



Oxclose Community Nursery School
Supporting Pupils with
Medical Conditions Policy

Oxclose Community Nursery School aims to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a high-quality curriculum that supports and develops their age and stage of development. This policy has been developed in line with the DFE statutory guidance 2015 'Supporting pupils at school with medical conditions' and sets out how the Governing body, Headteacher and staff aim to full fill their role and responsibility in supporting children with medical conditions. The policy details procedures, training for staff, policy development and parental assistance.

Key roles & responsibilities

a) The Local Authority is responsible for:

1. Oxclose community Nursery School is an early year maintained resourced provision for children with physical and or medical barriers to learning for Sunderland Local Authority.
2. Promoting co-operation between relevant partners regarding supporting pupils with medical conditions.
3. Providing support, advice/ guidance to schools to ensure Individual Healthcare Plans (IHP) are effectively delivered.

b) The Governing Board of Oxclose Community Nursery School is responsible for:

1. Ensuring arrangements are in place to support pupils with medical conditions.
2. Ensuring the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implements effectively.
3. Ensuring that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity / national / origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.
4. Ensuring that all pupils with medical conditions can play a full and active role in all aspects of school life, participate in school visits, trips and sporting activities, remain healthy and are supported in achieving their academic potential.

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5. Ensuring that relevant training is delivered to sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials.
6. Ensuring that written records are kept of, all medicines administered to pupils.
7. Ensuring the level of insurance in place reflects the level of risk.
8. Handle complaints regarding this policy as outlined in the schools Complaints Policy.

c) The Headteacher is responsible for:

1. Ensuring the policy is developed effectively with partner agencies and to ensure all staff are aware of this policy.
2. The day to day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures.
3. Liaising with healthcare professionals regarding the training required for staff to implement correct procedures.
4. Identifying staff who need to be aware of a child's medical condition.
5. Developing Individual Healthcare Plans (IHPs).
6. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHP's in normal, contingency and emergency situations.
7. Ensuring the level of insurance is in place for staff who support pupils in line with this policy.
8. Liaise with all health professionals concerned with a child who has or develops an identified medical condition.
9. Ensure confidentiality and data protection.
10. Assign appropriate accommodation for medical treatment and care.

d) Staff members are responsible for:

1. Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with medical condition needs help.
2. Knowing where controlled drugs are stored and where the key is held.
3. Taking account of the needs of pupils with medical conditions in lessons.
4. Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with training they have agreed to undertake a medication responsibility.
5. Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location.
(Following DFE guidance)

e) Health Professionals; health visitors, community nursing team, specialist health visitors.

1. Collaborating on developing an IHP in anticipation of a child with a medical condition starting school.

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2. Notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career.
3. Supporting staff to implement an IHP and then participate in regular reviews of the IHP> Giving advice and liaison on training needs.
4. Liaising locally with lead clinicians on appropriate support. Assisting the Headteacher in identifying training needs and providers training.

f) Parents and carers are responsible for:

1. Keeping the school informed about any new medical condition or changes to their child's health.
2. Participating in the development and regular reviews of their child's IHP.
3. Completing a parental consent form to administer medicine or treatment bringing medication into school.
4. Providing the school with medication their child requires and keeping it up to date including collecting leftover medicine.
5. Carrying out actions assigned to them in the IHP with emphasis on they or a nominated adult, being contactable at all times.

2) Training of Staff

- a. Newly appointed staff, supply or agency staff will receive training on Supporting Pupils with Medical Conditions' Policy as part of their induction.
- b. The health professional responsible for specific training will be named on each IHP.
- c. No staff member may administer prescribed medicines or undertake any healthcare procedures without undergoing training specific to the condition. (*changing tracheostomy tube is the only procedure that requires staff to have medical competence signed off*).
- d. School will keep a record of medical conditions supported, training undertaken and a list of staff qualified to undertake responsibilities under this policy.

3) Medical conditions register

- a. A medical conditions register should be kept, updated and reviewed regularly by Inclusion Manager and SENDco. This is shared with all staff when reviewed or updated.

