



Caverstede Nursery School

Supporting pupils at school with medical conditions

Statutory policy - to be reviewed every three years

*Reviewed & Agreed: Children's Welfare and Equalities Committee Meeting 05/12/2023
(reviewed in line with medicines and sick child policies)*

Review due: 2026

Introduction

At Caverstede Nursery School, children with medical conditions, in terms of both physical and mental health, will be properly supported in school. This ensures that they can play a full and active role in school life, remain healthy and achieve their academic potential. They are also able to access and enjoy the same opportunities at school as any other child.

We recognise that children with long-term and complex medical conditions may require on-going support, medicines or care while at school to help them to manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. We acknowledge that many of the medical conditions that require support at school may affect quality of life and may be life threatening. We understand how medical conditions may impact on a child's ability to learn, as well as affect their confidence and self-care.

The school recognises that some children who require support with their medical conditions may need an Individual Healthcare Plan (IHCP). We will work together with parents/carers to draw up the IHCP. Where possible, and/or necessary, health professionals and other support services may be consulted. It may be necessary to ask the parent/carer to remain on the school premises until the care plan is drawn up or medical training has been completed by staff.

Children's initial admission to the Nursery is conducted by the school. No child will be denied admission on the grounds of their medical condition. In line with the school's safeguarding duties, the school does not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.

Policy Implementation

- The Headteacher will ensure that sufficient staff are suitably trained
- All relevant staff will be made aware of the child's condition
- Cover arrangements will be put in place to cover for staff absence, to ensure that someone is always available
- Supply staff will be briefed
- Risk assessments will be put in place for educational visits, and other school activities outside the normal timetable
- Individual healthcare plans will be monitored. They are reviewed at least annually or earlier if evidence is presented that the child's needs have changed.
- The plans are devised with the child's best interests in mind, ensuring that an assessment of risk to the child's education, health and social well-being is managed minimising disruption.

Procedure to be followed when notification is received that a pupil has a medical condition

The school, in consultation with all relevant professionals including parent/carers, will:

- Ensure that arrangements are put into place to cover transition from another setting, upon being notified that a child is coming into school with a medical condition. These may vary from child to child, according to existing healthcare plans.
- Ensure that arrangements are implemented following reintegration into the school or when the needs of a child change.
- Put arrangements into place in time for the start of the new school term, where possible.
- In other cases, such as a new diagnosis or children moving to school mid-term, every effort should be made to ensure that arrangements are in place, as soon as possible.
- Provide support to pupils where it is judged by professionals that there is likely to be a medical condition. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put into place.

- Any staff training needs are identified and met.

Individual Healthcare Plans (See template Appendix 1)

The school will be responsible for developing Individual Healthcare Plans. Their purpose is to ensure that they provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and they are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex. However, not all children will require one. The school, parent/carers and healthcare professionals (when applicable) should agree, based on evidence, when a healthcare plan would be appropriate, inappropriate or disproportionate. If consensus cannot be reached, the Headteacher is best placed to take a final view.

The level of detail within the plan will depend on the complexity of the child's condition and the degree of support needed. Where a child has a special educational need (SEN), but does not have an EHC plan, their special educational needs will be mentioned in their individual healthcare plan.

Individual healthcare plans, and their review, may be initiated, in consultation with the parent/carers, by a member of school staff or a healthcare professional involved in providing care for the child. Plans will be drawn up in partnership between the school, parent/carers, and where necessary/possible a relevant healthcare professional, e.g. specialist or community nurse. Responsibility for ensuring the plan is finalised rests with the school. They should be easily accessible to all who need to refer to them, while preserving confidentiality.

The information to be recorded

When deciding on the information to be recorded on individual healthcare plans, the following will be considered:

- The medical condition, its triggers, signs, symptoms and treatments;
- 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 and environmental issues;
- Specific support for the pupil's educational, social and emotional needs;
- The level of support needed, including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;
- Who will provide the 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;
- Who in the school needs to be aware of the child's condition and the support required;
- Arrangements for written permission from parent/carers and the Headteacher or Inclusion Manager for medication to be administered by a member of staff, or self-administered by the pupil during school hours;
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments;
- Where confidentiality issues are raised by the parent/carers or child, the designated individuals to be entrusted with information about the child's condition, and what to do in an emergency, including whom to contact, and contingency arrangements;
- Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform the development of their individual healthcare plan.

Roles and responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively; both with staff within the organisation and with outside agencies, as the circumstances of each child dictate.

