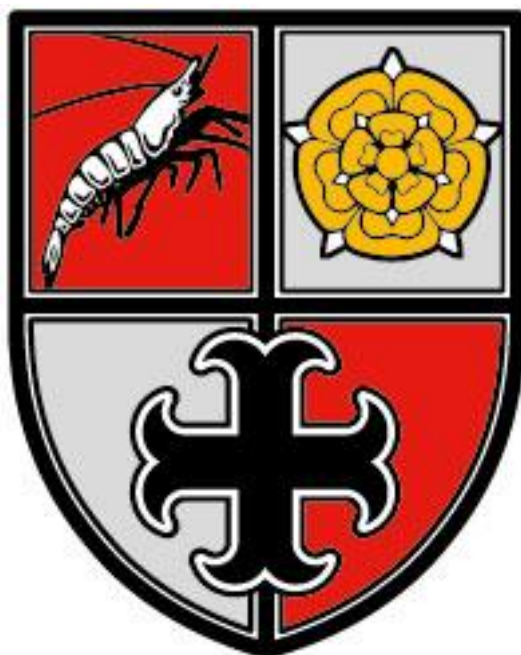


# MARSHSIDE PRIMARY SCHOOL



## **Supporting children with medical conditions policy. Statutory policy**

**Term published: Spring 2019**

Date reviewed by sub-committee: Resources 05.02.19

Date Approved by Full Governing Body 5.03.19

Chair: Andrew Brown

Headteacher: Katharine Hall

Review Date: Spring 2021

Version No 1 – 05/02/2019

## Introduction.

This policy is written in regard to [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions. It is also based on the Department for Education's statutory guidance: [Supporting pupils at school with medical conditions](#).

## Aims

- To ensure that pupils, staff and parents understand how our school will support pupils with medical conditions in consultation with health and other professionals;
- To ensure pupils at school with medical conditions (physical and mental health) are properly supported to ensure they can access the same education as other pupils, remain healthy and achieve their potential;
- To ensure sufficient staff are suitably trained;
- To ensure that any medication required in school is correctly administered;
- To ensure that individual healthcare plans (IHPs) are put in place as necessary.

**The named person with responsibility for implementing this policy is Miss Emma Brindle**

## Roles and responsibilities

Supporting pupils with medical needs during school hours is not the sole responsibility of one person. School will work with any relevant person or agency to provide support for the pupil.

The school does not have to accept a pupil identified as having a medical condition at times when it would be detrimental to the health of that pupil or others to do so.

### The governing board

The governing body will:

- Make arrangements to support pupils with medical conditions;
- Ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions;
- Ensure the appropriate level of insurance is in place which reflects the level of risk.

### The headteacher

The headteacher will:

- Ensure all staff are aware of this policy and understand their role in its implementation;
- Ensure all staff who need to know are informed of a pupil's condition;
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Take overall responsibility for the development of IHPs;
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way;
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse;
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.

### School Staff

- Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.
- Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training before taking on that responsibility;
- All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

### Parents

- Must provide the school with sufficient and up-to-date information about their child's medical needs – this must be provided in written form from the doctor or consultant the family is working with. School will not be able to make suitable adjustments based on what a parent reports;
- Be involved in the development and review of their child's IHP;

- Must carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment.

#### **Pupils**

- Should, wherever possible, be fully involved in discussions about their medical support needs and contribute to and comply with their IHPs.

#### **School nurses**

- Are responsible for notifying the school when a pupil has been identified as having a medical condition that will require support in school;
- Support staff on implementing a pupil's IHP and provide advice.

#### **Other healthcare professionals** (such as GPs and paediatricians)

- Should notify with the school's nurse(s) if any pupils are identified as having a medical condition that will require in school;
- Provide advice for developing the IHP;
- Provide specialist support for particular conditions. (e.g. Anaphylaxis; asthma; diabetes)

## **Equal opportunities**

Our school recognises children's diverse circumstances and is committed to its legal responsibilities under the Equality Act 2010. Each child regardless of their background could be a victim of child abuse and is therefore entitled to the same degree of protection and support.

