



Pentrebane Primary School

Healthcare Needs Policy

(MARCH 2024)

**Pentrebane Primary School
Healthcare Needs Policy**

Working together, building an inclusive and nurturing community of kindness, honesty and respect.



Review date: March 2025 (or sooner if the need arises)

Pentrebane Primary School
Beechley Drive,
Pentrebane,
Cardiff
CF5 3SG
02920 565773

School's email address: pentrebaneprm@cardiff.gov.uk

Website address for this policy: <http://www.pentrebaneprimaryschool.com>

Name of person responsible for maintaining this policy: Mrs E. Prescott (Headteacher)

Aims and commitment to supporting learners with healthcare needs:

At Pentrebane Primary School we recognise our responsibility to support all pupils with healthcare needs.

Rights of learners

We recognise that all learners with healthcare needs are entitled to a full education. In addition to the duties set out in the Education Act 2002. We also give consideration to whether the learner is defined as disabled under the Equality Act 2010. The Governing Body of Pentrebane Primary School complies with the duties of this Act.

Within our setting we have established relationships with the local health service and we fully consider advice from healthcare professionals and listen to and value the views of parents and the child themselves.

We are mindful of the social and emotional implications associated with each individual's medical condition and we strive to support them with this.

We consider the impact of short term and frequent absences, including those connected to the child's medical condition, and we strive to ensure that we provide appropriate support to limit the impact on the child's educational attainment and emotional and general well-being. We also consider the impact of long term absences on the child's educational attainment as well as the impact on their ability to integrate with their peers and emotional and general well-being.

School's legal requirements

This policy has been devised using the Welsh Government Guidance: Supporting learners with healthcare needs (draft February 2016). This Welsh Government guidance replaces the Access to Education and Support for Children and Young People with Medical Needs (2010). The policy runs alongside the Equality Act (2010).

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to make arrangements to ensure their functions are exercised with a view to safeguarding and promoting the welfare of children in school or another place of learning. This includes supporting children with healthcare needs.

In meeting the duties under section 175 of the Education Act 2002, local authorities and governing bodies **must** have regard to guidance issued by the Welsh Ministers under this section.

Section 21(5) of the Education Act 2002 places a duty on governing bodies to promote the well-being of learners at the school so far as related to the matters mentioned in section 25(2) of the Children Act 2004, which includes physical and mental health and emotional well-being, education, training and recreation, and social well-being.

Principles of the policy regarding the management of healthcare needs at Pentrebane Primary School

At Pentrebane Primary School:

- Staff understand and work within the principles of inclusivity.
- Lessons and activities are designed in a way which allows those with healthcare needs to participate fully.
- Staff understand their role in supporting learners with healthcare needs and appropriate training is provided.
- Staff feel confident that they know what to do in a healthcare emergency.
- Staff are aware of the needs of their learners through the appropriate and lawful sharing of the individual learner's healthcare needs.
- Whenever appropriate, learners are encouraged and supported to take responsibility for the management of their own healthcare needs.



Attendance:

Attendance at Pentrebane Primary School is rigorously monitored and where we identify potential difficulties in attendance for pupils who have medical needs we work closely with the parents, the school nurse and any other identified healthcare professional and school attendance officer to provide support for the child.

Staff Training:

Where we have pupils with identified medical conditions we allocate a named staff member who is trained to manage this within the setting.

It is the responsibility of the Headteacher to identify key staff and to ensure that they receive the appropriate training.

We will work with healthcare professional to create a care plan that will guide school staff in the best way to support pupils with long term or complex needs.

Record Keeping:

At Pentrebane Primary School we have a well-established system for record keeping which includes an authorised staff list, healthcare plans, risk assessments, records of parental consent and the administration of medicines.

First Aid:

There is a clear procedure for the administration of first aid and a list of trained staff.

