St Luke’s Primary School
Supporting Pupils with Long Term Medical Needs Policy

Name of Unit/Premises/Centre/School: St Luke’s C of E Primary School
Date of Policy Issue/Review: September 2014
Name of Responsible Manager/Headteacher: Rachel Goplen
Signature of Responsible Manager/Headteacher: [Signature]

Policy Statement
St Luke’s Primary School will undertake to ensure compliance with the relevant legislation and guidance in *Health Guidance for Schools* with regard to procedures for supporting children with long term medical needs. Responsibility for all support for pupils with long term medical needs at St Luke’s Primary School is held by the Headteacher, who is the responsible manager.

Aims & Objectives
Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term; perhaps finishing a course of medication. Other pupils have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with some support from the school, can take part in most normal school activities. However, school staff at St. Luke’s will need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk. The person responsible for supporting pupils with long term medical needs is the SENCo. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Administration

Parents or guardians have prime responsibility for their child’s health and will be asked to provide school with information about their child’s medical condition. Parents, and the pupil if he/she is mature enough, should give details in conjunction with their child’s GP or paediatrician, as appropriate. The school doctor or nurse and specialist voluntary bodies may also be able to provide additional background information for school staff.

The School Health Service can provide advice on health issues to pupils, parents, teachers, education officers and local authorities. The Health Authority and the governing body should work together to ensure pupils with medical needs and school staff have effective support in schools.

Information Sharing
It is important for the school to have sufficient information about the medical condition of any pupil with long term medical needs. If a pupil’s medical needs are inadequately supported this can have a significant impact on a pupil’s academic attainments and/or lead to emotional and behavioural problems. The school therefore needs to know about any medical needs before a child starts school, or when a pupil develops a condition. For pupils who attend hospital appointments on a regular basis, special arrangements may also be necessary.
Information for Staff and Others
All staff at St. Luke’s who work with pupils with long term medical needs will need the relevant information to ensure that they are fully able to meet that child’s needs. The SENCo will ensure that all staff receive this information and that this is kept regularly up to date.

Confidentiality
All school staff should treat medical information confidentially. The headteacher should agree with the pupil (where he/she has the capacity) or otherwise the parent, who else can have access to records and other information about a pupil.

The Health Care Plan (See example form included at the end of this policy)
The SENCo in conjunction with the parents and the relevant health professionals will draw up a written health care plan for any pupils with long term medical needs at St. Luke’s Primary School
This includes:
- details of a pupil’s condition
- special requirements e.g. dietary needs, pre-activity precautions
- medication and any side effects
- what to do, and who to contact in an emergency
- the role the school needs to fulfil

Purpose of a Health Care Plan
The main purpose of an individual health care plan for a pupil with medical needs is to identify the level of support that is needed at school. A written agreement with parents clarifies for staff, parents and the pupil the help that the school can provide and receive. School will agree with parents how often they should jointly review the health care plan. In most cases the SENCo will facilitate this at least once a year. The school will judge each pupil’s needs. The school will judge each pupil’s needs individually as children and young people vary in their ability to cope with poor health or a particular medical condition. However, the school’s Administration of Medication policy will be applied uniformly.

Each plan will contain different levels of detail according to the needs of the individual pupil. In addition to the Health Care Plan all pupils with long term medical needs will have a full risk assessment for their attendance at school.

Training

The health care plan may reveal the need for some school staff to have further information about a medical condition or specific training in administering a particular type of medication or in dealing with emergencies. School staff should not give medication without appropriate training from health professionals. The SENCo will arrange appropriate training in conjunction with the Health Authority, who will be able to advise on further training needs. **There is no legal duty which requires school staff to administer medication; this is a voluntary role.** Staff who provide support for pupils with medical needs, or who volunteer to administer medication, need support from the headteacher and parents, access to information and training, and reassurance about their legal liability. Any medication that is administered in school must have a completed authorisation form from the parent. (See Administration of Medicines in School Policy).

Refusing Medication
If pupils refuse to take medication, school staff should not force them to do so. The school will inform the child’s parents as a matter of urgency. If necessary, the school will call the emergency services.
Intimate or Invasive Treatment
Some school staff are understandably reluctant to volunteer to administer intimate or invasive treatment because of the nature of the treatment, or fears about accusations of abuse. Parents and the Headteacher should respect such concerns and should not put any pressure on staff to assist in treatment unless they are entirely willing. The Health Authority has a named professional to whom school can refer for advice. The SENCo should arrange appropriate training for school staff willing to give medical assistance. The school will arrange for two adults, one the same gender as the pupil, to be present for the administration of intimate or invasive treatment, this minimises the potential for accusations of abuse. Staff should protect the dignity of the pupil as far as possible, even in emergencies.

Such training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals.

Emergency Procedures

**Emergency Procedures:**
All staff know how to call the emergency services. All staff also know who is responsible for carrying out emergency procedures in the event of need. Guidance on procedures when calling an ambulance is provided in the First Aid Policy. A pupil taken to hospital by ambulance will be accompanied by a member of staff in the absence of their parent and will remain until the pupil’s parent arrives. Generally staff should not take pupils to hospital in their own car. However, in an emergency it may be the best course of action. The member of staff will be accompanied by another adult and have appropriate insurance.

Contacting Emergency Services
When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity.

Inclusion

**Inclusion of pupils with Long Term Medical Needs:**
Pupils at St. Luke’s School with long term medical needs will be treated the same as all other pupils at school. They will have full access to a broad and balanced curriculum, which will be differentiated where appropriate to meet their medical needs so that they can participate safely without risk to themselves or others.

**School Trips**
All pupils with long term medical needs will be encouraged to participate and be fully included in schools trips, wherever safety permits. Sometimes the school may need to take additional safety measures for outside visits.

Arrangements for taking any necessary medication will also need to be taken into consideration. Staff supervising excursions must always be aware of any medical needs, and relevant emergency procedures. Sometimes an additional supervisor or parent might accompany a particular pupil. If staff are concerned about whether they can provide for a pupil’s safety, or the safety of other pupils on a trip, they should seek medical advice from the School Health Service or the child’s GP.
Sporting Activities
Most pupils with Long Term Medical conditions can participate in extra-curricular sport or in the PE curriculum which is sufficiently flexible for all pupils to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. Any restrictions on a pupil’s ability to participate in PE will be included in their individual health care plan. Some pupils may need to take precautionary measures before or during exercise, and/or need to be allowed immediate access to their medication if necessary. Teachers supervising sporting activities will be aware of relevant medical conditions and emergency procedures.

This policy has been written under guidance from the County, and should be read in conjunction with DfEE/DH circular - Supporting Pupils with Medical Needs in School which sets out the legal framework for the health and safety of pupils and staff.