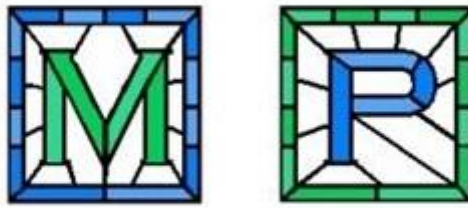


**Monkfield Park**



**Primary School and  
Care & Learning Centre**

# **Supporting Children with Medical Needs Policy**

Approved by the Governing Body in

**Summer 2024**

## **Introduction**

Monkfield Park is an inclusive community that welcomes and supports pupils with medical conditions. We provide all pupils with any medical condition the same opportunities as others at school.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing once they leave school.

Monkfield Park makes sure all staff understand their duty of care to children in the event of an emergency. All staff feel confident in knowing what to do in an emergency, and specific training will be arranged as and when needed. We understand that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood. In addition, we understand the importance of medication and care being taken as directed by healthcare professionals and parents. All staff understand the medical conditions that affect children at this school. Staff receive training on the impact medical conditions can have on pupils.

## **Policy Implementation and Named Personnel**

The named member of school staff responsible for this medical conditions policy and its implementation is: Annie Howell (Headteacher).

This policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings, including staff, Governors, Cambridgeshire County Council and the Health Conditions in Schools Alliance.

## **Children with Physical and Mental Health Needs**

Monkfield Park recognises that there can be attendance challenges where a child has a physical or social, emotional or mental health issue. Parents/carers should notify school on the first day the child is unable to attend due to illness. School staff must record absences as authorised where it is not possible for a pupil to attend due to illness (both physical and mental health related).

In relation to emotional needs, many children will experience normal but difficult emotions that make them nervous about attending school, such as worries about friendships, schoolwork, exams or variable moods. It is important to note that these children are still expected to attend school regularly. School staff should work quickly to communicate this expectation to parents/carers, and work together with them to ensure that such circumstances do not act as a barrier to regular attendance. Any associated anxiety about attending should be mitigated as much as possible by creating a plan to implement reasonable adjustments to alleviate specific barriers to attendance.

If a parent proactively seeks out a note from a GP, it does not imply a need for absence unless this is explicit in their letter. Schools can request medical evidence of a physical or mental health-related absence where there is a genuine and reasonable doubt about the authenticity of the illness. A meeting should be called to include

parents, school and attendance from the Local Authority Access and Inclusion Coordinator for the district area. Schools and families should consider whether an Early Help Assessment (EHA) needs to be completed to identify and support the family's needs in a holistic way.

The Physical and Mental Health Condition Pathway can be found in Appendix A.

### **Inclusive Community**

Monkfield Park is an inclusive community that is welcoming and supportive of children with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school-based and out-of-school) as other children. No child will be denied admission or prevented from taking up a place in our school because arrangements for their medical condition have not been made, with support from external agencies if needed. We aim to ensure children and their parents feel confident in the care they receive from our school and the level of that care meets their needs.

At Monkfield Park, staff understand the medical conditions of the children at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn. All staff understand their duty of care to children and young people and know what to do in the event of an emergency. The whole school understand and support the medical conditions policy. Monkfield Park understands that all children with the same medical condition will not have the same needs. We recognise that duties in the Children and Families Act and the Equality Act relate to children with disability or medical conditions and are anticipatory.

Monkfield Park aims to be responsive to all aspects of diversity and to increase the learning and participation of all children within the school and its locality. We have developed inclusive values, which are shared between all staff, children, governors, parents/carers and the wider community, in a secure, accepting, collaborative and stimulating environment. Everyone is valued and diversity is seen as a rich resource to enhance and support the learning of all.

### **Individual Health Care Plan (IHCP)**

All children with a medical condition should have an Individual Healthcare plan (IHCP). An IHCP details exactly what care a child needs in school, when they need it and who is going to give it. It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance. This should be drawn up with input from the child (if appropriate) their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.

A flow chart for identifying and agreeing the support a child needs and developing a IHCP can be found in Appendix B.

The template of the IHCP form is hyperlinked in Appendix C.

Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), this school will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively. Monkfield Park works in partnership with all relevant parties including the child (where appropriate), parent, school's governing body, all school staff, catering staff, and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

### **Staff Training**

All staff understand and are trained in what to do in an emergency for children with physical medical conditions at this school. All school staff, including temporary or supply staff, are aware of the physical medical conditions at this school and understand their duty of care to pupils in an emergency. A child's IHP should, explain what

help they need in an emergency. The IHCP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHCP for sharing the IHCP within emergency care settings.

All staff understand and are trained in the school's general emergency procedures. If a child needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. Members of staff will not take pupils to hospital in their own car.