Roles and responsibilities

The Governing Body

The Governing Body at Pentrebane Primary School has the responsibility to oversee the development and implementation of arrangements, which include:

- complying with applicable statutory duties, including those under the Equality Act 2010 (e.g. the duty to make reasonable adjustments in respect of learners with healthcare needs if they are disabled.);
- having a statutory duty to promote the well-being of learners. It is advised that schools should give consideration to how they can meet these needs, including providing learners access to information and material aimed at promoting spiritual and moral well-being and physical and mental health (Article 17 of the UNCRC);
- considering how they can support learners to develop the skills, knowledge and emotional resilience required to uphold their rights, and the rights of others;
- ensuring the roles and responsibilities of all those involved in the arrangements to support the healthcare needs of learners are clear and understood by all those involved, including any appropriate delegation of responsibilities or tasks to a headteacher, member of staff or professional as appropriate;
- working collaboratively with parents and other professionals to develop healthcare arrangements to meet the best interests of the learner;
- developing and implementing effective arrangements to support learners with healthcare needs. This should include a policy on healthcare needs and where appropriate, IHPs for particular learners;
- ensuring arrangements are in place for the development, monitoring and review of the healthcare needs arrangements;
- ensuring the arrangements are in line with other relevant policies and procedures, such as health and safety, first aid, risk assessments, the Data Protection Act 1998, safeguarding measures and emergency procedures;
- ensuring robust systems are in place for dealing with healthcare emergencies and critical incidents, for both on- and off-site activities, including access to emergency medication such as inhalers or adrenaline pens;
- ensuring staff with responsibility for supporting learners with healthcare needs are appropriately trained;
- ensuring appropriate insurance cover is in place, any conditions are complied with and staff are clear on what this means for them when supporting learners;
- having an infection prevention policy that fully reflects the procedures laid out in current guidance.

The Headteacher

The Headteacher of Pentrebane Primary School ensures that there are arrangements in place to meet the healthcare needs of our learners are sufficiently developed and effectively implemented:

- working with the governing body to ensure compliance with applicable statutory duties when supporting learners with healthcare needs, including duties under the Equality Act 2010;
- ensuring the arrangements in place to meet a learner's healthcare needs are fully understood by all parties involved and acted upon, and such actions maintained. The headteacher directly supervises this arrangement as part of the regular reporting and supervision arrangements;



- ensuring the support put in place focuses on and meets the individual learner's needs, also known as person-centred planning;
- extending awareness of healthcare needs across the school in line with the learner's right to privacy. This may include support, catering and supply staff, governors, parents and other learners
- appointing a named member of staff (Ms J. Perry) who is responsible for learners with healthcare needs, liaising with parents, learners, the home tuition service, the local authority, the key worker and others involved in the learner's care;
- ensuring a sufficient number of trained staff are available to implement the arrangements set out in all IHPs, including contingency plans for emergency situations and staff absence;
- having the overall responsibility for the development of IHPs;
- ensuring that learners have an appropriate and dignified environment to carry out their healthcare needs, e.g. private toilet areas for those needing them;
- checking with the local authority whether particular activities for supporting learners with healthcare needs are appropriately covered by insurance and making staff aware of any limits to the activities that are covered;
- ensuring all learners with healthcare needs are appropriately linked with the education setting's health advice service;
- ensuring when a learner participates in a work experience placement or similar, that appropriate healthcare support has been agreed and put in place;
- providing annual reports to the governing body on the effectiveness of the arrangements in place to meet the healthcare needs of learners;
- ensuring all learners with healthcare needs are not excluded from activities they would normally be entitled to take part in without a clear evidence-based reason;
- notifying the local authority when a learner is likely to be away from the education setting for a significant period, e.g. three weeks (whether in one go or over the course of the academic year) due to their healthcare needs. Ultimately, what qualifies a period of absence as 'significant' in this context depends upon the circumstances and whether the setting can provide suitable education for the learner. Shorter periods of absence may be significant depending upon the circumstances;
- being mindful of the Social Services and Well-being (Wales) Act 2014. Education settings should be fully aware of this approach and ensure assistance to learners is provided using a holistic approach.

Teachers and support staff

All teachers and support staff at Pentrebane Primary School may be asked to provide support to learners with healthcare needs, including assisting or supervising the administration of medicines. **This role is entirely voluntary.** Staff members must receive sufficient and suitable training and achieve the necessary level of competence before they take on the responsibility.

No staff member can be required to administer or supervise medication unless it forms part of their contract, terms and conditions or a mutually agreed job plan.

