



Approved by:

Board of Governors - 3rd December 2020

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### 1. Introduction

This Policy has been developed in accordance with the principles and statutory guidance established in The Children and Families Act 2014 and in line with Government publication, *Supporting pupils at school with medical conditions*.

- 1.1 The Governing Body takes seriously its responsibility under section 100 of the Children and Families Act 2014 to make arrangements for supporting pupils with medical conditions at Coloma.
  - 1.2 All children have a right to access the full curriculum, adapted to their medical needs and to receive the on-going support, medicines or care they require at school to help them manage their condition and keep them well.
  - 1.3 The Governing Body will ensure that arrangements are in place to support pupils with medical conditions. In doing so, they will ensure that such children can access and enjoy the same opportunities at school as any other child.
  - 1.4 Where children have a disability, the requirements of the Equality Act 2010 will also apply. Where children have an identified special need, the SEN Code of Practice will also apply.
  - 1.5 We recognise that medical conditions may impact social and emotional development as well as having educational implications.
  - 1.6 Coloma will build relationships with healthcare professionals and other agencies in order to effectively support students with medical conditions.
  - 1.7 The aims of this policy are:
    - To support pupils with medical conditions so that they have full access to education, including physical education and educational visits.
    - To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication.
    - To comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs.
    - To write, in association with healthcare professionals, Individual Healthcare Plans where necessary.
    - To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support.
    - To keep, monitor and review appropriate records.
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## 2. Roles and Responsibilities

2.1 The Named Persons responsible for children with medical conditions are our Key Stage Coordinators (KS3 / KS4 / KS5 and Miss M Barrett. The Named Persons are responsible for:

- Informing relevant staff of medical conditions.
- Arranging training for identified staff.
- Ensuring that staff are aware of the need to communicate necessary information about medical conditions to supply staff and where appropriate, taking the lead in communicating this information.
- Assisting with risk assessment for school visits and other activities outside of the normal timetable.
- Developing, monitoring and reviewing Individual Healthcare Plans.
- Working together with parents, pupils, healthcare professionals and other agencies.

2.2 The Governing Body is responsible for:

- Determining the school's general policy and ensuring that arrangements are in place to support children with medical conditions.

2.3 The Headteacher is responsible for:

- Overseeing the management and provision of support for children with medical conditions.
- Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver individual healthcare plans, including to cover absence and staff turnover.
- Ensuring that school staff are appropriately insured and are aware that they are insured.

2.4 Teachers and Support Staff are responsible for:

- The day to day management of the medical conditions of children they work with, in line with training received and as set out in Individual Healthcare Plans.
- Working with the named person, ensure that risk assessments are carried out for school visits and other activities outside of the normal timetable.
- Providing information about medical conditions to supply staff who will be covering their role where the need for supply staff is known in advance.

2.5 Health Care Professionals and Providers are responsible for:

- Notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible this should be done before the child joins Coloma. Providing support and/or training for staff on implementing a child's individual healthcare plan and providing advice and liaison.

2.6 Parents/carers are responsible for:

- Notifying the school when a child has been diagnosed with, or is undergoing investigations for a medical condition which will require support in school.
- Liaising with the relevant Key Stage Coordinator about the support to be provided to the child.
- Providing the school with up to date information concerning the diagnoses and medication as appropriate.

- Providing notice of appointments taking place during school time to the relevant Key Stage Coordinator in advance.
- Updating the school when the child's condition, diagnosis or treatment changes, along with any additional diagnoses as they are made.
- Promptly collecting the child or arranging for an alternative adult to do so when it is necessary for the child to leave school due to illness or injury.
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### **3. Procedure - when notification has been received that a Pupil has a Medical Condition**

- The named person will liaise with relevant individuals, including as appropriate parents, the individual pupil, health professionals and other agencies to decide on the support to be provided to the child.
- Where appropriate, an Individual Healthcare Plan will be drawn up.
- Appendix A outlines the process for developing Individual Healthcare Plans.

