



## **Supporting Children with Medical Needs and Life Threatening Illness**

Tees Valley Education Trust

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## **INTRODUCTION**

To safeguard and promote the welfare of all pupils and staff within the Tees Valley Education Trust of Academies (hereafter referred to as the 'Trust'), the TVE Senior Leadership Team and Trust Board (hereafter referred to as the 'Board') will act in accordance with Section 100 of the Children and Families Act 2014, which places a duty on governing bodies of maintained schools, proprietors of academies, and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions.

The TVE Trust Board has a designated Trustee with responsibility for overseeing Safeguarding across the Trust; the Board must have regard to guidance issued to schools and academies on behalf of the Secretary of State.

This policy is written with reference to the following TVE policies and Government documents:

- DfE 'Keeping children Safe in Education' (July 2015)
- DfE 'Supporting pupils at school with medical conditions' (December 2015)
- DfE 'Ensuring a good education for children who cannot attend school because of health needs' (September 2013)
- Equality Act 2010
- TVE Education Visits Policy
- TVE Intimate Care Policy
- TVE Medicines Policy
- TVE Oxygen Policy

## **SCOPE**

The Trust takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's medical needs is one aspect of safeguarding.

In order to minimise the incidence of life-threatening incidents, all academies within the Trust will maintain the same procedure for addressing life threatening conditions by maintaining Individual Health Care Plan's (IHCP) for any student whose parent / guardian, physicians and other stakeholders have informed the Academy in writing that the student(s) has a medical need and/or potentially life-threatening illness.

It includes the following group(s) of children:

- Any child with a diagnosed medical condition
- Any child with a life threatening illness
- Any child with a life limiting condition

It applies to all children who are registered on roll of an academy, whilst:

- Being educated on academy premises (or other off-site provision by agreement)
- On an educational visit

Certain aspects of this policy will extend to those children:

- Being educated at home during illness by the Home & Hospital Teaching Service (whilst still on an academy roll)
- Being educated in hospital by the Home & Hospital Teaching Service (whilst still on an academy roll)

## **PRINCIPLES**

All pupils with medical conditions and/or life threatening illness will be properly supported so that, wherever possible, they have full access to education, including school trips and physical education. To ensure children with medical needs are not discriminated against, every effort will be undertaken to make reasonable adjustments to allow equal participation for all.

Where the Academy is unable to offer equal participation, for example because it would be unsafe for the child to do so, the CEO will, in consultation with the Head of Academy, SLT, teacher and parents, consider offering alternative options which would enable the child(ren) concerned to fully participate.

The Trust will ensure that parents/carers are made fully aware of their responsibilities in relation to making the Academy aware of their child's medical needs. This will be communicated to parents/carers in written and electronic format.

The Board will ensure that arrangements are in place in each academy to support pupils with medical conditions. Support, for the purposes of this policy, refers to staff, medication or equipment.

Employees will never assume that every child with the same condition requires the same treatment.

The Board and senior leaders will ensure that designated staff consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

## **SUPPORTING CHILDREN WITH MEDICAL NEEDS / LIFE THREATENING ILLNESS**

In order to support children with medical needs and minimise the incidence of life-threatening incidents, the academy's SENDCo will have responsibility for ensuring that all aspects of the system of identifying children with life threatening illnesses and preparations to deal with life-threatening reactions are properly undertaken.

This will include:

- Provision of training and education for all academy employees (and volunteers) to provide emergency treatment for children medical needs, life-threatening or life-limiting illnesses.
- Ensuring that the procedures documented in this policy are fully maintained.

The SENDCo will write the Individual Health Care Plan (IHCP) in conjunction with the child's parent/ guardian (see Appendix A). This information is then checked by the academy nurse at the first opportunity. The academy accepts that the information given by the parents is accurate up until the point where the information has been verified by the academy nurse. Any concerns at this point would be raised with the parent, the academy nurse and any other appropriate professionals.

Photographs of a student with a medical condition or life-threatening allergy will be attached to the IHCP with the permission of the parent / guardian.

Parents must accept that in order for the academy to effectively manage the child's illness there is a need for whole academy awareness. This will mean that the information relating to the treatment of their child's illness is available in communal areas. This will be discussed with parents during the initial meeting. Refusal

to give consent will mean that the parent then accepts responsibility for the management of their child's medical condition.

A parent or guardian of a student with a life threatening condition is responsible for providing medication and other items related to the child's needs (as stipulated in the child's IHCP).

