

# École Française de Bristol



## Supporting Pupils with Medical Conditions Policy

<b>Last review date:</b>	<b>March 2024</b>
<b>Next review date:</b>	<b>March 2025</b>

## **Introduction**

Students at school with medical conditions should be properly supported so that they can play an active part in school, remaining healthy and able to achieve their academic potential, with full access to education, including school trips and physical education.

## **Definition of the term Medical Condition used in this context**

A medical condition that is long term with acute episodes, requires ongoing support, and involves the need for medication and/or care whilst at school. The condition will need monitoring and could require immediate intervention in emergency circumstances.

Some children with medical conditions may be disabled. Where this is the case the Management committee must comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision. For children with SEND, this guidance should be read in conjunction with the SEND code of practice and the school's Local Offer.

## **Rationale**

The Ecole Française de Bristol is an inclusive community that aims to support and welcome pupils with medical conditions. This school aims to provide pupils with medical conditions the same opportunities as others at school.

To do this we need to ensure that correct procedures and protocols are in place to enable any pupil with a long-term medical condition to be able to attend school or have minimum disruption to their education.

## **Aims**

- To ensure as little disruption to our pupils' education as possible.
- To develop staff knowledge and training in all areas necessary for our pupils.
- To ensure we develop links with all outside agency support systems.
- To ensure safe storage and administration of agreed medication.
- To provide a fully inclusive school.

## **Definition**

This policy relates to pupils who have a recognised medical condition, which will last longer than 15 days and will require the pupil to have an individual health care plan protocol in school.

## **Individual Healthcare Plans must:**

- Be clear and concise.
- Be written in partnership with parents, child, healthcare professional and key staff.
- Be reviewed annually, before the child is back to school in September, or when there is a change in the condition of the child.
- Be easily accessible whilst preserving confidentiality (in SENCO office).
- Outline educational provision if the pupil is unable to attend school.
- Contain details of the medical condition, its triggers, signs, symptoms and treatments.
- Include relevant SEN information.
- Provide details of the pupil's resulting needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements, furniture or equipment, and environmental issues e.g. crowded corridors, travel time between lessons.

- Outline specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, changes to the school day and details of a personalised curriculum, use of rest periods or additional support in catching up with lessons, counselling sessions etc.
- Outline the level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies - if a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.
- State who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable.

## Method

The school will:

- Ensure that pupils with medical conditions are identified as they transfer to the school or from the school.
- Arrange for written permission from parents/carers for medication to be administered by a member of staff, or self-administered by the pupil during school hours.
- Have separate arrangements in place for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments.
- Designate individuals to be entrusted with information about a pupil's condition with parent permission.
- Have an identified member(s) of staff trained to specifically meet the needs of pupil with a statement of SEN linked to a medical condition.
- Always have a minimum of two members of staff available trained in first aid response with knowledge of the pupils with medical conditions and access to their IHCPs.
- Be clear about what to do in an emergency, including who to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their Individual Healthcare Plan.
- Make all staff working directly with pupils aware of the Learners in the school with medical conditions.
- Provide sufficient training for staff to meet the needs of pupils at the school with medical conditions.

## Identification

We will work with the parents/carers and medical professionals to ensure we have specific protocols in place as soon as the child starts school. This may take the form of information sharing, developing specific care plans, organising training or reorganising classroom facilities. We will also ensure all our records are up to date by requiring an annual registration form, that includes questions about health or other needs, is completed by the parents/carers of each pupil.

## Provision and Organisation

The school will follow the guidance given by relevant professionals regarding supporting pupils with medical needs in school. This policy will be kept alongside that guidance to provide a management strategy to fully support the needs of all staff, pupils and parents.

Training regarding specific conditions will be delivered as required. This is usually within the term of a new pupil beginning school but if necessary before they commence their education at the Ecole Française. Paediatric first aid training will be offered to all staff with refresher training every three years.

Pupils requiring continuous support for a medical condition will be given an **Individual Health Care Plan (IHCP)**.

## Individual Health Care Plans (IHCP)

The main purpose of an IHCP is to identify the level of support that is needed at school for an individual child. The IHCP clarifies for staff, parents/carers and the child the help the school can provide and receive. These plans will be reviewed annually as a minimum, or more frequently at the request of parents/carers or the school, or as required an IHCP will include:

- Details of the child's condition
- What constitutes an emergency
- What action to take in an emergency
- What not to do in the event of an emergency
- Who to contact in an emergency
- The role of staff
- Special requirements e.g. dietary needs, pre-activity precautions
- Side effects of medicines

A copy will be given to parents/carers, class teachers/relevant support staff, displayed in the medication locked cupboard in the nursery or on the side of the nursery fridge and a copy will be retained in the medical needs file in the office and the child's individual file. The general medical information sheet given to all staff will indicate that the child has an IHCP.

All trained staff will ensure they are aware of the protocols and procedures for specific pupils in school through attending training provided and reading care plans devised for individual pupils.

***Pupils are not to carry any medication on them during school unless prior arrangements have been agreed for self-administration.*** (Epipens, inhalers for asthma control, or care plan specified medication will be kept by teachers in classrooms, in the medications cupboard of the nursery class or on their person during trips or visits). All staff will be notified where the medication is kept.