Governing Board

The Governing Board will ensure that pupils in school with medical conditions are supported. It will ensure that a policy is developed, implemented and monitored. The Governing Board will ensure that staff receive suitable training and that they are competent before they take on the responsibility to support children with medical conditions.

Headteacher

The Headteacher will:

- Ensure that the Supporting Pupils with Medical Conditions Policy is developed and effectively implemented. This includes ensuring that all staff are aware of the policy and that they understand their role in implementing the policy.
- Ensure that all staff who need to know are aware of a child's condition.
- Ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all the individual healthcare plans, including in contingency and emergency situations.
- Delegate responsibility for the development of individual healthcare plans to the most appropriate member of staff (e.g Inclusion Manager /class teacher/ Class SENCo, Inclusion Assistant, Key person).
- Ensure that all staff are appropriately insured and are aware that they are insured to support pupils in this way.

School Staff

Any member of the school staff may be asked to provide support to pupils with medical conditions, including the administration of medicines, although they cannot be required to do so. Although administering medicines is not part of a teachers' professional duties, they should take into account the needs of pupils with medical conditions they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

Any member of school staff should know how to get appropriate support should a pupil with a medical condition need help (this would be seeking support from classroom staff).

School Nursing Service

Every school has access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school.

Other healthcare professionals, including GPs and paediatricians – should notify the school nurse when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Specialist local health teams may be able to provide support in schools for children with particular conditions (e.g. diabetes, epilepsy).

Pupils – with medical conditions will often be best placed to provide information about how their condition affects them. Where possible they should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions.

Parent/Carers

Parent/carers should provide the school with sufficient and up-to-date information about their child's medical needs. Parent/carers will be involved in the development and review of their child's individual healthcare plan and will be involved in its drafting. Parent/carers should carry out the action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Local Authority

The Local Authority has a duty to commission a school nursing service to this school. Local authorities should provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within individual healthcare plans can be delivered effectively.

Providers of Health Services – should co-operate with schools that are supporting children with a medical condition, including appropriate communication, liaison with school nurses and other healthcare professionals such as specialist and children's community nurses, as well as participating in locally developed outreach and training. Health services can provide valuable support, information, advice and guidance to schools, and their staff, to support children with medical conditions at school.

Ofsted – their inspection framework places a clear emphasis on meeting the needs of children with disabilities and pupils with SEND, and considering the quality of teaching and the progress made by these pupils. Inspectors are already briefed to consider the needs of pupils with chronic or long-term medical conditions alongside these groups and to report on how well their needs are being met. Schools are expected to have a policy dealing with medical needs and to be able to demonstrate that this is implemented effectively.

Staff training and support

Any member of school staff providing support to a pupil with medical needs should have received suitable training. This should have been identified during the development or review of individual healthcare plans. Key staff who provide support to pupils with medical conditions should be included in meetings where this is discussed.

The relevant healthcare professional should normally lead on identifying and agreeing with the school the type and level of training required, and how this can be obtained. Schools may choose to arrange training themselves and should ensure this remains up-to-date.

Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff must not undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans).

3.47 "Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. Providers must keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable."

Statutory EYFS Framework 2021 (page 33)

The type of training, and frequency of refresher training, will be determined by the actual medical condition that a child may have and this will be supported by the Governing Board. Some training may be arranged by the school, and other types may make use of the skills and knowledge provided by the school nurse service, or specialist nurse services, among others. Other training may involve on-site or off-site provision.

The family of a child will often be key in providing relevant information to school staff about how their child's needs can be met, and parent/carers should be asked for their views. They should provide specific advice, but should not be the sole trainer.

It must be noted that a First Aid Certificate alone will not suffice for training to support children with medical conditions.

The child's role in managing their own medical needs

After discussion with parent/carers, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be reflected within individual healthcare plans. We will provide an appropriate level of supervision for children who can take their medicines themselves or manage procedures.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parent/carers should be informed so that alternative options can be considered.

Managing medicines on school premises

Please see our Medicines policy

Record Keeping

Written records will be kept of all medicines administered to children and parent/carers will be informed if their child has been unwell at school. (Please see our Medicines policy)

Emergency procedures

A child's individual healthcare plan will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.

If a child needs to be taken to hospital, staff should stay with the child until the parent/carer arrives, or accompany a child taken to hospital by ambulance. Accurate information about the child will be provided to the emergency services at the call out stage, during any first response stage, or subsequent moving on to hospital (this may involve a copy of the Individual Healthcare Plan being provided.)