Ensuring that at all times when the child is the responsibility of academy staff, that there is a member of staff who is trained in the management and treatment of the child's medical needs, with access to the child's medicines, available on the academy premises when the child is there, or who accompanies any educational visit which the student participates in which is away from the academy premises.

IHCPs will be reviewed annually (parents, academy, relevant professionals) or when there is a change to the students medical condition.

After IHCPs have been completed the SENDCo in conjunction with the academy nurse will ensure that all relevant staff are appropriately trained.

Copies of IHCP's will be made available to: Class Teacher & TA; Cook/Catering Manager (when relevant); Senior Lunchtime Supervisor; Office Staff; Staff Room notice board; Senior Leadership Team; Designated First Aid staff; Sports Leads; SENDCo.

## **EMPLOYEE TRAINING AND EDUCATION**

Initial employee training and education will include (but not be limited to):

- First Aid Training / Paediatric First Aid Training.
- A description / definition of the child's condition, likely triggers, signs and symptoms and treatment processes.
- Specific steps to follow in the event of an emergency.
- An up-to-date medical record of training.
- Activating Emergency Medical Response – Dial 999.
- Location of emergency medicines.

All staff have information on each child in Academy with a medical need.

## **CLASSROOMS**

Teachers who are trained in providing emergency first aid treatment must be familiar with the IHCP of students in their class, and respond to emergencies in the manner set out in the student's IHCP. The SENDCo, in conjunction with the academy nurse, will keep an up to date register of all staff who hold First Aid and Paediatric First Aid certificates.

All IHCP's should be kept together in a clearly visible area, and within easy reach in each classroom.

It is the responsibility of the Class Teacher to ensure that all supply staff are aware of students in their class with a medical condition or life-threatening illness and the location of IHCP's. In this event, a note should be made in the class register indicating that a child has a life-threatening condition.

## **EDUCATIONAL VISITS**

Prior to an educational visit taking place, a discussion will take place between the parent and a member of the academy staff in order to clarify the appropriateness of the visit in relation to the child's medical needs (For further information please see Educational Visits Policy).

When planning educational visits, the lead member of staff for the visit or EVC should, as part of their risk assessment, give consideration to children in the group with medical needs, and in particular to:

- the correct ratio of staff are in attendance in relation to the children's Key Stage
- staff hold the relevant First Aid certificate in relation to the children's Key Stage
- the proximity of the venue to the nearest Hospital
- site accessibility for emergency service personnel and response vehicles
- the quality and consistency of mobile phone connectivity, or other means of communication

The academy nurse or specialist hospital nursing teams (i.e. Diabetes, Epilepsy, and Urology) can be consulted, and will assist if necessary.

## **TRANSPORT**

The Trust has a duty to ensure that arrangements are in place in relation to pupils with medical conditions travelling to and from school by Local Authority Transport. This should include what should be done in emergency situations whilst children are being transported.

Where pupils have life threatening medical conditions, IHCPs should be carried on vehicles (Mini bus and Taxi).

All academies will ask parents/carers to complete a separate Transport Medical form which provides the driver / escort with the key information they will require in the event of an emergency. (See Appendix D).

Trust staff must follow the Trust Oxygen Policy for pupils who require oxygen on visits, as there are strict guidelines regarding the safe transportation of oxygen.

## **EXTERNAL PROVISION (E.G. AFTER ACADEMY CLUBS, OTHER EXTERNAL PERSONNEL)**

Activities organised by the academy must be consistent with academy policies and procedures regarding medical conditions and life-threatening illnesses, that is, there should always be a trained adult who is familiar with the child's IHCP and knows where and how to access treatment.

With written parental permission, the coach or member of staff in charge of the activity will be provided with a list of students who have medical needs and/or a life-threatening condition.

Where permission is given, it is the responsibility of the Head of Academy and SENDCo to ensure that all outside agencies are aware of the child's medical condition, emergency procedures and the location of the nearest trained member of staff.

If parents refuse permission for information to be shared, the academy will refuse to allow the child to attend for safety reasons.

When the Board has granted permission for a parent to choose to employ their own health professional(s) to work in the academy to care for their child's medical needs (usually via a Direct Payment), then this Policy,

along with the Intimate Care Policy, Medicines Policy and Academy Staff Handbook will be adhered to, without exception.

### **FOOD SERVICE/ DINING ROOM**

The SENDCo will provide the Cook/Catering manager with a list (and photographs) of children whose medical needs are deemed to be life threatening.