For children presenting with SEMH needs, Monkfield Park provides the following support, in consultation with the families, ensuring staff training is up-to-date:

- Cambridgeshire Therapeutic Thinking (CTT) – whole school trauma informed approach which is designed to help adults find ways of understanding difficult and dangerous behaviours adopted by children in school.
- ELSA (Emotional Literacy for Support Assistants) – training delivered by Educational Psychologists for the Family Support Worker to support children with mental health or social and emotional needs.
- Access to Blue Smile Counselling.

### **Staff Giving Medicines**

Staff's conditions of employment do not include giving or supervising a child taking medicines. Monkfield Park will ensure that they have sufficient members of support staff who are employed and appropriately trained to manage medicines as part of their duties. This policy should be read in conjunction with the Medicines Policy, which is reviewed regularly.

Monkfield Park will make sure that there are sufficient staff who have been trained to administer the medication and meet the care needs of an individual child. We will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. The governing body has made sure that there is the appropriate level of insurance and liability cover in place.

Monkfield Park will not give medication (prescription or non-prescription) to a child without a parent's written consent except in exceptional circumstances. We will make sure that a trained member of staff is available to accompany a child with a medical condition on an off-site visit, including overnight stays. Parents at this school understand that they should let the school know immediately if their child's medication needs change.

### **Managing Medicines**

Monkfield Park has clear guidance on the storage of medication and equipment at school. All staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away. Children must know exactly where to access their medication at all times of the day

Monkfield Park will make sure that all medication is stored safely, and that children with medical conditions know where they are at all times and have access to them immediately. We will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.

Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term. Monkfield Park disposes of needles and other sharps in line with

local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

### **Record Keeping**

Parents are asked if their child has any medical conditions on the enrolment form. Monkfield Park uses an IHCP to record the support an individual pupil needs around their medical condition. IHCPs are regularly reviewed, at least every year or whenever the child's needs change.

All school staff are made aware of and have access to the IHCP for the pupils in their care, whilst making sure that the child's confidentiality is protected. We seek permission from parents before sharing any medical information with any other party.

Prior to any overnight or extended day visit, a meeting will be held with the child, parents and relevant healthcare services to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's IHCP which accompanies them on the visit.

Monkfield Park keeps an accurate record of all medication administered, including the dose, time, date and supervising staff. We make sure that all staff providing support to a child and other relevant teams have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the child's IHCP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/ school nurse/other suitably qualified healthcare professional will confirm their competence, and this school keeps an up-to-date record of all training undertaken and by whom.

### **School Environment**

Monkfield Park ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities. We are committed to providing a physical environment accessible to children with medical conditions and families are consulted to ensure this accessibility.

We are also committed to an accessible physical environment for out-of-school activities. We make sure the needs of our children with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits. All staff are aware of the potential social problems that children with medical conditions may experience and use this knowledge, alongside the school's anti-bullying policy, to help prevent and deal with any problems.

We understand the importance of all children taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all children. This includes out-of-school clubs and team sports.

Monkfield Park ensures that all relevant staff are aware that children should not be forced to take part in activities if they are unwell. They should also be aware of children who have been advised to avoid/take special precautions during activity, and the potential triggers for a child's medical condition when exercising and how to minimise these. We make sure that pupils have the appropriate medication/equipment/food with them during physical activity.

Monkfield Park makes sure that children with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided. All school staff understand that frequent absences, or symptoms, such as

limited concentration and frequent tiredness, may be due to a child's medical condition. We will not penalise children for their attendance if their absences relate to their medical condition. We will refer children with medical conditions who are finding it difficult to keep up educationally to the SENCO who will liaise with the family.

A risk assessment is carried out before any out-of-school visit. The needs of children with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

### **Eliminating Health & Safety Risks**

Monkfield Park is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. We are committed to identifying and reducing triggers both at school and on out-of-school visits. School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. We have a list of the triggers for children with medical conditions at this school. The IHCP details an individual pupil's triggers and details how to make sure the child remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of children with medical needs. We review all medical emergencies and incidents to see how they could have been avoided, and change school policy according to these reviews.

### **Home to School Transport**

For children with complex medical or life-threatening conditions it may be necessary for the Local Authority to provide home to school transport. Where this need arises Monkfield Park will ensure that relevant information regarding the child's needs is provided to the Local Authority transport team.

### **Defibrillators**

Monkfield Park has installed defibrillators for general use in the event of sudden cardiac arrest. These are located in:

- Monkfield Park Primary school medical room;
- The Care and Learning Centre main office

The local NHS ambulance service is aware of their location. In the event of a defibrillator being temporarily moved to a different location a sign will be displayed to indicate the new location. Staff members receive regular training in the use of CPR.

