

**Collège Français Bilingue de Londres  
("CFBL" or the "School")**

**Supporting Pupils with Medical Needs Policy**

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### **Introduction**

Some children have medical conditions which, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. These children may suffer, for example, from allergies, food intolerance or health problems which evolve long term (chronic illnesses).

The School believes in the social integration of children and in their success at school. However, the School will only be able to accept a child if special arrangements which do not prejudice the running of the School can be put in place by the School.

A pupils' medical questionnaire is required to be completed by parents for each child.

Only the school nurse is authorised to administer any medical care with parents' consent. Medications can only be administered in the case of a specific agreement made between the parents and the School ("*Projet d'Accueil Individualisé*" or PAI).

### **The role of the Headteacher, the Deputy to the Head of Primary or Deputy to the Head of Secondary**

The Headteacher or the Deputy to Head of Primary or Deputy to Head of Secondary studies and evaluates with the parents what support the School can provide.

If this assessment shows that the child can attend the School, a written agreement called "*Projet d'Accueil Individualisé*" or PAI must be prepared.

If the School's resources or its premises are not adequate or if the parents' demands cannot be satisfied by the School, other solutions may be suggested to the parents.

### **The role of the School Nurse**

- Provision of on-site medical support, assessment and treatment or referral of illness and injury;
- Provision and regular checking and restocking of first aid boxes
- Receiving and holding medical record (google forms) about pupils and identifying medical information requiring action
- Informing and advising those staff (including canteen staff) who are entitled and need to know about risks to be avoided by particular pupils.

## **The role of the teacher**

Teachers are not authorised to give medication or medical care to a child (except if provided under a PAI).

## **What to do if your child has medical needs?**

It is important for the School to have sufficient information about the medical condition of any pupil with medical needs. It is the parents' responsibility to inform the School in writing of any medical needs before a child starts school, or when a pupil develops a condition. For pupils who attend hospital appointments on a regular basis, special arrangements may also be necessary.

In some cases, parents may be required to reimburse the School for the cost of the special arrangements that need to be put in place as well as the cost of the teacher's training (including the cost of replacing the teacher being trained).

## ***Projet d'Accueil Individualisé or PAI***

A PAI, adapted to each medical need and each child, is written by the School nurse. The parents will provide the School nurse with the latest medical record on the condition as well as the necessary medications (if required). It must set out in details, for the class teacher and the school staff, the condition of the child, the warning signs, the visible symptoms in case of a fit, the medical care needed as well as the measures that need to be taken to ensure the child's safety. The PAI must be signed by the parents, the Headteacher or the Deputy to the Head of Primary or Deputy to the Head of Secondary, the class teacher and the School Nurse. It must also specify what arrangements have been put in place in the event of the class teacher's absence. This person must also have been properly trained.

The teacher or other staff responsible for the child will only give medical care to the extent of their medical training. The emergency services will be contacted if the School cannot give the care required.

The PAI may have to be disclosed to the School staff. The Headteacher, Deputy to the Head of Primary or Deputy to the Head of Secondary and the school staff treat medical information confidentially.

The School is committed to ensuring the equality of opportunities in line with the Equalities Act 2010.

## **RELATED SCHOOL POLICIES**

Child Protection and Safeguarding  
Administration of Medication  
Curriculum  
SEND Policy  
Accessibility Plan  
Anti-bullying  
Behaviour and Discipline  
Admission Policy  
Complaints Procedure  
Educational Visits

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This document has been drawn up under The Education (Independent School Standards) (England) Regulations 2014 and the Equality Act 2010