Where the child's medical needs relate to diet, further guidance will be sought from the parents/ carer and where appropriate a meeting will be held with relevant bodies to identify the child's dietary requirements. A letter will be completed where this affects what the child should eat in academy (See Appendix C).

The Senior Lunchtime Supervisor holds responsibility for ensuring lunchtime staff are aware of children with life threatening medical conditions. In the event of an emergency, the nearest first aider will be called. The emergency medical services will be called immediately.

### **LONG-TERM ILLNESS / EDUCATION AT HOME**

Local Authorities (LAs) are responsible for arranging suitable education for children who, because of illness or other reasons, would not receive suitable education without such provision. This means that where a child cannot attend school (for 15 days or more) because of health problems, and would not otherwise receive a suitable full-time education, the LA is responsible for arranging provision. This provision is usually coordinated by a LA Home & Hospital Teaching Service; staff supporting children at home are usually qualified Teachers.

Depending upon the illness and length of time out of school, the child may still remain on the academy roll whilst they are being educated at home. It is considered good practice, and Trust policy, for links to be maintained with the parent, child and Home & Hospital Teaching Service throughout this period. Academies will ensure that:

- A named member of Pastoral Staff will act as liaison and a point of contact between parent, child and Home & Hospital Teaching Service.
- The named member of staff will liaise between the parent and Class Teacher and coordinate work to be hand delivered to the family home, at a time convenient to the parent, usually on a weekly/fortnightly basis.
- The named member of staff will check upon the welfare of the child whilst attending the family home and make any necessary referrals to support services, as deemed appropriate.
- The named member of staff will liaise with the appropriate medical professional(s) to consult with, and draw up plans and risk assessments for, the safe re-integration of the child to the Academy. By agreement with parents and other professionals, the return may be on a part-time basis, in the initial stages.
- In certain circumstances, written medical confirmation is required before the child is allowed to return (e.g. following a major operation, reconstructive surgery).

## **12 PALLIATIVE CARE FOR CHILDREN WITH LIFE-LIMITING CONDITIONS**

Children with complex and life-limiting conditions, may, at some stage during their education, require palliative care because their condition has deteriorated to an extent that it would be difficult for them to access school on a full-time basis. Because a greater level of care is required, a coordinated transition is usually made with the child being cared for in various settings: in hospital, at home, or in a children's hospice. In some circumstances, care can also continue in the school setting whilst the child is being educated, providing the child, the parents and all professionals involved agree that it is safe to do so and within the child's best interest. Arrangements such as this usually involve the child accessing school for a specified number of hours each week.

The CEO reserve the right to make the final decision on educating children who are receiving palliative care on TVE premises.

## **13 DEATH OF A CHILD WHILST UNDER ACADEMY SUPERVISION**

Death at any time is traumatic for relatives and friends of the deceased, but more so when it is the unexpected death of a child.

Within TVE academies, risk assessments are carried out every day in order to keep children safe from harm, however, other factors such as pre-existing health conditions may contribute to the sudden death of a child.

If the unfortunate incident of a sudden child death occurs, the following steps will be taken:

- Every effort will be made to revive the casualty by a trained first aider.
- Emergency services will be contacted immediately by a member of staff.
- Any children in the area will be moved by staff to minimise any trauma.
- The Head of Academy or Deputy Head of Academy will immediately notify the parents/carers or next of kin, informing them that the child has been taken to hospital by the emergency services.
- The Head of Academy will immediately inform the Local Safeguarding Children's Board (LSCB) and members of the Board. Local protocols will determine the relevant services that the LSCB should involve (i.e. Police, Social services, Ofsted, Department of Health, Health & Safety Executive, Coroner). A full investigation will then commence.
- The CEO / Executive Head and Head teacher will take advice from the LSCB on addressing those staff who were in the vicinity when the death occurred, those who had direct involvement in resuscitation, and staff who have any information which could prove helpful for those investigating the death.
- Staff will be required to formally record the details of their involvement on CPOMS and sign a copy of the transcript. A copy of this record will be retained by the academy and given to the investigation team. All recorded information may form part of the investigation and be used as legal evidence.
- The Head of Academy will make arrangements to inform other parents/carers and provide relevant support to staff, children and parents.
- The academy will consult with the LSCB to consider the most appropriate course of action to allow the academy community to move forward. This could include asking specially trained Bereavement Counsellors and Child Psychologists to work with those who have been most affected.



## **REVIEWING THE POLICY**

This Policy will be reviewed triennially by Tees Valley Education SLT. Any amendments will be shared with the Board for approval.