No pupil is allowed to have any non-prescription drugs in school; this is to ensure that no pupil unwittingly or otherwise gives another pupil his or her medication.

Medication will be stored in locked medication boxes in the nursery fridge or in the medications cupboard of the nursery class or in the classrooms out of the reach of the children, in the walk-in cupboard.

Additional supplies for personal care and hygiene will be kept in the walk-in cupboard of the classroom #2 or in the nursery toilets' chest of drawers. Extra supplies will be kept in the Office first aid supplies cupboard.

All classrooms, the office and the container, in the playground, have a First Aid box.

## School Visits

At the Ecole Française de Bristol no child will be excluded from a trip because of their medical needs and this must to be considered when plans are made. When preparing risk assessments staff must consider any reasonable adjustments, they might make to enable a child with medical needs to participate fully and safely on visits.

Additional safety measures may need to be taken for outside visits and it may be that an additional staff member, a parent/carer or other volunteer might be needed to accompany a particular child. Arrangements for taking any medicines will need to be planned or as part of the risk assessment and visit planning process. A copy of IHCP should be taken on trips and visits in the event of information being needed in an emergency.

## Other Support

Outside agencies such as:

- Medical specialists relating to pupil
- Social Services
- SEN Advisory Team
- Specialist Support Groups
- Educational Psychology Team
- Child Protection Team
- Charities
- The Pupil's English main school SENCO for day release pupils

All will be regularly contacted to support and advise school in the devising and management of this policy.

## Monitoring & Review

### Roles and Responsibility

The ultimate responsibility for the management of this policy in school is with the Head teacher and Governing Body. The SENCO will manage the policy on a day-to-day basis and ensure all procedures and protocols are maintained.

This policy will also be made available to parents on the school website. We will ask parents for annual updates regarding medical information.

### Review Date

This policy will be monitored yearly and updated when necessary ensuring new legislation is incorporated. Staff will regularly receive opportunities to discuss and evaluate the management of the procedures and protocols in school.

Date Completed: April 2019

Review date: March 2024

### Useful information can be found here:

- [NHS Choices](#) - provides an A to Z of health conditions and medicines
- [Getting it right for children, young people and families](#) - provides information on the Department of Health vision for the role of the school nurse
- <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3/supporting-pupils-with-medical-conditions-links-to-other-useful-resources--2>
- [Health and Safety Executive](#) - this website covers schools (state-funded and independent), further education establishments and higher education institutions.
- [School trips and outdoor learning activities: dealing with the health and safety myths](#) - provides information for managers and staff in local authorities and schools
- [Standards for medicines management \(2010\)](#) - produced by the Nursing and Midwifery Council this document sets standards for nurses, including over delegation of the administration of medicinal products
- [Protocol for emergency asthma inhalers in schools](#)
- [Department of Health](#) - contact details
- [Diabetes UK](#) – supports and campaigns for those affected by or at risk of diabetes
- [Children's Heart Federation](#) - a children's heart charity dedicated to helping children with congenital or acquired heart disease and their families in Great Britain and Northern Ireland

- [Education and Resources for Improving Childhood Continence \(ERIC\)](#) supports children with bladder and bowel problems and campaigns for better childhood continence care
- <https://www.anaphylaxis.org.uk/> supports people at risk from severe allergic reactions (anaphylaxis)
- [British Heart Foundation](#) - supporting those suffering from heart conditions
- [CLIC Sargent](#) - a cancer charity for children and young people, and their families, which provides clinical, practical and emotional support to help them cope with cancer
- [Sickle cell and Young Stroke Survivors](#) - supports children and young people who have suffered a stroke or at risk of stroke as a result of sickle cell anaemia
- [Coeliac UK](#) - supports those with coeliac disease for which the only treatment is a gluten-free diet for life. The Coeliac UK website offers guidance and advice to everyone involved with supporting a child with coeliac disease in school, including training and tips for caterers as well as parents
- [Action for ME](#) - supports and informs people, children and young people with ME (myalgic encephalomyelitis)/CFS (chronic fatigue syndrome), as well as their families, and professionals in health, education and social care
- [The Migraine Trust](#) - a health and medical research charity which supports people living with migraine
- National migraine centre :  
[https://www.nationalmigrainecentre.org.uk/?gclid=CjwKCAjwqgrmBRAAEiwAdpDXtNNuFiljkgxRFyGODfhAxlDiFLntjZpqpXSu69y-hbdIFvfsuDvu8xoCVHIQAvD\\_BwE](https://www.nationalmigrainecentre.org.uk/?gclid=CjwKCAjwqgrmBRAAEiwAdpDXtNNuFiljkgxRFyGODfhAxlDiFLntjZpqpXSu69y-hbdIFvfsuDvu8xoCVHIQAvD_BwE)
- [Stroke Association](#) - supports families and young people affected by stroke in childhood
- [Young Epilepsy](#) - supports young people with epilepsy and associated conditions
- [Asthma UK](#) - supports the health and wellbeing of those affected by asthma
- [Epilepsy Action](#) - seeks to improve the lives of everyone affected by epilepsy
- [East of England Children and Young People Diabetes Network](#) - provide diabetes guidelines for schools, colleges and early years settings