



Ysgol Gynradd Springwood Primary School



Healthcare Needs Policy

The staff and governors of Springwood Primary School are wholly committed to pursuing a policy of inclusive education that welcomes and supports learners with healthcare needs. Our Healthcare policy is designed to ensure that all learners are able to access their education in a supportive environment, which is sensitive to any healthcare needs. It supports the management of medication and healthcare needs in school, and to support individual with specific healthcare needs. In all cases, learners will be involved in the management of their healthcare needs as much as possible and a holistic approach will be used working alongside parents and carers, all staff and healthcare professionals when appropriate.

Legal Responsibilities

There are a number of legal requirements that we follow in regards to supporting learners with healthcare needs. These include, but are not exclusive to:

- The Education Act (2002) Section 175
- The Children Act (2004) Section 25(2)
- Social Services and Wellbeing (Wales) Act 2014
- The Equality Act (2010)

Responsibilities

The Governing Body will;

- Promote the wellbeing of learners and consider how best to support them.
- Ensure that the roles and responsibilities of all those involved in the arrangements support the healthcare needs of learners and are clear and understood by all those involved. This will include learners, parents, staff and healthcare professionals.

The Headteacher will;

- Work with the governing body to ensure compliance with applicable statutory duties when supporting learners with healthcare needs, including duties under the Equality Act 2010.
- Ensure the support put in place focuses on and meets the individual learner's needs (person centred planning).
- Ensure the arrangements in place to meet a learner's healthcare needs are fully understood by all parties involved, acted upon and that such actions are maintained.

All Staff will;

- Be aware of which learners have more serious or chronic healthcare needs. Where appropriate they will be familiar with these learners' Individual Healthcare Plans (IHPs). This includes knowing how to communicate with parents and what the triggers for contacting them are, such as when the learner is unwell, refuses to take medication or refuses certain activities because of their healthcare needs
- Be aware of the signs, symptoms and triggers of common life threatening medical conditions and know what to do in an emergency. This includes knowing who the first aiders are and seeking their assistance if a medical emergency takes place
- Fully understand the education setting's emergency procedures and be prepared to act in an emergency.

Any staff member within the education setting may be asked to provide support to learners with healthcare needs, including assisting or supervising the administering of medicines. This role is voluntary. Staff members must receive sufficient and suitable training and achieve the necessary level of competence before they take on the responsibility.

Parents and Carers will;

- Provide the education setting with sufficient and up to date information about healthcare needs, including any guidance regarding the administration of medicines and/or treatment from healthcare professionals. Where appropriate, learners should be encouraged and enabled to manage their own healthcare needs.
- Ensure a named adult is contactable at all times and all necessary forms are completed and signed.

Physical access to school – including residential trips

- Whenever possible, all learners will be included in the life of the school, and all reasonable adjustments, risk assessments and specialist advice will be completed and considered to ensure that all learners are given the opportunity to engage fully in the life of the school.

Procedures and record keeping for the management of learners' healthcare needs

- Healthcare needs of learners will be identified and recorded during the admissions process.
- These will be communicated to all relevant staff in the form of an Individual Healthcare Plan, as appropriate.

Individual Healthcare Plans (IHPs)

- An Individual Health Care Plan can clarify for settings, parents and the learner the help that the setting can both provide and receive. There should be a level of flexibility to account for any unexpected changes in the learner's healthcare needs.
- IHPs are written by a Healthcare professional such as the School Nurse in conjunction with the learner, their parents/carers, any school staff who have agreed to take responsibility and the ALNCo.
- They include key information about the learner, their medical condition and needs, specific support and who will provide this support.
- The ALNCo is responsible for the management and upkeep of all IHPs.
- IHPs are made available to all staff coming into contact with the learner.

The sharing, and storing of information, including IHPs will comply with the Data Protection Act 1998 and not breach the privacy rights of or duty of confidence owed to the individuals.

In most cases, especially concerning short term illnesses such as those requiring a course of antibiotics, a detailed IHP is not necessary. In such circumstances, parents or carers must fill out a **Medical Consent Form** which will detail the name of medication, dosage, time administered and any possible side effects.

Administering Medicine

- Any staff willing to administer medication must receive appropriate training and guidance, and be aware of any possible side effects of the medication. This can be found in the information leaflet.
- Parents must not send the medication to setting in pre-drawn doses/syringes (unless this is how it is dispensed by the pharmacist) or in drinks. It must come in the original packaging with a pharmacy label intact. There must be a syringe provided to help in the measurement of the correct dose.
- Medicines must only be given according to the prescription given by the GP. Parents should ensure a copy of this is available for the setting. Settings require written notification from the GP should doses change or medications change.
- Medicines should not be given if they are out of date. Parents will need to replace the medicines immediately and it is the parent's responsibility to dispose of any unwanted medicines.
- Two members of staff will be present to check the medication when it is time to administer it. The following details should be checked and signed against the medical consent form:
 - **Right Learner** (name and date of birth)
 - **Right Medicine** (staff should be aware of the purpose of the medication)
 - **Right Dose** (measured using a syringe)
 - **Right Route** (orally/gastrostomy/nasogastric)

- **Right Time**

Emergency medications.

- Emergency medications (i.e. epi pen, buccal midazolam) must have an IHP detailing how to administer it and what to do in the event of an emergency.
- The location of emergency medications should be easily known and accessible to all staff but not accessible to other children and young people.
- Staff receive training in how to administer any emergency medications. If a learner forgets their emergency medications the parent must either bring it in immediately or the learner must go home.

Unacceptable Practice

It is not acceptable practice:

- Prevent learners from attending education or reduce hours due to their healthcare needs, unless this would be likely to cause harm to the learner or others.
- Prevent learners from easily accessing their inhalers, medication and administering of their medication when and where necessary
- Assume every learner with the same condition requires the same treatment
- Ignore the views of the learner or their parents, or ignore healthcare evidence or opinion
- Send learners with healthcare needs home frequently for reasons associated with their medical condition or prevent them from staying for normal setting activities, including lunch, unless this is specified in their IHP or risk assessment
- Send a learner that becomes ill or needs assistance to the office or medical room unaccompanied or with someone who is unaware of the learners' needs or unable to properly monitor them
- Penalise a learner for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- Prevent learners from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend the education setting, trip or other off site activity to administer medication or provide healthcare support to the learner, including for toileting issues
- Prevent, or create unnecessary barriers for learners from participating in any aspect of education setting life, including setting trips e.g. by requiring parents to accompany the child
- Ask a learner to leave the classroom or activity if they need to administer non personal medication or consume food in line with their health needs
- Expect or cause a parent to give up work or other commitments because the education setting is failing to support a learner's healthcare needs
- Request adjustments or additional time for a learner at a late stage. They should be applied for in good time. Consideration should also be given to adjustments or additional time needed in mock examinations or other tests

Please refer to the 'Unacceptable Practice' section in the Welsh Government's 'Supporting Learners with Healthcare Needs' statutory guidance.