Tees Valley Education

**NAME** Academy

Individual Medical Care Plan

<u>Name:</u>  <u>D.O.B</u>  <u>Year Group:</u>	<u>Year Group:</u>	<u>Photograph</u>
<u>Details of Condition:</u>		<u>Parental Responsibility:</u>
<u>Daily Requirements in Academy</u>		
<u>Additional Information / care requirements</u>		
<u>Emergency Procedure:</u>		<u>Emergency Contact:</u>

<u>Follow up care:</u>	

CARE PLAN DISCUSSED AND AGREED WITH ACADEMY NURSE

Signed: \_\_\_\_\_ Parent

Signed: \_\_\_\_\_ Head of Academy



**NAME PRIMARY ACADEMY**

**LIFE THREATENING ILLNESS RECORD**

Please find listed below all children with a Life Threatening Condition.

It is vital that you ensure your staff are aware of this information.

In the case of an emergency, please report immediately to the nearest member of Academy staff.

Childs Name	Photograph	Medical Condition	Class / Year Group

Information copied to:

Catering Manager  
 Senior Lunchtime Supervisor  
 Senior Leadership Team  
 Designated First Aid staff  
 Office Staff

FOOD ADMISISTRATION PROTOCOL

**NAME** PRIMARY ACADEMY

Name of Child: \_\_\_\_\_ D.O.B \_\_\_\_\_

Address: \_\_\_\_\_

Academy: \_\_\_\_\_

All staff need to be aware that the above named child has \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please delete either paragraph as appropriate*

*A – Children who are not allowed to eat food provided by Academy*

The above named child will not be allowed to eat anything unless it has been provided from home. In case of a child who is in receipt of free Academy meals, the Local Education Authority will reimburse the parent so that a packed lunch may be provided.

Parents will be requested to provide food for parties, science lessons etc. Food technology activities will be monitored to exclude as far as is possible any element of danger relating to food allergies.

*B – Children who are allowed to eat food provided by Academy*

For children who have been identified as having an allergy to a single food product and whose parents request that food products are provided in Academy, a supporting letter from their paediatrician / allergist must be appended to the letter from the parent.

The letter from the parent should read:-

I, \_\_\_\_\_, parent of \_\_\_\_\_,  
who has an allergy to \_\_\_\_\_ give my consent to food products being provided for my child by the Academy for his or her consumption. I understand that every effort will be made by Academy staff to avoid inadvertently giving any foods containing the above allergen to my child, but that this cannot be guaranteed.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Dear Parent

Supporting pupils at school with medical conditions – Home to School Transport

The Department for Education has provided all schools and academies with updated guidance relating to pupils with medical conditions, and how best to support them in school. The guidance includes recommendations for sharing medical details with those responsible for transporting children to and from school. The guidance states that:

*“Governing Bodies have a duty to ensure that policies set out the arrangements to be made in relation to pupils with medical conditions travelling to and from school. This should include what should be done in emergency situations.*

*Where pupils have life threatening conditions, specific transport healthcare plans should be carried on vehicles (these are separate to the individual healthcare plans stored on Academy premises)”.*

If you consent to your child’s medical details being kept on the vehicle that transports them to the Academy, I would be grateful if you could sign and return the attached consent form. The Integrated Transport Unit asks that Parents make available to the Bus Driver / Escort the following details:

- Current parent / carer contact details (both mobile and landline numbers)
- Your child’s medical condition
- A description of any seizures and signs to look out for

What you would like the Driver / Escort to do in event of a seizure or other medical emergency whilst your child is on the vehicle.

The Integrated Transport Unit has given assurances your child’s details will be stored securely.

Thank you for your cooperation. If you require any assistance completing the form please ask a member of the Academy office team. Together we can help ensure every effort is made to keep your child safe whilst they are transported.

Regards

Signed

SENDCo

Tees Valley Education



Child Health Care Protocol for Local Authority Transport

PARENT / CARER TO COMPLETE THIS SECTION

I give consent / do not consent to my child's Healthcare details being kept securely whilst they are on the Home to School Transport vehicle.

Name of Child .....DOB.....

Academy .....

Name of Parent / Carer .....

Signature of Parent / Carer .....

Date .....

Contact details (mobile & landline) .....

.....

Child's medical condition .....

.....

Description of condition / vital signs to look out for .....

.....

Instructions for the Escort / Driver in the event of seizure or other medical emergency whilst child is being transported

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**PLEASE RETURN TO THE ACADEMY AS SOON AS POSSIBLE**