### **4. Individual Healthcare Plans (IHCPs)**

- An IHCP will be written for pupils with a medical condition that is long term and complex.
- It will clarify what needs to be done, when and by whom and include information about the child's condition, special requirements, medicines required, what constitutes an emergency and action to take in the case of an emergency.
- Where a child has SEN but does not have a statement or EHC plan, their special educational needs will be mentioned in their IHCP.
- IHCPs will be reviewed annually, or earlier if evidence is provided that a child's needs have changed

### **5. Administering Medicines**

- 5.1 Consent from parents/carers must be received before staff are able to administer medicines. Parents are requested to provide consent in writing/by email to the relevant Key Stage Coordinator.
- 5.2 Medicines will only be accepted for administration if they are:
- In-date
  - Labelled with the child's name
  - Provided in the original container and include instructions for administration, dosage and storage.
- 5.3 Medicines will be stored appropriately in the Medical Room. Children should know where their medicines are at all times. .
- 5.4. Written records will be kept of all medicines administered to children.
- 5.5 Pupils who are competent to manage their own health needs and medicines, after discussion with parents/carers will be allowed to carry their own medicines and relevant devices or will be allowed to access their medicines for self-medication.

- 5.6 In the event that, in the opinion of a qualified member of staff, a student becomes too unwell to remain in school or their symptoms suggest that they are in need of medical assessment/attention, the parent/carer of the child will be contacted and asked to collect their child as soon as possible. They will not be permitted to leave unaccompanied if they are in Years 7 - 11 inclusive.
- 5.7 In the case of accidents/injuries, First Aid will be provided by a qualified member of staff and recorded appropriately. If the member of staff feels that it is necessary to seek urgent professional medical assessment and attention, the parent/carer of the child will be contacted and asked to collect their child as soon as possible. They will not be permitted to leave unaccompanied if they are in Years 7 - 11 inclusive.

## **6. Action in Emergencies**

A copy of this information will be displayed in the school office.

- Request an ambulance – dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat information if asked.
  1. The school's telephone number: 020 8654 6228
  2. Your name
  3. Your location: Coloma Convent Girls' School, Upper Shirley Road, CR9 5AS
  4. Provide the exact location of the patient within the school
  5. Provide the name of the child and a brief description of their symptoms
  6. Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient
  7. A copy of the student's profile from SIMS with medical and contact details.
- Ask office staff to contact premises to open relevant gates for entry
- Contact the parents to inform them of the situation
- A member of staff should stay with the pupil until the parent/carer arrives. If a parent/carer does not arrive before the pupil is transported to hospital, a member of staff should accompany the child in the ambulance.

## **7. Activities Beyond the Usual Curriculum**

- 7.1 Reasonable adjustments will be made to enable pupils with medical needs to participate fully and safely in day trips, residential visits, sporting activities and other activities beyond the usual curriculum.
- 7.2 When carrying out risk assessments, parents/carers, pupils and healthcare professionals will be consulted where appropriate.

## **8. Unacceptable Practice**

8.1 The following items are not generally acceptable practice with regard to children with medical conditions, although the school will use discretion to respond to each individual case in the most appropriate manner.

- Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assuming that every child with the same condition requires the same treatment.
- Ignoring the views of the child or their parents; or ignoring medical evidence or opinion, (although this may be challenged).

- Sending children with medical conditions home frequently unless they are unwell, in pain or, in the opinion of the qualified member of staff, they require professional medical assessment or preventing them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans.
- Penalising children for their attendance record if their absences are related to their medical condition e.g. hospital appointments.
- Preventing pupils from drinking, eating or taking toilet or other breaks when it is necessary in order to manage their medical condition effectively.
- Preventing children from participating, or creating unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

## **9. Complaints**

- 9.1 An individual wishing to make a complaint about actions regarding the school's actions in supporting a child with medical conditions should discuss this with the school in the first instance.
- 9.2 If the issue is not resolved, then a formal complaint may be made, following the complaints procedure.

## Appendix A – Process for Developing Individual Healthcare Plans

