



Newport Infant School and Nursery

Medical Needs Policy

Date of Policy Creation/Latest Review	October 2022
Policy Lead	Emma Heeley, SENCO/Deputy Headteacher
Date of Policy Adoption by Governing Body	November 2022
Frequency of review	Annual
Review Due	October 2023

Section 100 of the Children & Families Act places a duty on Newport Infant School and Nursery and Nursery to make arrangements for supporting children with medical conditions, and in doing so must have regard for the Department for Education's Supporting Pupils at School with Medical Conditions (DfE, 2015) statutory guidance. This policy outlines Newport Infant School and Nursery's approach to meeting the requirements of this guidance.

This policy should be read in conjunction with:

Newport Infant School and Nursery and Nursery SEND policy
Newport Infant School and Nursery Medication in School Policy
Newport Infant School and Nursery Asthma Policy
Newport Infant School and Nursery Admissions Policy
Newport Infant School and Nursery First Aid Guidance

Key Principles

There are four key principles underpinning our policy, in line with the DfE guidance:

- Children with medical conditions should be properly supported so that they can have full access to education, including school visits and physical education
- Our focus is on each child as an individual, and how their medical needs and unique situation affect their access, participation and enjoyment of school life
- Arrangements must be in place in school to support children with medical conditions, including the appropriate use of risk assessments and the development and implementation of healthcare plans
- Meeting the needs of children with medical conditions can only be done to the highest standards when the child him/herself, the parent/carer and the relevant health and social care practitioners are fully included in supporting children with medical needs.

As such, children with medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. However, in line with safeguarding duties, the governing body ensures that children's health is not put at risk (e.g. from infectious diseases). We do not therefore permit entry to school where it is detrimental to the health of that child or others to do so.

The prime responsibility for a child's health always lies with the parent/carer who is responsible for the child's medication, and should supply the school with information regarding the management of the child's condition such that the school fully meets the child's needs.

Procedure Once Notification is received

Once a member of staff is aware that a child with medical needs will begin attending Newport Infant School and Nursery, the Special Educational Needs & Disabilities [SEND] Co-ordinator [SENDCo] should be informed. She then ensures that all of the

relevant staff are notified and begin the process of planning for the child's safe admission to school. Arrangements to support children are ideally in place before the child starts, or no later than two weeks after their admission (dependent on new diagnoses emerging or starting at Newport Infants midyear).

When a formal diagnosis has not yet been made, or where there is a difference of opinion, the school makes a judgement about what support to provide based on the available evidence – usually some form of medical evidence and consultation with parent/carers. If evidence conflicts, the school challenges appropriately to ensure that the right support can be put in place.

Individual healthcare plans

Children with medical needs attending the school have an individual healthcare plan where this is required, providing clarity about what needs to be done, when and by whom. The parent/carers, school and appropriate healthcare professional agree, based on evidence, when a healthcare plan is inappropriate or disproportionate; and the Head Teacher takes the final decision when consensus cannot be reached. Decisions to not make a healthcare plan are recorded appropriately on the child's file.

(see individual healthcare plans in Appendix A) .

Children with Special Educational Needs & Disabilities [SEND] and Medical Needs

Some children with medical needs also have SEND. If a child with SEND also has a medical need, and he or she has an Education, Health and Care (EHC) Plan, they will still have an individual healthcare plan. For children who have SEND and a medical need but no EHC Plan, their individual healthcare plan includes reference to their Special Educational Need or Disability.

Roles and Responsibilities

Any member of school staff may be asked to provide support to children with medical conditions, including the administering of medicines, although they cannot be required to do so. Any member of staff must know what to do and respond accordingly when they become aware that a child with a medical condition needs help.

The named person with overall responsibility for policy implementation is the SENDCO. Specific tasks within the policy may be delegated to other staff under the direction of the SENDCO or Headteacher. Details regarding roles and responsibilities are outlined in Appendix C.

Links to achievement and social and emotional wellbeing

There are often social and emotional implications associated with medical conditions. Children may be self-conscious about their condition and some may become anxious or depressed. Long-term absences due to health problems may affect child's attainment, impact on their ability to sustain friendships and affect their wellbeing and emotional health. We work closely with the child, their parent/carers and other practitioners to ensure that the impact of their medical needs on their achievement and social and emotional well-being is minimised.

The school has an excellent social and emotional learning support service in place, which provides support to children whose emotional health has been affected by their medical needs, and may also provide support during transition if a child is being reintegrated back to school following a long period of absence. Class teacher's work closely with outside agencies in ensuring appropriate support is put in place for all children in their class, including those absent due to illness.