In addition to the training provided to staff that have volunteered or are contracted to support learners with healthcare needs, the school ensures staff:

- fully understand the school's healthcare needs policies and arrangements;
- are aware of which learners have more serious or chronic healthcare needs, and, where appropriate, are familiar with these learners' 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;
- are 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 school's emergency procedures and be prepared to act in an emergency;
- ask and listen to the views of learners and their parents, which should be taken into consideration when putting support in place;
- ensure learners (or their friends) know who to tell if they feel ill, need support or changes to support;
- listen to concerns of learners if they feel ill at any point and consider the need for medical assistance (especially in the case of reported breathing difficulties);
- make sure learners with healthcare needs are not excluded from activities they wish to take part in without a clear evidence-based reason, including any external trips/visits. This includes ensuring learners have access to their medication and that an appropriately trained member of staff is present to assist where required;



- are aware of bullying issues and emotional well-being regarding learners with healthcare needs, and are prepared to intervene in line with the school's policy
- are aware that healthcare needs can impact on a learner's ability to learn and provide extra help when needed;
- support learners who have been absent and assist them with catching up on missed work – this may involve working with parents and specialist services;
- keep parents informed of how the healthcare need is affecting the learner in the education setting. This may include reporting any deterioration, concerns or changes to learner or staff routines.

Learners and parents

It is vital that learners and parents are actively involved in the planning of support and management of healthcare needs. Meeting the individual's needs should be at the centre of decision making and processes. The UNCRC states learners should have access to appropriate information essential for their health and development and have opportunities to participate in decisions affecting their health.

Parents and learners should:

- receive updates regarding healthcare issues/changes that occur within the school setting;
- be involved in the creation, development and review of an IHP (if any). The parent and learner may be best placed to provide information about how their healthcare needs affect them. They should be fully involved in discussions about how the learner's healthcare needs will be met in the school, and contribute to the development of, and compliance with, their IHP;
- provide the school 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;
- inform the school of any changes such as type of medication, dosage or method of administration;
- provide relevant in-date medicines, correctly labelled, with written dosage and administration instructions;
- ensure a nominated adult is contactable at all times and all necessary forms are completed and signed;
- inform the school if their child has/had an infectious disease or condition while in attendance.

NHS Wales school health nursing service, third sector organisations and other specialist services

Healthcare and practical support can be found from a number of organisations. Our school can access health advice service. The scope and type of support the service can offer may include:

- offering advice on the development of IHPs;
- assisting in the identification of the training required for the education setting to successfully implement IHPs;
- supporting staff to implement a learner's IHP through advice and liaison with other healthcare, social care and third sector professionals.

Health advice and support can also be provided by specialist health professionals such as GPs, paediatricians, speech and language therapists, occupational therapists, physiotherapists, dieticians and diabetes specialist nurses. In addition, third sector voluntary bodies can provide advice and practical support. Proactively engaging with specialist services can provide practical help when writing and implementing IHPs. They can also provide training and awareness-raising resources, including video links.

At Pentrebane Primary School we engage regularly with the following specialist health professionals (the list is not exhaustive):

- GPs
- Paediatricians
- Speech and Language therapists
- Occupational Therapists
- Diabetes specialist nurse
- Enuresis nurse
- School nurse
- Educational Psychologists
- Specialist support teachers

Creating an accessible environment

At Pentrebane Primary School we pride ourselves on the inclusive nature of our provision. We make every reasonable effort to make the building physically accessible but there are challenges with this as the school is laid out over three floors.



Physical access to the school building (refer to the accessibility statement and plan)

Where identified as being needed we have and will make reasonable adjustments to ensure that a learner can access their learning i.e. auxiliary aids or services, adjustments to timetables and content of the curriculum;

All pupils are able to participate in day trips and residential visits and the appropriate adjustments will be made when the need is identified. To date the adjustments have been mainly in the form of enhanced adult support and training for adults in administering medication.

All pupils are able to participate in clubs and social activities and the appropriate adjustments will be made when the need is identified. To date the adjustments have been mainly in the form of enhanced adult support and training for adults in administering medication.

All pupils are able to participate in exercise and physical activity and the appropriate adjustments will be made when the need is identified. To date the adjustments have been mainly in the form of enhanced adult support and training for adults in administering medication.

We liaise closely with the kitchen staff to ensure that they are aware of specific medical/dietary needs and this is managed on an individual basis.

Risk assessments are carried out for any pupil who needs additional support to ensure that they are safe at all times whilst a pupil at Pentrebane Primary School.

