



Great Totham Primary School Supporting Children with Medical Conditions

Policy Statement

Great Totham Primary School (GTPS) undertakes to ensure compliance with the Children & Families Act 2014 with regard to our responsibility to support children with a medical condition in school.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

This policy's requirements will be achieved by:

- Implementing individual Health Care Plans (HCPs) and Educational Health Care Plans (EHCPs) for identified children in school when appropriate
- Ensuring staff are aware of needs and have correct training
- Ensuring that any Health Care Plans are reviewed annually or earlier if conditions/needs change
- Working in partnership with parents and health care professionals
- Ensuring that a HCP and prescribed arrangements are in place within two weeks of need identified.
- Ensuring appropriate risk assessments are carried out
- Enabling children to manage their own medical conditions when possible and not affect school attendance or participation in school activities where possible on health grounds.
- Supporting children who are unable to attend school due to medical needs

Responsibilities

The head teacher is responsible on behalf of the Governing Body to ensure appropriate provision and resources are in place to support individual children with HCPs and EHCPs.

The SENCo is responsible for liaising and working in partnership with class teachers, parents & medical professionals to develop and review HCP's and EHCPs. Often the responsibility of developing and reviewing HCPs may be delegated to the Family Support Worker, under close supervision of the SENCo. EHCPs are always developed and reviewed by the SENCo. If a child has SEN but does not have an EHCP then these special educational needs must be clearly stated on the HCP.

The SENCo will also liaise with secondary school (or other schools) at transition points to ensure that a child's individual needs will be met in their new educational setting.

The SENCo, in partnership with class teacher, should consider reintegration needs of any child after a period of long absence. Any arrangements should be agreed with parents and may include part time attendance, counselling support or alternative time table provision.

Class teachers and support staff are collectively responsible for ensuring any supply staff working with children with HCPs and EHCPs should be fully aware of their needs.

Medical Equipment or Drugs

Staff designated with the responsibility to deal with any medicines or medical equipment pertaining to an individual HCP or EHCP must have received suitable training. This is not the same as first aid training. The school nurse must be contacted and appropriate training and advice sought so that any individual child's needs are met; some of this training may be face-to-face, some may be approved training online. A record of relevant staff training will be kept by the school.

Staff must not consider any child's needs as being the same if they share a diagnosis. Each HCP will specify needs based upon the individual child.

Children should be encouraged to be involved with tending their medical needs and with age appropriate support in self-medicating, where possible, to develop independence. No child should be prevented from reaching their medical equipment (i.e. inhaler kept in classrooms) unduly however the school will ensure that all medicines are safely stored out of reach within the medical room.

Emergency Arrangements

Some children with an HCP may be more likely to require emergency medical treatment. Staff working and supporting these children should be clear of the possible triggers and symptoms to look out for so that emergency treatment can be sought as quickly as possible. All staff are made aware that in the event of needing emergency services, they should take immediate action and not seek first aid assistance before this. Staff should check the Emergency folder in the school office for any specific arrangements e.g. is there a named hospital the child must attend in an emergency.

In all other instances the normal procedures for emergency first aid and medical treatment as set out in the First Aid Policy are applied.

School Trips & Out of Hour Arrangements

Children with HCP and EHCPs should not, where safe to do so, be prevented from attending any school trip, after school event etc. Risk assessments are required and there should be consultation with parents about reasonable and safe adjustments; these are included as part of the risk assessment for the trip. In the event that a medical condition does prohibit a child's involvement then alternative arrangements must be made.

Supporting children unable to attend school

The school will seek advice from all relevant agencies including Health, EP service, Inclusion Partners, Essex County council attendance team and their quadrant team. The SENCo will lead discussions and planning with parents and relevant agencies on how best to support the child.

Records

Records of medication administration and any treatments will be stored securely in the medical room.

Monitoring & Review

The impact and contents of this policy will be reviewed annually by the Curriculum & Standards Committee in conjunction with other school policies.

Reviewed and changed by LL and AW 2017	Chair of Committee:
Reviewed and amended by LL and AW June 2018	Chair of Committee: <i>T. Woods</i>
June 2019 Reviewed by LL	Chair of Committee: T. Woods
June 2020	Chair of Committee: T. Woods
May 2021 review by LL and AW – minor change to role name	WGB