions and how they will be supported, how their training needs will be assessed and how and by whom training will be commissioned and provided (see section 8)
- Ensuring that the school policy covers arrangements for children who are competent to manage their own health needs and medicines (see section 9)
- Ensuring that the policy is clear about the procedures to be followed for managing medicines including the completion of written records (see section 10)
- Ensuring that the policy sets out what should happen in an emergency situation (see section 11)
- Ensuring that the arrangements are clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so (see section 12)
- Considering whether to
 - develop transport healthcare plans in conjunction with the LA for pupils with life-threatening conditions who use home- to- school transport
 - Purchase and train staff in the use of defibrillators
 - Hold asthma inhalers for emergency use
- Ensuring that the policy is explicit about what practice is not acceptable (see section 14)

- Ensuring that the appropriate level of insurance is in place and appropriate to the level of risk (see section 15)
- Ensuring that the policy sets out how complaints may be made and will be handled concerning the support to pupils with medical conditions (see section 16)

3. Policy implementation

The statutory duty for making arrangements for supporting pupils at school with medical conditions rests with the governing body. The governing body have conferred the following functions of the implementation of this policy to the staff below, however, the governing body remains legally responsible and accountable for fulfilling our statutory duty.

The overall responsibility for the implementation of this policy is given to the Headteacher. She will also be responsible for ensuring that sufficient staff are suitably trained and will ensure cover arrangements in cases of staff absences or staff turnover to ensure that someone is always available and on-site with an appropriate level of training.

The Deputy Headteacher alongside the Headteacher, will be responsible for briefing supply teachers, preparing risk assessments for school visits and other school activities outside of the normal timetable and for the monitoring of individual healthcare plans

The Headteacher, will be responsible in conjunction with parents/carers, for drawing up, implementing and keeping under review the individual healthcare plan for each pupil and making sure relevant staff are aware of these plans

All members of staff are expected to show a commitment and awareness of children's medical conditions and the expectations of this policy. All new members of staff will be inducted into the arrangements and guidelines in this policy upon taking up their post.

4. Inclusion

- The school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.
- The school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out-of-school activities.
- Taking part in sport is an essential part of school life.
- PE and swimming teachers will be made aware of those children with a medical condition.

- Children with a medical condition are encouraged to participate fully in PE and swimming.
- Teachers will use their judgement to decide if an activity is too strenuous for a child with a medical condition and will, if necessary, differentiate the lesson to best suit the child's ability.
- The school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's Behaviour policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- The school understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.
- The school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.
- The school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.
- The school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. The school will not penalise pupils for their attendance if their absences relate to their medical condition.
- The school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCo who will liaise with the pupil (where appropriate), parent/carer and the pupil's healthcare professional.
- Pupils at this school learn what to do in an emergency.
- The school makes sure that a risk assessment is carried out before any out-of-school visit. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

5. Identifying Pupils with Medical Conditions

When a parent / carer accepts a place for their child at Hunton C of E Primary School they will be sent a Medical Information form along with the usual admission forms. All information will be passed to the Headteacher, recorded on the Medical Needs register and decisions will be made about whether any additional support may be required, including whether an Individual Healthcare Plan may be needed.

At the start of September, all parents / carers of children on roll at the school will be sent a Medical Information form as a prompt to ensure that the school is kept up to date on any changes to a child's medical conditions. Parents / carers will be responsible for notifying the school of any changes to their child's medical needs and conditions during the school year. The Medical Register will be updated at the start of the academic year and whenever a parent / carer has notified us of a change to their child's medical needs or condition.

6. Procedure to be followed when notification is received that a pupil has a medical condition

This covers notification prior to admission, procedures to cover transitional arrangements between schools or alternative providers, and the process to be followed upon reintegration after a period of absence or when pupils' needs change.

For children being admitted to Hunton C of E Primary school for the first time with good notification given, the arrangements will be in place for the start of the relevant school term. In other cases, such as a new diagnosis or a child moving to Hunton C of E Primary School mid-term, we will make every effort to ensure that arrangements are put in place within two weeks.

In making the arrangements, we will take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. We also acknowledge that some may be more obvious than others. We will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life. We aim to ensure that parents/carers and pupils can have confidence in our ability to provide effective support for medical conditions in school, so the arrangements will show an understanding of how medical conditions impact on the child's ability to learn, as well as increase their confidence and promote self-care.