### **Emergency Asthma Inhalers**

Ten inhalers are available at Monkfield Park (five in school and five at the Care and Learning Centre) only for use by children, for whom written parental consent for use of an emergency inhaler has been given. These children must have been diagnosed with asthma and prescribed an inhaler, or have been prescribed an inhaler as reliever medication. All information should be recorded in the child's IHCP where relevant. The emergency inhaler can be used if the child's prescribed inhaler is not available (for example if it is broken or empty). Further information on the administration of the emergency inhalers can be found in the medicines policy.

A child may be prescribed an inhaler for their asthma which contains an alternative reliever medication to salbutamol (e.g. terbutaline). The emergency salbutamol inhaler should still be used by these children if their own inhaler is not accessible as it will still help to relieve their asthma and could save their life.

All children recorded as having asthma are included on the asthma register. This is designed to allow staff to easily identify whether or not a child is identified as having asthma and whether consent for an emergency inhaler to be administered has been given by the parent/carer. The asthma register is stored in:

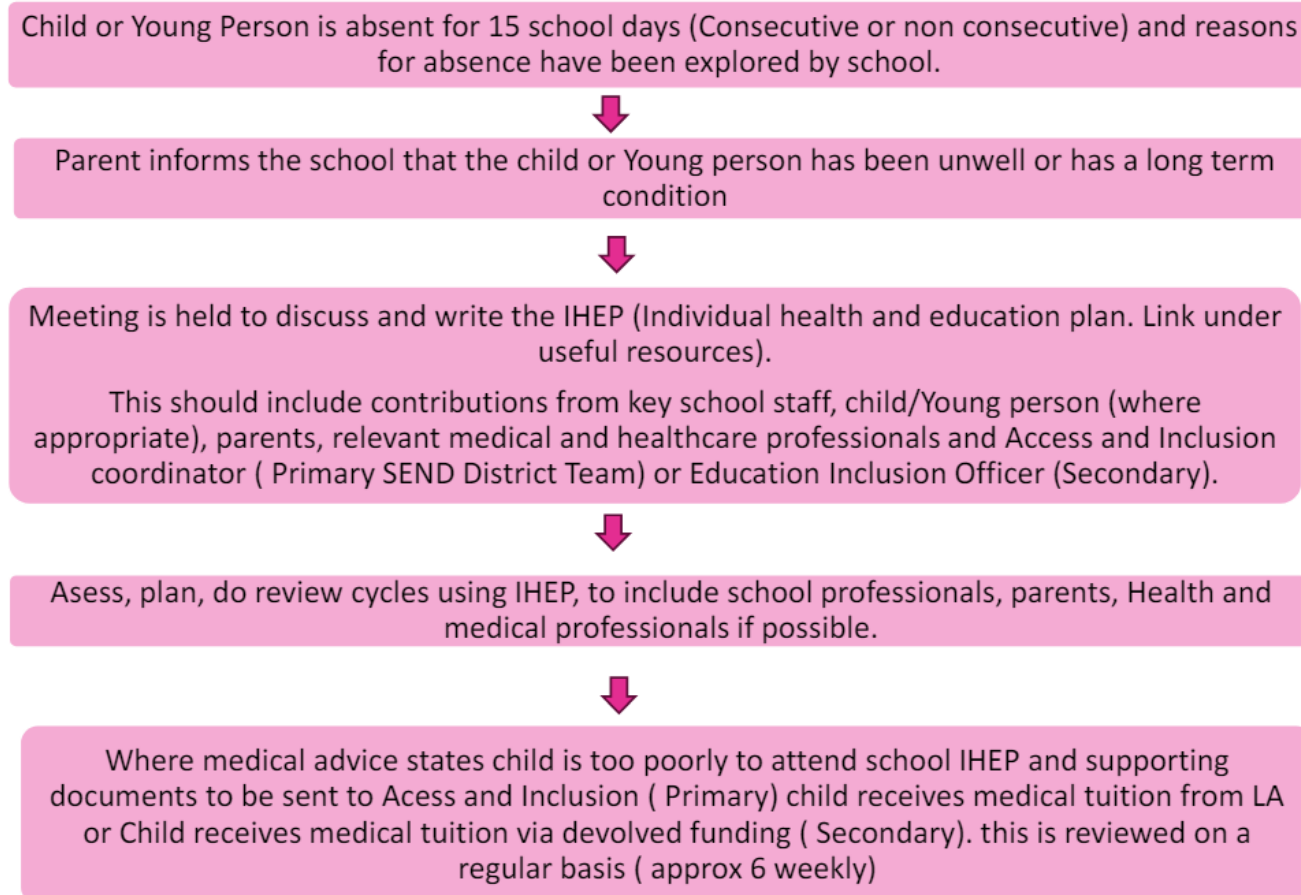
- Monkfield Park Primary school medical room;
- The Care and Learning Centre medical drawer.