Sharing information

Healthcare and medical needs are discretely shared with all staff as pupils are likely to be supervised by a range of adults for different activities throughout the school day and week.

- A list of all pupils with healthcare/medical needs is kept in the class file locked in the classroom detailing the condition and medication they have. This is updated as soon as the school is informed of any changes. (In line with GDPR)
- The medication is kept in the medication box in the classroom. The parental consent form and instructions for administration are kept with the pupil's information in the class file locked in the classroom.
- There is a photo list of pupils in the hall for staff supervising lunches to ensure they support pupils, especially the younger ones, in managing their dietary requirements safely. Only photos are displayed in the kitchen with no names unless parents have specifically refused this. If this is the case kitchen staff are given the name of the child to be included on a secure list. (in line with GDPR)
- A list of ingredients and nutritional information can be provided if a parent/carer requests it.
- The menu for school meals is available on the school's website.
- Learners needing to eat/drink as part of their condition will not be excluded from class and will be supported to do this.
- Risk assessments created for learners with healthcare needs always start from the premise of inclusion and have built into them a process of seeking adjustments or alternative activities rather than a separate provision.
- The school Teams internal communication is used to share immediate changes in information.

Teachers, supply teachers and support staff (this may include catering staff and relevant contractors) have access to the relevant information, particularly if there is a possibility of an emergency situation arising.

- Each class and learning area is provided with a list of pupils with any and including high-risk health needs, first aiders and certificates, emergency procedures.
- We use the Groups communication to share immediate information and the lists are then updated as soon as is practical. Morning meetings are utilised to help ensure staff are aware of the healthcare needs of learners they have or may have contact with.

Parents and learners should be active partners, and to achieve this Pentrebane Primary School endeavours to make parents fully aware of the care their children receive. Parents and learners are also made aware of their own rights and responsibilities. To achieve this we:

- make this healthcare needs policies available and accessible, online on our website and in hard copy on request;
- provide the learner/parents with a copy of their information sharing policy. This states the type of bodies and individuals with whom the learner's medical information may be shared;
- ask parents to sign a consent form which clearly details the bodies, individuals and methods through which their learner's medical information will be shared. Sharing medical information can be a sensitive issue and the learner should be involved in any decisions. At Pentrebane Primary School



we keep a list of what information has been shared with whom and why, for the learner/parent to view on request; Privacy notices have been shared with pupils, parents and staff (in line with GDPR May 2018)

- have put the healthcare needs policies on the website and in relevant communications sent to parents, and within the learner's IHP/Care Plan;
- includes the councils, 'healthy schools' and other learner groups in the development of the setting's healthcare needs arrangements, where appropriate;
- consider how friendship groups and peers may be able to assist learners, e.g. they could be taught the triggers or signs of issues for a learner, know what to do in an emergency and who to ask for help. At Pentrebane Primary School we discuss with the learner and parents first and decide if information can be shared and how dependent on the age and stage of development of the child.

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

At Pentrebane Primary School there is a centrally and securely held file of all medical and healthcare needs of our pupils. On admission to the school parents complete a form which includes a request for information about any medical/healthcare needs. Once identified the child's information is included within the file and it is shared with all those who need the information. Within this the roles and responsibilities of those involved are identified in line with this policy.

This includes:

- what information needs to be recorded, e.g. administration of medication, refusal to take medication, IHP/Care Plans, parental consent, emergency contacts, supply of medication etc. and;
- how it will be recorded and kept confidential.

Please see the form templates which can be accessed at Annex 2 at the following link:

<http://learning.gov.wales/resources/browse-all/supporting-learners-with-healthcare-needs/?lang=en>

Individual Healthcare Plans

An individual Healthcare Plan (IHP) is written by a health professional and involves the child, parent/carer, Headteacher/SLT, class teacher, support staff, setting staff who have agreed to administer medication. The plan is made available to all staff who come into contact with the child.

Storage, access and the administration of medication and devices

At Pentrebane Primary School we are asked by parents to keep medication for their children in school. Parents can request that we keep medication in school by completing the medication parental consent form provided by the school. This must be completed by the parent stating the condition, medication, dosage, assistance required etc. It must be signed by the Headteacher before the medication is stored in school.