We will ensure that staff are properly trained and supervised to support pupils' medical conditions and will be clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them in doing so. 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. We will make sure that no child with a medical condition is denied admission or prevented from attending the school because arrangements for supporting their medical condition have not been made. However, in line with our safeguarding duties, we will ensure that all pupils' health is not put at unnecessary risk from, for example infectious disease.

We will therefore not accept a child in school at times where it would be detrimental to the health of that child or others.

Hunton C of E Primary school does not have to 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 needed about what support to provide based on available evidence. This would normally involve some form of medical evidence and consultation with parents/carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place. These discussions will be led by the Headteacher with the class teacher, and following these discussions an individual healthcare plan will be written by the parent/carers in conjunction with the school, and be put in place.

7. Individual healthcare plans

Individual healthcare plans will help to ensure that Hunton C of E Primary School effectively supports pupils with medical conditions. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex.

However, not all children will require an Individual healthcare plan. The school, healthcare professional and parent/carer should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached the Headteacher is best placed to take a final view. A flow chart for identifying and agreeing the support a child needs and developing an individual healthcare plan is provided in appendix 1.

Individual healthcare plans will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will capture the key information and actions that are required to support the child effectively. The level of detail within the plan will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support. Where a child has SEND, but does not have a statement of EHC plan, their special educational needs will be mentioned in their individual healthcare plan.

Individual healthcare plans (and their review) will be drawn up by the parents/carers with the school and a relevant healthcare professional eg school, specialist or children's community nurse, who can best advise on the particular needs of the child. Pupils may also be involved, whenever appropriate. The aim will be to capture the steps which Hunton C of E Primary school should take to help manage their condition, ensure their safety and overcome any potential barriers to getting the most from their education. Partners will agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the school.

Hunton C of E Primary school will ensure that individual healthcare plans are reviewed at least 3 times/year or earlier if evidence is presented that the child's needs have changed. They will be developed and reviewed with the child's best interests in mind and ensure that Hunton C of E

Primary school assesses and manages risks to the child's education, health and social wellbeing, and minimises disruption. The school secures the signature of the parent on the plan.

When an IHP is up dated previous copies are shredded- one copy archived. One copy is sent home and two kept in school.

The schools have a centralised register of IHPs, and an identified member of staff has the responsibility for this register.

The school makes sure that the pupil's confidentiality is protected, IHPs are locked securely and information is only passed on when permission is obtained from the parent/career or it is deemed to be in the child's best interests concerning health and safety.

Head injuries – all are recorded and parent/carers are always informed by letter.

Where a child is returning to school following a period of hospital education or alternative provision, we will work with the local authority and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

Appendix 2 provides the template used for individual healthcare plans, although this format may vary to suit the specific needs of each pupil. All individual healthcare plans 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 eg: 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 medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role, 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 required
- Arrangements for written permission from parents/carer and the Headteacher for medication to be administered by a member of staff, or self-administered by the pupil 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 assessment
- Where confidentiality issues are raised by the parent/child, the designated individual to be entrusted with information about the child's condition
- What to do in an emergency, including whom to contact, and contingency arrangements. some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan

8. Roles and responsibilities

Please refer to the section on policy implementation for the functions that have been delegated to different, named members of staff at Hunton C of E Primary School.

In addition, we can refer to the **Community Nursing Team** for support with drawing up Individual Healthcare Plans, to provide or commission specialist medical training, to liaise with lead clinicians and to advise or support in relation to pupils with medical conditions.

Other **healthcare professionals, including GPs and paediatricians** should notify the Community Nursing Team when a child has been identified as having a medical condition that will require support at school. Specialist local health teams may be able to provide support, and training to staff, for children with particular conditions (eg asthma, diabetes, epilepsy).

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. They will be fully involved in discussions about their medical support needs, where appropriate, and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions, and can, for example, alert staff to the deteriorating condition or emergency need of pupils with medical conditions.

Parents/carers should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and will be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, eg: provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Local authorities are commissioners of school nurses for maintained schools and academies in Kent. Under Section 10 of the Children Act 2004, they have a duty to promote co-operation between relevant partners such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and NHS England, with a view to improving the well-being of children with regard to their physical and mental health, and their education, training and recreation. KCC is able to provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within individual healthcare plans can be

delivered effectively. KCC will work with us to support pupils with medical conditions to attend full time. Where pupils would not receive a suitable education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements. Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty 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 year) education for children with health needs who cannot attend school.