### **Liability and Indemnity**

Monkfield Park's Insurance policies provide liability cover relating to the administration of medication, but individual cover may need to be arranged for any healthcare procedures. The level and ambit of cover required must be ascertained directly from the relevant insurers. Any requirements of the insurance, such as the need for staff to be trained, should be made clear and complied with.

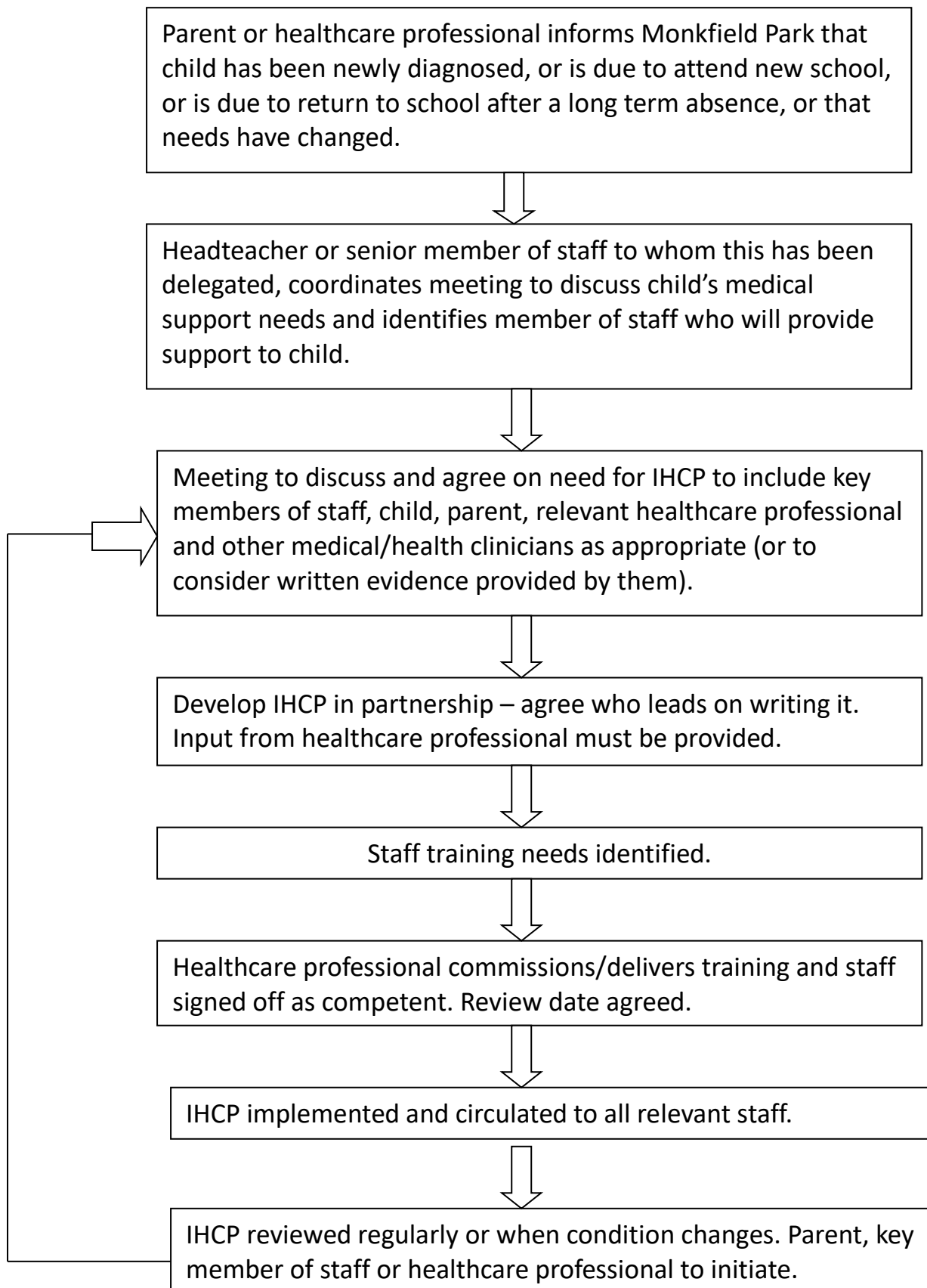
In the event of a claim alleging negligence by a member of staff, civil actions are likely to be brought against the employer.

## Appendix A: Physical & Mental Health Condition Pathway





## Appendix B: Model process for developing individual healthcare plans



## **Appendix C: Individual Health Care Plan (IHCP) template**

This document can be found in M Drive: Forms.