Storage of medication

The majority of medication stored in school is linked to conditions such as asthma and allergies. These are kept in the locked cupboard in the classroom in the medical box and can be accessed through the day by staff. Older children can be asked to take responsibility for their own asthma pumps.

No Medication should be accepted in the setting unless it is clearly labelled with the:

- child's name
- name and strength of medication
- dosage, frequency and time the medication should be given
- expiry date
- advice about storage

Sometimes we are requested to keep controlled medication such as those prescribed for ADHD etc. The medication form is completed and these medication types are locked in the school safe and can only be accessed and administered by the Headteacher and the School clerk. The school also requires a letter from the GP or consultant explaining the long term use of the medication. Amendments to the medication can only be accepted in writing from a health professional and again this is kept on file. A record is kept with the medication showing date, time and who administered.

The medication log is updated termly and letters are sent to parents advising them when medication is coming towards its expiry date. Medication is returned to parents for them to dispose of.

Administering Medication

Any staff willing to administer medication must receive appropriate training and guidance.

The following details must be checked:

- right child (name and date of birth)



- right medicine
- right dose
- right route
- right time

A child may self-administer some medications e.g. asthma inhaler. It should be clear in the forms relating to medications whether the child needs supervision or not. It is best practice that there should be two members of staff to check medication when it is time to administer it. There should be a completed form and both staff should sign this

Emergency procedures

In the event of an emergency the person dealing with the child phones 999 and remains with the pupil to talk to the emergency services whilst awaiting an ambulance/paramedic rapid response to attend.

Nominated Senior First Aiders will be called to support:

- Mrs. L. Jones
- Mrs. A. Bibbings
- Mrs L. Judd

Teaching assistants on each floor have undergone basic first aid training.

Healthcare needs records and emergency contact details will be called for from Headteacher or School Clerk.

Where a pupil has an individual healthcare plan (IHP), it has included a clearly defined description of what an emergency looks like and what to do; Senior First Aiders, SLT and the school clerk will all be aware of specific pupil needs and where this information is kept.

All staff are made aware of emergency symptoms and procedures of pupils in their class; and All pupils are reminded that if there is an emergency that they must inform staff immediately.

Training

Senior First Aiders update their training every 3 years

Each year the cohorts of pupils are studied for specific healthcare needs. An audit of staff working with that pupil is undertaken. If staff need training this is identified and provided as soon as is practical.

Up-to-date records of date and name of training, trainers, trainees, certificates are kept in the medical file in the headteacher's office. The LA are kept informed.

These are reviewed termly with the medication check to ensure training is kept up-to-date. Staff are reminded that it is their responsibility to keep their training records up to date.

As part of our induction procedures, new and temporary staff are made aware of healthcare needs. All staff have a basic awareness of common medical conditions enabling them to recognise symptoms and understand how to seek appropriate assistance.

Qualifications and assessments

We make every effort to support learners with healthcare needs when participating in statutory assessments. This support is bespoke and is arranged on an individual pupil basis when the need arises. The support will include when assessments need to be taken away from the school e.g. in hospital or at home. Consideration will be given to adjustments, adaptations or additional time required. At Pentrebane Primary School we use our professional judgement to support learners with healthcare needs.

Education other than at school (EOTAS)

In the event of a pupil requiring EOTAS due to healthcare needs, for example if they are in hospital or at home, we will liaise closely with the child, parents, LA and healthcare professional to provide appropriate support

School transport

At Pentrebane Primary School we have pupils whose Individual Development Plan states that they require school transport. The LA recognises and acts upon its legal duty to provide school transport;

Reviewing policies, arrangements and procedures

All policies (this and those linked to it), arrangements and procedures will be reviewed annually or sooner of a situation arises.

Insurance arrangements

The school is covered by the LA Insurance. The most recent certificate is displayed in the main office, on the school's website and is available on request.



Complaints procedure

The school's complaints policy is available on the school website. A hard copy will be provided on request.

Unacceptable practice

Please see the 'Unacceptable Practice' section in the Welsh Government's 'Supporting Learners with Healthcare Needs' statutory guidance: <http://learning.gov.wales/resources/browse-all/supporting-learners-with-healthcare-needs/?lang=en>

Mrs E. Prescott
Headteacher

Mr D. Corp
Chair of Governors

This policy will be reviewed in October 2025