Providers of health services should co-operate with schools that are supporting children with medical conditions. They can provide valuable support, information, advice and guidance to schools, and their staff, to support children with medical conditions at school.

Clinical commissioning groups (CCGs) commission other healthcare professionals such as specialist nurses. They have a reciprocal duty to co-operate under Section 10 of the Children Act 2004 (as described above for local authorities). The local Health and Well-being Board provides a forum for the local authority and CCGs to consider with other partners, including locally elected representatives, how to strengthen links between education, health and care settings.

The **Ofsted** inspection framework places a clear emphasis on meeting the needs of disabled children and pupils with SEN, and considering the quality of teaching and the progress made by these pupils. Inspectors are already briefed to consider the needs of pupils with chronic or long-term medical conditions alongside these groups and to report on how well their needs are being met. Schools are expected to have a policy dealing with medical needs and to be able to demonstrate that it is being implemented effectively.

9. Staff training and support

Posters are up around the school and by First Aid points clearly indicating the training of named staff.

The following staff have received first aid training:

School first aiders – First Aid at Work (full certificate): 1
2023)

Paediatric First Aiders: 4

General First Aid Training (1 day course): 10 (incl Paediatric First Aiders)

The following staff have received Specific/specialist training:

All staff – anaphylaxis awareness (5th October 2021)

All staff – epipen training (various dates – please see training log)

All staff – asthma awareness training (7th December 2021)

Template D will be used to record staff training for administration of medicines and /or medical procedures.

All staff who are required to provide support to pupils for medical conditions will be trained by healthcare professional qualified to do so. The training need will be identified by the healthcare professional during the development or review of the individual healthcare plan. We may choose to arrange training ourselves and will ensure that it remains up-to-date.

Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements set out in the individual healthcare plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans). A first aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including the school nurse, can provide confirmation of proficiency of staff in a medical procedure, or in providing medication (see template).

All staff will receive induction training and regular whole school awareness training so that all staff are aware of the school's policy for supporting pupils with medical conditions and their role in implementing the policy. The Headteacher, will seek advice from relevant healthcare professions about training needs, including preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

The family of a child will often be key in providing relevant information to school staff about how their child's needs can be met, and parents will be asked for their views. They should provide specific advice, but should not be the sole trainer.

10.The child's role in managing their own medical needs

If, after discussion with the parent/carer, it is agreed that the child is competent to manage his/her own medication and procedures, s/he will be encouraged to do so. This will be reflected in the individual healthcare plan.

Wherever possible children will be allowed to carry their own medicines and relevant devices or will be able to access their medication for self-medication quickly and easily. These will be stored in the medical cabinet within the child's classroom (to ensure that the safeguarding of other children is not compromised) or refrigerated in the staffroom where necessary.

Where children are permitted to take their medicines themselves and/or manage procedures an appropriate level of staff supervision will be provided. If it is not appropriate for a child to self-manage, then relevant staff will help to administer medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, staff will not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents will be informed so that alternative options can be considered.

11. Managing medicines on school premises and record keeping

At Hunton C of E Primary School the procedures for staff to follow in managing medicines in school are set out in the flow chart in appendix 3. In addition, the following principles will be applied:

- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so
- No child under 16 will be given prescription or non-prescription medicines without their parents written consent (see template B) - except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort will be made to encourage the child or young person to involve their parents while respecting their right to confidentiality
- Non-prescription medicines, such as Calpol or antihistamines, will only be administered with written parental consent and following a phone call to a parent / carer. Staff administering medicine will not do so without first checking the maximum dosage and when the previous dose was taken. Should medication be administered, a Medical Information slip will be sent home with the child.
- Aspirin, or medicines containing aspirin, will not be given to a child except when they have been prescribed by a doctor
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours
- Hunton C of E Primary School will only accept prescribed medicines with written permission from parent/carer, that are 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 be in-date, but will generally be available to schools inside an insulin pen or a pump, rather than its original container
- All medicines will be stored safely in the child's classroom. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. This will be the class teaching team.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available state where and not locked away. Asthma inhalers should be marked with the child's name.