4) Individual Healthcare Plan (IHPs)

- a. Where necessary (Headteacher will make the final decision) an IHP will be developed in collaboration with the pupil, parent/carer, Headteacher, SENco, and medical professionals.
- b. IHP's will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. (not in the staffroom)
- c. If consent is sought from parents a photograph of the child and instructions may be displayed.
However, in the case of conditions with potential life-threatening implications the information should be available clearly and accessible to everyone.

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- d. IHP's will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- e. Where a pupil has an Education, Health and Care plan, the IHP will be linked to it or become part of it.

5) Sunderland Transport Arrangements

- a. Where a pupil with an IHP is allocated school transport the school should invite a member of Transport team who will arrange for the driver or escort to participate in the IHP meeting.
- b. When prescribed controlled drugs need to be sent in to school, parents will be responsible for handing them over to the adult in the car in a suitable bag or container. They must be clearly labelled with name and dose.
- c. Controlled drugs will be kept under the supervision of the adult in the car throughout the journey and handed to a school staff member on arrival. Any changes to this arrangement will be reported to the transport team for approval.

6) Medicines

- a. Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours.
- b. If it is not possible, prior to staff members administering and medication, the parent / carer of the child must complete and sign a parental consent to administer of medicine form.
- c. No child will be given any prescription or non- prescription medicines without written parental consent except in exceptional circumstances.
- d. Medicines MUST be in date, labelled and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- e. No child under the age of 16 will be given medication containing aspirin without a doctor's prescription.
- f. A maximum of four-week supply of the medication may be provided to the school at one time.
- g. Medication will be stored in the medical room in a locked cabinet
- h. Any medication left over at the end of the course will be returned to the child's parents.
- i. Written records will be kept of any medication administered to children.
- j. Emergency salbutamol inhaler kits may be kept voluntarily by the school.
- k. Oxclose Community Nursery School cannot be held responsible for side effect that occur when medication is taken correctly.
- l. Staff will not force a pupil, if the pupil refuses to comply with their health procedure, and the resulting actions will be clearly written into the IHP which will include informing parents/carers.

7) Emergencies

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- a. Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff, so they are aware of signs and symptoms.
- b. Pupils will be informed in general terms of what to do in an emergency such as 'telling a teacher'.
- c. If a pupil needs to be taken to hospital, a member of staff will remain with the child until parents arrive.

8) Educational Visits away from School

- a. Effective and clear arrangements must be made to ensure pupils with medical conditions can participate in school trips, sports activities and not prevent them from doing so unless a clinician states it is not possible.
- b. To comply with best practice risk assessments should be undertaken, in line with the Health and Safety executive guidance on school trips. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day IHP requirements for the school day.

9) Avoiding unacceptable practice – *the following behaviour is unacceptable in Oxclose Community Nursery School*

- a. Preventing children from easily accessing their inhalers and medication administering their medication when and where necessary.
- b. Assuming that pupils with the same condition require the same treatment.
- c. Ignoring the views of the pupil and or the parents / carers or ignoring medical evidence or opinion.
- d. Sending pupils home frequently or preventing them from taking part in activities at school
- e. Making parents feel obliged or forcing parents to attend school to administer medication to provide medical support, including toileting issues.
- f. Creating barriers to children participating in school life including school trips.
- g. Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

10) Insurance

- a. Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions.

11) Complaints.

- a. All complaints should be raised with the school in the first instance.
- b. The details of how to make a formal complaint can be found in the School Complaints Policy

12) Definitions

- a. **Parents** is a wide reference not only to a pupil's birth parent but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of a pupil.

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- b. **Medical condition** - for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child requiring special adjustments for the school day, either on-going or intermittently. This includes a chronic or short-term condition, long-term health need or disability, an illness, injury or recovery from treatment or surgery.
- c. **Medication** – is defined as any prescribed or over the counter treatment.
- d. **Prescribed medication** – is defined as any drug or device prescribed by a Doctor, prescribing nurse, or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.
- e. **Staff member** – is defined as a member of staff employed by Oxclose Community Nursery School.

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