Procedures for Managing Medicines

Medicines are only to be administered at school when it would be detrimental to a child's health or school attendance not to do so. No child is given prescription or non-prescription medicines without their parent's written consent. Further details can be found in the Medication in Schools Policy.

Emergency Procedures

Children with a Medical Needs Plan will often have an Emergency Protocol. This document explains what to do in an emergency, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other children in the school know what to do in general terms, such as informing a teacher immediately if they think help is needed. If a child needs to be taken to hospital, staff stay with the child until the parent/carer arrives, or accompanies a child taken to hospital by ambulance.

(Appendix B)

Children with health needs who cannot attend school

Some children with health needs may be in hospital for periods of time whilst still on roll at our school. We will liaise with the hospital education department in those cases so we can monitor the academic progress of the child and suggest suitable support if required. Children may come out of hospital and need time to recuperate at home. We will work with the family to provide suitable educational resources that the pupil is well enough to do, and this may involve a visit from a school member of staff to talk through some of the learning.

Some children with longer term health needs may no longer be able to attend our school, however the LA has a duty of care to them and must LAs are responsible for arranging suitable full-time education for children of compulsory school age. The LA must have a written, publicly accessible policy statement on their arrangements to comply with their legal duty towards children with additional health needs and they must have a named officer responsible for the education of children with additional health needs, and parents should know who that person is. More information can be found on the Government website below:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/941900/health_needs_guidance_accessible.pdf

Extra-curricular activities

We are fully committed to actively supporting children with medical needs to participate in the full life of the school (including visits) and to not prevent them from doing so. Healthcare plans endeavour to make teachers aware of how a child's medical condition will impact on their participation, but there is flexibility for all children to participate according to their own abilities and with reasonable adjustments [unless evidence from a clinician states that this is not possible].

Risk assessments are carried out so that planning arrangements take account of any steps needed to ensure that children with medical conditions are included. This includes consultation with the child him or herself, the parents/carer and any relevant external agency involved in the care of the child. The school staff also make reference to the Health and Safety Executive guidance on school visits when making a risk assessment.

Unacceptable Practice

It is not acceptable practice (unless there is evidence included in the child's individual healthcare plan from a medical professional) 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; 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 unaccompanied or with someone unsuitable
- penalise children for their attendance record if their absences are related to their medical condition
- prevent children from drinking, eating or taking toilet or other 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.

Support for children with allergies and medical conditions

For any child who has a food allergy and or medical need the following procedures must be applied. Office staff receiving the information have a responsibility to ensure all the respective staff are made aware of the allergy or medical need immediately. If applicable, two Epi-Pens must be requested from the parent or carer. The information must be entered onto Newport Infant School and Nursery Medical Central Record.

- The school must have written information about the child's allergy/medical so the staff are fully aware of the allergy and an Epi-Pen will be kept in the classroom and one in the office.
- All staff will know where the Epi-pens are kept for each child
- The Health Care Plan Manager produces an A4 sheet with the child's picture, a description of the allergy/medical need and what to look out for if there has been an allergic reaction. These are kept in their individual care plan box, in the classroom, in the staffroom, the school kitchen and in the Office.
- The SENDCO and Headteacher will be responsible for ensuring Epi-Pens are not out of date clearly labelled and stored appropriately, one in the classroom and one held centrally.
- The child's Epi-Pen must be taken on school visits and journeys and held by an adult trained in its administration. This is the responsibility of the Class teacher.

Teachers and support staff will be trained on how to use an Epi-Pen annually. The SENCO keeps a list of the staff trained and their training, as well as copy on the central record system.

Training

Training to support the school in meeting the needs of children with medical conditions is provided on a regular basis, and from a range of practitioners (e.g. the administration of Epi-pens). This includes whole school awareness training, induction training for new members of staff and training for individually identified members of staff. On the basis of the need identified and the implications for school staff, we work to:

1. identify who the key people in school who require training/support are
2. ascertain what their training needs are and who can provide the training
3. ensure that the right staff access this training as swiftly as possible, and that it is implemented appropriately
4. regularly review whether the child or staff training needs have changed, and act to address this.

Staff must not give prescription medication or undertake health care procedures (e.g. changing tubes) without appropriate training (updated to reflect any individual healthcare plan).