- During school trips the first aid trained member of staff will carry all medical devices and medicines required and copies of any relevant healthcare plans. They will also ensure that the appropriate logs are kept of any medication administered
- A child who had been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary. Otherwise, we will keep all controlled drugs that have been prescribed for a pupil securely stored in the class medical cabinet and only the classroom staff will have access. Controlled drugs must be easily accessible in an emergency. A record will be kept of any doses used and the amount of the controlled drug held in the school
- Staff administering medicines must do so in accordance with the prescriber's instructions. Each class at Hunton C of E Primary School will keep a log (see template C) of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted. Written records are kept of all medicines administered to children. These records offer protection to staff and children and provide evidence that agreed procedures have been followed;
- When no longer required, medicines will be returned to the parent/carer to arrange safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.
- All individual Healthcare Plans are kept locked in the office. Medical forms are in the classrooms with the children's medicine.
- In the cases of a change in trained staff, an unforeseen change in provision or a change of health or care needs, the Headteacher will urgently seek medical advice from a suitably qualified professional, alert the child's parents, schedule an urgent meeting to ensure all relevant people discuss the changes as well as ensuring there is full consideration to the risk of the child and action which will mitigate risk. Mitigation could include reduced hours for the pupil while identifying when interim staff can be training, using parents/carers to administer procedures pro term, and putting arrangements in place to train and update training for staff.
- The school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away. Pupils may carry their emergency medication with them if they wish/this is appropriate.
- Medicines are stored at the correct temperature. The onus of checking expiry dates and working order of medical equipment such as inhalers will lie with the parent/carer.
- Pupils may carry their own medication/equipment, or they should know exactly where to access it.

- Parent/carers are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each year.
- This school disposes of needles, blood test sharps and needles for epipens in the sharps disposal box which is kept safely in the office. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.
- The school will ensure that body fluids, such as vomit or blood are cleaned up thoroughly and cleaning cloths be disposed of in the sanitary disposal bin for incineration.
- The paramount precaution being the gloves are worn at all times by all adults involved in dealing with a situation.

12. Emergency procedures (See Emergency Procedures Policy 2022)

- All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year. In addition staff receive training specific to pupils with whom they work e.g. diabetes, epilepsy and asthma training. The named First Aid Staff are displayed around the school. The school ensures first aid qualifications are valid and renewed.
- All children with a medical condition at this school have an individual healthcare plan (IHP), which explains what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parent/carers permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.
- If a child complains for a second time about an injury then the injury must be checked again by a first aider and parents must be contacted.
- All staff understand and are trained in their school's general emergency procedures.
- All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent/carers arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

13. Day trips, residential visits, and sporting activities

At Hunton C of E Primary School, we will actively support pupils with medical condition to participate in day trips, residential visits and sporting activities by being flexible and making reasonable adjustments unless there is evidence from a clinician, such as a GP, that this is not possible.

We will always conduct a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions can be included safely. This will involve consultation with parents\carers and relevant healthcare professions and will be informed by Health and Safety Executive (HSE) guidance on school trips.

We believe these foster key skills for our pupils, building confidence and independence. All staff and volunteers will be made aware of children with a medical condition. In addition to this, if it is deemed necessary and we have signed permission from the parent, we can inform the child's coach driver and hotel staff of the child's condition. All information will be data protected and will only be passed to the adults in the group with the parent's permission.

Children with diabetes will be required to carry their insulin injector pen and blood testing kit with them. They will also need to carry a small amount of high sugar and carbohydrate food on their person.

The child's group leader will carry a spare insulin injector pen, cartridge and fast and slow release carbohydrate foods.

The child's group leader will have the necessary skills to deal with a mild/moderate hypoglycaemic episode.

The child's group leader or other nominated adult will dial 999 and call for emergency help if the child develops a severe hypoglycaemic episode.

Children with asthma will need to carry their inhalers with them. The child's group leader will carry a spare inhaler and will be aware of the dosage required.

The child's group leader will encourage the use of a spacer with the inhaler if a mild/moderate or severe asthmatic episode occurs.

Children with anaphylaxis will carry an adrenalin epi-pen on their person. The child's group leader will carry a spare epi-pen at all times and will be trained to inject the child, should he/she come into contact with an allergen.

As this is a life threatening condition, parents will need to be prepared to forego the right to data protection and would need to sign a form declaring the same.

All members of school staff, volunteers, site staff and would need to be aware of the child's allergy to ensure the child's health and safety during the trip.

Prescription medicines will be the responsibility of the adult in charge of the child's group for the duration of the trip.

Written permission, along with dosages and full instructions will be supplied by the parent/ carer for each trip. Copies of these will be kept by the school, with a signed copy being carried by the adult in charge of the child's group.

