Kea School
Managing Medical Conditions Policy

Approved by:	Full Governors	**Date:** 1 July 2019
Last reviewed on:	April 2019	
Next review due by:	April 2022	
Signed by:		**Name:**

Policy Statement

- **Kea School is an inclusive community that aims to support and welcome pupils with medical conditions.**

- **Kea School aims to provide all pupils with any medical condition the same opportunities as others at Kea School.**

- **The Headteacher has overall responsibility for the implementation of this policy.**

- **The school, LA, health professionals, commissioners and other support services will work together to ensure children with medical conditions receive a full education.**

The school will help children to:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve their academic potential

The school will ensure that:

- All staff are aware of children's medical conditions
- Staff are suitably trained to support specific medical conditions and know what to do in the event of an emergency.
- All staff receive regular first aid training.
- Training is monitored and records are kept in the school office
- Supply teachers and cover staff are briefed
- Risk assessments are carried out for school visits/residentials and other school activities outside the normal timetable
- Individual health care plans will be monitored and reviewed annually, in consultation with parent/carers, the pupil and any other relevant healthcare professionals
- The school has appropriate insurance to cover staff who provide support to pupils with medical conditions
- The school will only administer prescription medicines – see separate policy for the administration of medicines

Procedures school will follow when children are identified with a medical condition:

- Parent or healthcare professional informs the school that a child has been diagnosed with a medical condition
- Headteacher/SENCO co-ordinates a meeting with relevant school staff to discuss the child's medical needs and identify key members of staff who will support the child
- Headteacher arranges a meeting with school staff, child, parent/carer and relevant healthcare professionals/medical clinicians to discuss/develop an Individual Healthcare Plan (IHCP)

- Training for school staff is identified and arranged
- IHCP implemented and circulated to all relevant staff
- IHCP reviewed annually or when the school is notified there is a change to a child's medical condition. Parent/carer and healthcare professionals are invited to the review

This policy should be read in conjunction with:

- Administration of Medicines Policy
- Asthma Policy
- Health and Safety Policy
- First Aid Policy
- Staff Handbook

Kea School
Individual Healthcare Plan

Name of School	
Child's Name	
Year Group	
Date of Birth	
Child's Address	
Medical Diagnosis or Condition	
Date	
Review Date	

Family Contact Information

Name	
Phone Number (work)	
Phone Number (home)	
Phone Number (mobile)	
Relationship to Child	

Clinic/Hospital Contact

Name	
Phone Number	

G.P.

Name	
Phone Number	
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

Daily care requirements

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

Arrangements for school visits/trips etc

Other information

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

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

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Signed (Parent): _____

Signed (Headteacher): _____

Signed: (Healthcare Professional): _____

Kea Community Primary School

Dear Parent

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely

Katherine Warren
Headteacher

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