	Supporting Pupils with Long-term and/or Serious Medical Conditions in School Policy Updated: 09-26 Next Review: 09-29 Prepared by: KED, GIH Approved by: JOH

This Policy applies throughout the School from the EYFS to Year 6.

Aims

The School will always endeavour to accommodate and support pupils in School who develop long-term and/or serious medical conditions, making every reasonable effort to enable them to carry on with their education, with the minimum disruption.

The underlying principle of the School's approach will be that of 'reasonable adjustment'. We will always make our best endeavours to be as inclusive as possible.

The School recognises that a pupil's medical condition may impact on their wellbeing, confidence, learning, attendance and participation in school life. The School will take account of the pupil's views and individual needs when determining appropriate support, ensuring that arrangements promote inclusion, maintain dignity and respect confidentiality.

Parent or Guardian communications with the School

On entry to the School, parents complete an admission form which requests medical, allergy and dietary information. The Data Administrator would alert the Principal First Aider and the Deputy Head (Pastoral) to any long-term medical conditions in order for the School to put an individual health care plan in place. Food allergies and dietary requirements are also shared with relevant staff members, and pupils are added to the allergy pupil list for the information of the catering team, after-school care and medical room staff. Parents will often alert the School to such needs during initial admissions conversations about their daughter. More information can be found in the Allergy and Dietary Requirements Policy.

Any matters of a confidential medical nature should be communicated to the Deputy Head (Pastoral). Matters of a more general pastoral nature or concerning academic issues should be communicated to the pupil's class teacher in the first instance. The class teacher will, if necessary, refer matters to a relevant member of the School's Senior Leadership Team.

Staff will always be willing to provide assistance and information as quickly and fully as possible.

Should a medical condition be diagnosed, or should the management of an existing condition change during the course of a pupil's time at the School, it is the responsibility of parents to update the School about the change by contacting the Principal First Aider by email at secretary@cavendish-school.co.uk.

The role of the Deputy Head (Pastoral)

In order to support a pupil who is unwell in the best way, the School will need to be informed fully and directly of all advice given by the medical and other professionals involved in the pupil's treatment/care by the parent(s)/guardians.

In most instances, this will entail a member of the team communicating directly with our Deputy Head (Pastoral) and often with the Head's PA (who is the Principal First Aider) in accordance with normal standards of medical confidentiality, and the Deputy Head (Pastoral) advising staff on a 'need-to-know ' basis. In some instances, the parents or guardians will communicate directly with members of the School staff as appropriate.

The School will be unable to support a pupil suffering from a serious or long-term condition without an appropriate and agreed channel of communication being established.

The Deputy Head (Pastoral), in collaboration with parents, will draft an individual care plan for all pupils with long-term and/or serious medical needs. Parents or guardians will always be fully involved in the formulation of this plan and the medical team treating the pupil will be consulted. An Individual Healthcare Plan (IHP) will be developed where the School, parents or relevant healthcare professional consider it necessary to support the pupil safely and effectively. The plan will be proportionate to the pupil's needs and, as appropriate, will set out the condition and relevant triggers or warning signs; routine treatment and medication; emergency procedures; the roles and responsibilities of staff; any required training; arrangements for lessons, physical education, educational visits and other activities; and relevant contact details.

The details of the plan will be confidential, but will be shared with staff as necessary in order to promote the safety, well-being and education of the pupil concerned.

The Principal First Aider, or an alternative front office staff member, will normally administer any medication which the pupil may need to take, either as part of their daily routine in School or in an emergency. Parents have to complete the permission to administer medication form in order for medication to be administered in School. See the First Aid Policy for more detailed information. Staff who administer medication undertake relevant training.

Older pupils may, where appropriate, may administer their own medication, in accordance with the guidelines set out in the School's First Aid Policy.

Under certain circumstances, with agreement of all parties, some other members of staff may be specially trained to administer medication to pupils, for example to assist a diabetic pupil. It should be stressed that any such training would be entirely separate from the general first aid training, First Aid at Work, First Aid in Schools and Paediatric First Aid training that staff receive. All staff are trained separately regarding anaphylaxis and the use of Adrenaline auto-injectors, such as EpiPens. Staff who handle food preparation or distribution are trained in safe food hygiene practices and allergens. The School will identify training requirements in light of each pupil's healthcare needs. Staff will receive appropriate instruction before undertaking a medical task, and training records will

be maintained. Appropriate contingency arrangements will be considered to ensure that the pupil can be supported when a trained member of staff is absent.

If the pupil's medication is required to be administered by an external medical professional, either as a one-off or regularly, provision will be made for this in the medical room. In these instances, the pupil's medical team will always be consulted and a separate full risk assessment will be made.

In the event of a medical emergency, the Principal First Aider, or an alternative front office staff member, will contact the emergency services and request an ambulance.

Individual healthcare plans

Pupils may have individual healthcare plans to ensure the School effectively supports them with medical conditions. Healthcare plans should be drawn up in partnership with the School, parents and relevant healthcare professionals. These plans provide clarity about what needs to be done, when and by whom. They are available in the locked medical cabinet with the relevant medication for all who need to refer to them, while preserving confidentiality. These plans (and their review) may be initiated in consultation with the parent, by a member of School staff or a healthcare professional involved in providing care to the child.

A risk assessment may also need to be produced in certain cases, where there is an additional risk to the pupil; e.g. for a pupil with Coeliac disease, which will be produced and signed by the School and parents.

Individual care plans are reviewed annually, or earlier if the child's needs/recommendations change. These are reviewed in consultation with the School, parents, and relevant healthcare professionals. In cases where care plans/risk assessments are provided by a paediatrician, the School uses this care plan.

The Principal First Aider ensures that expiry dates of medication are recorded and that parents are asked to supply an in-date replacement. The School will also check that medication is appropriately labelled and available in the settings and activities in which it may be required. Parents will be contacted where replacement medication or additional information is needed to maintain safe arrangements.

Participation in cross-curricular activities including sports, P.E. and educational visits

The School will require detailed advice from the team treating the pupil about the desirable level of their participation in cross-curricular activities, especially those involving physical activity and visits off the School site.

As well as taking the advice of the medical team or other professionals into account, the School will also consider the effect of the pupil's participation on other pupils and whether or not their involvement will require additional staff or other resources.

Additional risk assessments will be made as necessary in respect of pupils with serious and/or long-term medical conditions participating in cross-curricular activities and educational visits, especially those that involve strenuous or adventurous activities or overnight stays away from home.

Academic programme

It may be necessary to adjust the academic programme of pupils who are affected by long-term and/or serious medical conditions, so that they are not subjected to unnecessary strain and so that their chances of achieving success are maximised. Pupils may be referred to the relevant Learning Support Teacher for support and advice. Where a medical condition affects attendance, concentration, stamina or access to learning, the School will work with the pupil and her parents and, where appropriate, relevant healthcare professionals and the Learning Support team to agree suitable support. This may include arrangements for missed learning, a phased return following absence or adjustments to the school day, where appropriate. Support will be reviewed to ensure that it remains effective and does not unnecessarily restrict access to the curriculum or wider school life.

The advice of relevant medical and other professionals will be an important consideration in making decisions about a pupil's academic programme. The wishes and opinions of the pupil and of the parents or guardians will also be central.

Linked policies

- Accessibility Policy and Plan
- Allergy and Dietary Requirements Policy
- Curriculum & Teaching and Learning Policy
- Educational Visits Policy
- Equal Opportunities Policy for Pupils
- First Aid Policy
- Health and Safety Policy
- Risk Assessment Policy
- Safeguarding and Child Protection Policy
- SEND Policy