Medicines to be taken on trips will only be accepted in original pharmaceutical packaging which clearly states name and dosage and expiry date

14. Other issues for consideration

Where a pupil uses home-to-school transport arranged by the LA and they also have a medical condition which is life-threatening, we will share the pupil's individual healthcare plan with the local authority.

WEIGHT & HEIGHT CHECKS

This service is provided by the School Nursing Team.

HEAD LICE

The school will ensure that parent/carers are informed should an outbreak of head lice occur.

The school request that shoulder length or long hair should be fastened back to lessen the chances of transfer from head to head.

The school will not make a head inspection without signed permission from the parent/carers. However, if live lice are seen to be present with the naked eye, the parent/carers will be contacted.

COMMUNICABLE DISEASE CONTROL

The school, school nurse and the local health authority advise that in the event of a child or staff member being unwell for any reason (including a communicable disease), they should not be at school. Return to school should only commence once the individual has recovered and does not pose a risk to others.

It is recommended that every child should be immunised in accordance with the national immunisation schedule. Although immunisation uptakes rates are affected by parent/carers anxiety, it is important to note that modern vaccines are considered by the Health Service to be both safe and effective.

Exclusion is a necessary control measure to enforce when an individual poses a risk of infection to others and whilst it is not always applicable in all cases of communicable disease, it is advisable that children are kept away from school when unwell.

PERMITTED HANDLING OF SICK OR DISABLED CHILDREN.

All staff that come into contact with children who may need physical handling due to a disability will have appropriate training from the relevant health provider.

All staff who come into contact with children who may need physical handling due to a long-term medical condition, i.e.: diabetic collapse, will have appropriate training from the relevant health service provider.

All children who may need physical handling due to injury will be treated by a trained first aider only, in the company of another nominated adult.

The school adheres to advice given from 'Guidance on Infection Control in Schools and other Childcare Settings'

The school recommends that children remain at home for 48 hours if they have suffered from sickness and diarrhoea.

15. Unacceptable practice

Although staff at Hunton C of E Primary School are expected to use their discretion and judge each case on its merit with reference to the child's individual healthcare 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 (although this may be challenged)
- 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 or medical room unaccompanied or with someone unsuitable
- Penalise children for their attendance record if their absences are related to their medical condition, eg: hospital appointments
- Prevent pupils from drinking, eating or taking toilet 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 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 school trips, eg: by requiring parents to accompany the child.

16. Liability and indemnity

The school's insurance cover in respect of Public and Employers Liability is arranged through Kent County Council. Their contact details are: email liabilityteam@kent.gov.uk, telephone 03000 416344.

In some cases, individual cover may need to be arranged for any healthcare procedures on the advice of our insurance provider. Any requirements of the insurance, such as the need for staff to be trained, will be made clear and complied with. In the event of a claim alleging negligence by a member of staff, civil actions are likely to be brought against the employer.