Educational visits and sporting activities

The school will consider how a child's medical condition will impact on their participation. We will encourage all children to participate according to their ability and make any necessary reasonable adjustments, unless evidence from a clinician, such as a GP, states that this is not possible.

The school will consider what reasonable adjustments may need to be made after carrying out a risk assessment so that planning arrangements take account of any steps needed to ensure that children with medical conditions are included. This will require consultation with parent/carers and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely and emergency procedures are considered.

Unacceptable practice

Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice 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 parent/carers; 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;
- Require parent/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues; or
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including educational visits, i.e. by requiring parent/carers to accompany the child.

Liability and indemnity

The Governing Board at Caverstede Nursery School ensures that appropriate insurance is in place and that it reflects the level of risk. The insurance covers staff providing support to pupils with medical conditions. From time to time, the school may need to review the level of cover for health care procedures and any associated related training requirements.

Complaints

Parent/carers who are dissatisfied with the support provided should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they make a formal complaint via the school's complaints procedure.

Regard to Documentation

At Caverstede Nursery School, we will have due regard to the following documents:

Children and Families Act 2014 (Section 100)

Equality Act 2010

Special Educational Needs and Disabilities 0-25 Code of Practice 2014 (revised 2015)

Statutory Framework for the Early Years Foundation Stage September 2021

Medicines Policy

Special Educational Needs and Disability Policy

Safeguarding and Child Protection Policy

Other school policies, such as:

Equal Opportunities;

Positive Behaviour;

Intimate Care.

Caverstede Nursery School Individual Healthcare Plan



Name of school/setting	Caverstede Nursery School
Child's name	
Class	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date completed	
Review Date	

Family contact information

Name			
Relationship to child			
Phone no.	(work)	(home)	(mobile)
Name			
Relationship to child			
Phone no.	(work)	(home)	(mobile)

Clinic/Hospital contact

Name	
Phone no.	

G.P

Name	
Phone no.	

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision, storage.

Daily care requirements (i.e. access to food & drink where this is used to manage the condition)

Dietary requirements

Specific support for the pupil's educational, social and educational needs

Arrangements for school visits/trips etc (Risk assessments)

Other information

Describe what constitutes an emergency and the action to take if this occurs, including who to contact

Who is responsible in an emergency (state if different for off-site activities)

--

Plan developed with

--

Staff training needed/undertaken – who, what, when

All staff informed of what to do

Do resources need modification? E.g. tactile, playdough, snack. YES NO (delete as necessary)

If yes, what and who across the school needs to be informed. (Think about outside area and shared resources)

--

Form copied to

--

The above information is, to the best of my knowledge, accurate at the time of writing. I will inform Caverstede immediately in writing if there is any change to the above details.

Signature(s) of Parent/Carer	Signature of member of staff	Signature of Headteacher or Inclusion Manager
PRINT name	PRINT name	PRINT name
Date	Role: Key Person	Date
	Date:	

Staff to sign, print name, job role and date to say they have fully read the care plan.

Please include staff from breakfast club, lunch club, late club, outdoor practitioner and all classrooms if appropriate.

Print name	Job role	Signature	Date



Parental Agreement for Caverstede Nursery School to administer medicine

Caverstede Nursery School will not give your child medicine unless you complete and sign this form and the school has a policy that the staff can administer medicine.

Name of school/setting	Caverstede Nursery School
Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container, not just the brand name but the actual name of the medicine)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to;

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Caverstede Nursery School staff administering medicine in accordance with the Centre policy. **I will inform Caverstede immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.**

Signature(s) of Parent/Carer PRINT name Date	Signature of member of staff PRINT name Role Date	Signature of Headteacher or Inclusion Manager PRINT name Date
--	--	---

Date of review:

The above information is, to the best of my knowledge, accurate at the time of writing. I will inform Caverstede immediately in writing if there is any change to the above details.

Signature(s) of Parent/Carer PRINT name Date	Signature of member of staff PRINT name Role Date	Signature of Headteacher or Inclusion Manager PRINT name Date
--	--	---



Caverstede Nursery School Contacting emergency services

Request an ambulance – dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number; 01733 571742
2. Your name
3. Your location as follows; Caverstede Nursery School

Caverstede Road
Walton
Peterborough
4. Your postcode; PE4 6EX
5. Provide the exact location of the patient within the school setting.
6. Provide the name of the child and a brief description of their symptoms.
7. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient.
8. Put a completed copy of this form by the phone.
9. Tell Staff on reception if you have rung for an ambulance.