



RUDGWICK PRIMARY SCHOOL PROCEDURE WHEN NOTIFIED OF A PUPIL'S MEDICAL CONDITION

Inspire - Believe - Achieve



Our Vision:

Rudgwick Primary School aims to be a community where everyone is inspired by a love of learning, is supported and encouraged to believe in themselves and is enabled to achieve success.

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Rudgwick Primary School Procedure when notified of a pupil's medical condition

This document should be read in conjunction with the School Admissions policy, should the pupil be new to the school.

Rudgwick Primary School has adopted the **West Sussex Medicines Policy** which is based on the **SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS** document produced by the Department for Education and Skills/ Department of Health. The forms mentioned in this document are from this policy.

This document details the internal procedures we have set up when notified of a pupil's medical condition.

It should be noted that it is not acceptable to do anything which may be detrimental to the health or well-being of the child.

(For the purpose of this document the term 'parents' denotes the person/people who have legal responsibility for the child.)

1. When a parent notifies the school that their child has a medical need, the matter will be referred to the Head Teacher. The Head will gather as much information as possible during the initial conversation and will ask to meet with the parents (and child, as appropriate) to discuss the matter further. At this point, the Head will decide who else should be at the meeting e.g. school nurse, specialist nurse, SENCo and/or a member of staff who has attended the Managing Medicines course. The parents will be asked to bring to the meeting any supporting medical documents they may have - letters from the GP/hospital consultant for instance.
2. At the meeting, the Head will facilitate a full and frank discussion of the child's needs including any medication that is being taken; the likelihood of time spent in hospital or attending medical appointments; the prognosis if known; the child's educational needs and any other support the child may require whilst in school. A risk assessment form may need to be completed if appropriate.
3. Following the meeting, the Head will consider how best to support the child in their education and (in conjunction with Governors as appropriate) whether or not these needs can be fully met by Rudgwick Primary School. The Head will arrange for any training required by the staff who will support the child.

4. An Individual Health Care Plan (IHCP - Template 1 Appendix 1) will be completed detailing the support required and which members of staff are responsible for providing that support. It may also include any plans for progression in terms of the child's self-care. Parents are invited to contribute to the plan and will ultimately sign it to show their approval. A copy will also be sent to the school nurse for approval and any further guidance. The SENDCo will have a further copy should there be an educational need and, together with the classroom team, will be responsible for scheduling any additional support.

5. School staff will be made aware of the child's needs in the weekly staff meeting and the Head will ensure Lunchtime Supervisors and office staff are also informed. Office staff will be responsible for updating BROMCOM with the medical information. If applicable, the staff member responsible for overseeing First Aid and Medicines will also update the Asthma register.

6. If there is a medical need, the same staff member will be responsible for ensuring that the IHCP is reviewed 6 weeks after implementation (or earlier if required). If there is an educational need as well, the SENDCo will be responsible for the review. At that point, any further review date will be established. IHCPs are routinely reviewed with the parents each year.