Other Professionals

The school works closely with a range of other professionals when supporting a child with medical needs including community paediatrics, Audiology, community care nursing teams, specialist provision in hospitals, local GPs, etc. The school nurse team work closely in partnership with the school and parents/carers. Should a parent/carer wish to make an appointment with the nurse, please contact the SENCo or the Headteacher who will be happy to assist. Bobby Kaur is the school's Education Welfare Officer (EWO), who supports the school when children are absent, especially long-term absences associated with a medical need.

Complaints

Should children or parents/carers be dissatisfied with the support provided, they should discuss their concerns directly with the class teacher. If for whatever reason this does not resolve the issue, they should discuss their outstanding concerns with the SENCO or Headteacher. Hopefully, the outcome of this will be satisfactory; however, if parents/carers remain concerned they may make a formal complaint via the school's complaints procedure.

Monitoring and Review

This policy is monitored regularly by the Senior Leadership Team and is reviewed annually by the governing body.



MEDICAL NEEDS PLAN

Parents/Carers hold the responsibility to inform Newport Infant School and Nursery's SENDCO (Emma Heeley) of ANY updates or changes in their child's medical condition or treatment by email or telephone.

This Medical Needs Plan is based on the information provided by parents/carers

PHOTO	Name of School:	Newport Infant School and Nursery	
	Pupils Name:		
	Date of Birth:		
	Group/Class/Form:		
Medical Diagnosis or Condition: (Check wording on statement if appropriate)		Documentation & Date:	EHCP/SEND

Description of daily health care needs as applicable	Health care plan actions e.g. procedures, medication, continence care, equipment, emergency	References to e.g. risk assessment
Equipment Used in School		
Date:	REVIEW DATE:	

ASSOCIATED PERMISSIONS	DOCUMENT ATTACHED	DATE
Medication during School Day Consent		
Request for School to Administer Medication		
Medication on School Trips Consent		
Please tick which of the following documents are attached as part of the individual Medical Needs Plan:	<input type="checkbox"/>	An emergency plan
	<input type="checkbox"/>	A schedule of administration of agreed medication
	<input type="checkbox"/>	A schedule for administration of health care procedures
	<input type="checkbox"/>	An authorisation to contact health practitioner
	<input type="checkbox"/>	Behaviour support plan
	<input type="checkbox"/>	ASD support plan
	<input type="checkbox"/>	Other documentation
KEY PERSONNEL		
Consultant/Community Paediatrician		
Physiotherapist		
O.T		
SALT		
HI/VI		
School Nurse		

Who has responsibility in an emergency?	On-site:	
	Off-site:	
Authorised person trained to undertake clinical procedures:		
Nominated adult/s who have received training:		
PARENT/CARER CONSENT		
PARENT/CARER CONSENT: I consent to staff named above administering these procedures for my child, and I consent to the information in this healthcare plan being shared with: I also consent for the school nurse/other professional to update the school with any necessary information to update my child's Medical Needs Plan.		
Parent signature:	Print name:	
THIS HEALTH CARE PLAN WILL BE REVIEWED BY:		
School Representative:		
Parent/Carer:		
Health Professional Name:		
Health Professional Role:		

Headteacher signature:	
Date:	

OTHER INFORMATION		
References:	1. Department for Education document: ‘Supporting pupils at school with medical conditions. Statutory Guidance for Governing Bodies of Maintained Schools and Proprietors of Academies in England (September 2014)’	
School Contacts:	1. Chris Pierce (Headteacher) Email: chris.pierce@taw.org.uk Tel: (01952)386610 2. Emma Heeley (Deputy Headteacher/SEND CO) Email: emma.heeley@taw.org.uk Tel: (01952) 386610	

ADDITIONAL COMMENTS:	
Date	Additional Comments


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INFORMATION TRACKING		
Date	Information Received	Impact on MNP

ACTIONS TO BE COMPLETED FOLLOWING MEETING

ACTION	DOCUMENTATION REQUIRED	BY WHOM	BY WHEN	COMPLETED

Appendix B

Newport Infant School and Nursery	Emergency Protocol	
Name of pupil:	Class:	

Medical Condition:

NO	Emergency	Procedure to follow	Considerations
1.		1)	
2.			
Written by: E.Heeley, in consultation with parent and Medical Needs Plan.		To be shared with full staff team. Copy to be stored in the classroom, in the staffroom and at the Office.	
Signed:(SENCO) Date:_____		Signed:(Headteacher) Date:_____	
Signed:(Parent) Date:_____			To be reviewed: