**Purpose of the Policy: Policy Statement**

The Children & Families Act 2014 places a statutory duty on Governors to make arrangements to support pupils with medical conditions. Governors are legally responsible and accountable for fulfilling this duty.

Long term or chronic medical conditions can have a substantial and long-term adverse impact on a pupil’s ability to participate in normal day to day activities. Under the terms of the Equality Act, governors must make reasonable adjustments to enable the pupil to participate fully in school activities and make at least the expected progress in learning.

In order to fulfill their responsibilities, governors must:

* ensure that medical professionals, parents/carers and pupils have been consulted;
* be satisfied that the schools understand the impact of medical conditions on pupils’ wellbeing and ability to achieve;
* know there is an appropriately trained named person with lead responsibility for implementation of the policy in each school; and that other staff are suitably trained;
* know how training needs are assessed and how training is commissioned and provided;
* ensure that the procedures and arrangements for managing medical conditions and medical emergencies are understood by all staff;
* be aware of the role of individual healthcare plans and who is responsible for their development and implementation;
* be satisfied that pupils are encouraged and supported in managing their own health needs and medicines, as appropriate;
* ensure that written records are promptly and accurately maintained;
* ensure that staff have been made aware of unacceptable practice;
* ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.
* ensure that, in schools with EYFS( children under 5 years), at least one person has a current paediatric first aid certificate and this person must accompany children on outings .

The Governors of Broomhill Infant School will welcome and support pupils with medical needs and ensure that all pupils with medical conditions have the same opportunities as others within the School.

Where a medical condition is impacting on a pupil’s progress in school, governors expect that the pupil will be classed as ‘disadvantaged’ in order to receive additional support and intervention promptly. This helps governors monitor progress more closely.

**Consultation process:**

The policy was developed in consultation with staff who work with pupils with medical needs, governors and school nurses across the School.

Ofsted guidance “Pupils with Medical Needs’ and DfE statutory guidance ‘Supporting pupils at school with medical conditions’ were used as reference documents as the policy was developed.

**Relationship to other policies:**

Health and Safety Policy

Single Equalities Policy

SEND and Inclusion Policy

Attendance Policy

Admissions Policy

Complaints Policy

**Policy Guidelines**

**Transition, welcome and support arrangements on entry**

The School is an inclusive community that aims to welcome and support pupils with medical conditions

**Inclusive practice and re-integration after long term absence**

Schools within the School will ensure that pupils with medical conditions are included in all activities within the school and appropriate adjustments are made to the activities where possible. Pupils will have a planned re-integration with pupils after a long absence with appropriate key staff

**School trips and residential visits**

The School will ensure that pupils with medical conditions can participate fully in all aspects of the curriculum and provide appropriate adjustments and additional support where this has been identified

**Roles and responsibilities**

The School has a duty of care for all pupils and will ensure that all staff are aware of their roles and responsibilities by sharing and communicating the policy with all staff.

**Communication plans**

Parent/carers, staff and school nurse will be informed and reminded of the policy on a regular basis throughout the academic year by electronic means and displayed in a prominent area.

**Training and information requirements (to include potential emotional impact of some medical conditions; whole school awareness training)**

The School instigates a training schedule for all staff to be aware of the most serious medical conditions and the effects of the condition on the pupil. Identified staff are trained as first aiders to meet the Health and Safety at Work Act 1974 requirements together with training for administration of medicines. Additional teaching and support staff are trained in emergency first aid to provide support for off site visits.

**Management, administration and storage of medication**

All pupils will have easy access to their emergency medication, but will be encouraged to carry and administer their own medication if they are deemed responsible by medical professionals. Medication will be stored in a locked cupboard in a central location and will only be administered by trained staff. Records will be maintained of any medication that is administered

**Managing specialist equipment**

Any specialist equipment within each school within the School will be regularly maintained in accordance with manufacturers’ instructions.

**Record keeping**

Each school within the School will maintain accurate and timely records for all pupils where medication needs to be administered by trained staff. This will include updated information on doses and timings received from parent completed forms. Each year, or when there are personnel changes, every school will complete appendix A to identify the named person in the school responsible for implementing statutory guidance, training staff on young people with medical needs and briefing new staff and supply staff on young people with medical needs.

**Individual healthcare plans**

School will maintain a central record of healthcare plans and will be shared with staff. Any pupil with a serious medical condition will be highlighted to staff via a briefing and photographic information cards displayed in key locations

**Dealing with emergencies**

All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school and also in school’s emergency procedures.

**Unacceptable practice**

School will ensure that staff do not create barriers for pupils with medical needs which will unnecessarily disrupt their learning and that medical advice that has been provided will be acted upon.

**Risk assessments**

School will carry out individual risk assessments for pupils who participate in out of school activities, work placements and trips to ensure that appropriate provision is made for the health, safety wellbeing of both pupils and staff.

**Monitoring & Review:**

Each Governing Committee will:

* + receive regular reports on any issues which arise for pupils with medical conditions and recommend action/procedural changes as appropriate;
	+ through its monitoring of the progress of all ‘disadvantaged’ pupils know which pupils are not making the expected progress and the action being taken to address this;
	+ ask for confidential and anonymised feedback from a selection of pupils with medical conditions;
	+ be notified of all relevant staff training and briefings which have taken place:
	+ delegate the above tasks to a committee if thought appropriate.
	+ ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

The Policy will be reviewed every two years. In addition to the information gathered above, key staff, parents of pupils with medical conditions and key healthprofessionals will be asked for their views on the school’s practice and adherence to the procedures.

**Appendix 1**

Responsible Named Persons.

1. Person Responsible for implementing statutory guidance

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Person Responsible for Staff training on Children’s medical needs

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Person Responsible for briefing New Staff and Supply Teachers on Children’s medical needs

 ( This may be different individuals)

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (New Staff)

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Supply Staff)