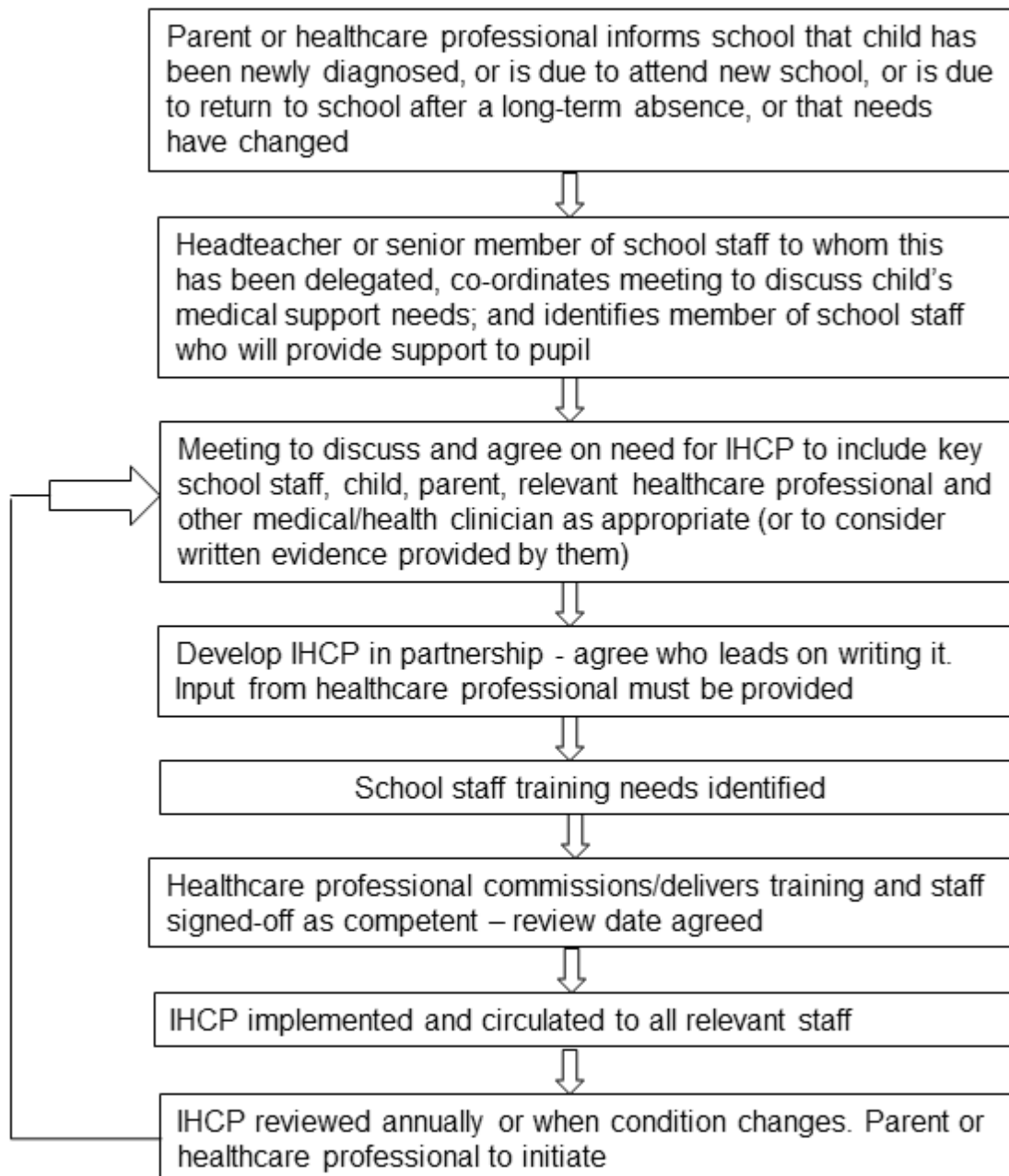
17.Complaints

Should parents\carers be unhappy with any aspect of their child's care at Hunton C of E Primary School they should discuss their concerns with the school.

In the first instance, any issues should be addressed with the child's class teacher. If this does not resolve the problem or allay the concern, the problem should be brought to a member of leadership team, who will, where necessary, bring concerns to the attention of the Headteacher.

In the unlikely event of this not resolving the issue, the parent\carer should make a formal complaint using the Hunton C of E Primary School Complaints Procedure.

Annex A: Process for developing individual healthcare plans



Template A



Healthcare Plan for pupils with medical conditions at school

Pupil Information

Child's name :	Medical condition :
Date of birth :	Home address :

Contact Details

First contact name :	Relationship with child :
First contact numbers - home :	Mobile :
Second contact name :	Relationship with child :
Second contact numbers – home :	Mobile :

GP / Specialist details

GP Name :	Contact number :
Specialist contact :	Contact number :

Medical Details

Description of medical condition :
Signs & symptoms of the condition :
Triggers or things that make the condition worse :

Medication Needs in School

Name of medication :	
Dose required :	When to be taken :
Are there any side effects that could affect the pupil? :	
Can the pupil administer the medicine themselves : Yes / No / Yes, with supervision	

Emergency Care

Describe what is an emergency for the pupil :	
Emergency medication :	
Dose required :	When to be taken :
Actions to be taken in an emergency (e.g. call parents, then call an ambulance) :	

Other Arrangements

Specific support needed for the pupil's educational, social and emotional needs :
Any specialist arrangements required for off-site activities :
Any other information :

Parental agreement

I agree that the medical information contained in this plan may be shared with individuals involved with my child's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing and check this plan on a termly basis.	
Signed (parent) :	Date :
Print name :	

Template B: parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Template D: staff training record – administration of medicines and/or medical procedures

Name of school/setting

Name

Type of training received

Date of training completed

Training provided by

Profession and title

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____