



Bucklebury Church of England primary School **Supporting pupils with medical needs policy**

Purpose and background

This policy has been developed in line with the Department for Education's statutory guidance released in April 2014. The aim of this policy is to identify and address the individual needs of the children at Bucklebury CE Primary School and provide specific education where required. It is our overall aim to ensure that we give everyone equal rights and the chance to succeed.

Policy Objectives

- To ensure pupils at school with medical conditions are properly supported so they can play a full and active role in school life, remain healthy and achieve their potential
- To ensure the needs of pupils with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves

Practice and Procedures

Whenever the school is notified that a pupil has a medical condition:

- Staff are suitably trained
- All relevant staff are made aware of a pupil's condition
- Supply teachers are briefed
- Risk assessments for visits and activities out of the normal timetable are carried out
- Individual healthcare plans are monitored (at least annually)
- Transition arrangements between schools are carried out
- If the pupil's need change, the above measures are adjusted accordingly

Where pupils are joining the school at the start of a new academic year, these arrangements should be in place for the start of the term. Where a pupil joins mid-term, or a new diagnosis given, arrangements should be in place as soon as possible.

Any pupil with a medical condition requiring medication or support in school should have an individual healthcare plan which details the support that pupil needs. If the parents, healthcare professional and school agree that a healthcare plan is inappropriate or disproportionate, a record of the pupil's medical condition and any implications for the pupil will be kept in the pupil's individual record.

Individual Healthcare Plans (IHPs)

The following information should be considered when writing an individual healthcare plan:

- the medical condition, its triggers, signs, symptoms and treatments
- the pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues
- specific support for the pupil's educational, social and emotional needs
- the level of support needed, including in emergencies
- who will provide support, their training needs, expectations of their role, confirmation of their proficiency and cover arrangements
- who in school needs to be aware of the pupil's condition and the support required
- arrangements for written permission from parents and the headteacher for medication to be administered by member of staff or self-administered (pupils who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision)
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate
- confidentiality
- what to do if a child refuses to take medicine or carry out a necessary procedure
- what to do in an emergency, who to contact and contingency arrangements
- Where a pupil has SEND but does not have an Education, Health and Care Plan, their special educational needs should be mentioned in their IHP.

Responsibility

This policy is the responsibility of the staff and governors. It will be implemented by the classroom teachers and be co-ordinated by the SEN coordinator. The named SEN coordinator for the school is Mrs Jenny Thom. The named governor for Special Needs is Mr Carl McGowan. However, the Governing Body as a whole is responsible for making provision for pupils with special educational needs.

Associated Policies

Special Educational Needs and Disabilities code of practice
 Prospectus
 Safeguarding
 Equality scheme
 National Curriculum
 Teaching and Learning Guidelines

Management of policy

This policy is implemented and managed by the Headteacher with reference to the Senior Leadership Team (SLT) as necessary.

School:

Approval: Approved by the Governing Body July 13th 2015

Next review due: Summer 2017