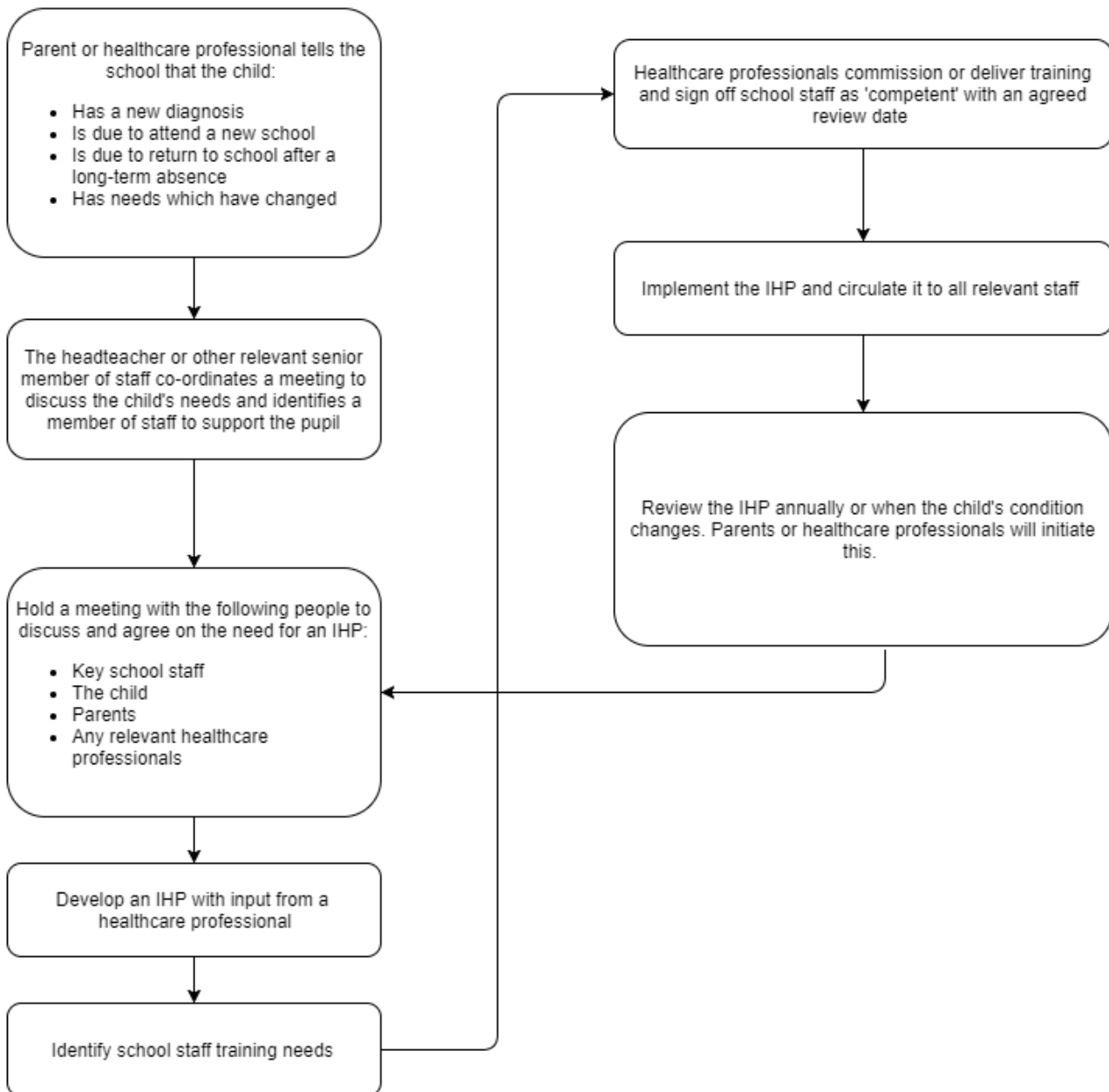
We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

### **Being notified that a child has a medical condition**

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term, for pupils who are new to our school.



## Individual healthcare plans

The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to Miss Emma Brindle – SENCo

Plans will be reviewed at least annually, or earlier, if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done;
- When;
- By whom.

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a pupil has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHP. The level of detail in the plan will depend on the complexity of the pupil's condition and how much support is needed.

The following will be considered when writing an IHP:

- The medical condition, its triggers, signs, symptoms and treatments;
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues;
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete assessments, use of rest periods or additional support in catching up with lessons, counselling sessions;
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring;
- Who will provide this support, their training needs, expectations of their role and confirmation from a healthcare professional of their proficiency to provide support for the pupil's medical condition, and cover arrangements for when they are unavailable;
- Who in the school needs to be aware of the pupil's condition and the support required;
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours;
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments;
- Confidentiality.

## Administering medicines in school

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so **and**
- Where we have parents' written consent. The forms are in the Appendix part of this policy.

**The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.**

When the school gives medicine to a pupil, a written record will be kept for each child and the dose given. These records will be kept securely and kept until one year after the child leaves the school.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

- In-date;

- Labelled with the pupil's name;
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

- Inhalers and blood glucose testing meters will be kept in class;
- Adrenaline pens will be stored on the top shelf in the school office to ensure easy access at all times.

Medicines will be returned to parents to arrange for safe disposal when no longer required. Sharp boxes, located in the medical room, will always be used for the disposal of needles and other sharps. All medicines will be sent home at the end of the year.

Staff leading trips and activities are responsible for making sure that children in their care have the medication they require.

### **Non-prescription medicines.**

The school will only give non-prescription medicines in exceptional circumstances. These may include where a child has poor attendance and the giving of the medication will help them stay in school. Written school consent forms **MUST** be completed for this to happen.

### **Pupils managing their own needs**

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

### **Unacceptable practice**

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary;
- Assume that every pupil with the same condition requires the same treatment;
- Ignore the views of the pupil or their parents or medical evidence or opinion (although this may be challenged);
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, unless this is specified in their IHPs;
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- Penalise pupils for their attendance record if their absences are related to their medical condition that is recognised under this policy. e.g. hospital appointments;
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- Require parents to attend school to administer long term medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs;
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child;
- Administer, or ask pupils to administer, medicine in school toilets.

## **Emergency procedures**

- Staff will follow the school's normal emergency procedures (for example, calling 999);
- All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do;
- If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance;
- Staff must not take pupils to hospital in their own car, unless it is an emergency and the best course of action. The member of staff must be accompanied by another adult and have comprehensive insurance that covers them for work use.

## Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so. The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with Mrs Hall (Headteacher) or Miss Brindle (SENCo). Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils;
- Fulfil the requirements in the IHPs;
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

## Complaints

Parents who are dissatisfied with the support provided should discuss these directly with Mrs Hall or Miss Brindle in the first instance. If they cannot resolve the matter, they will direct parents to the school's complaints procedure.

## Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Child Protection and safeguarding
- Special educational needs information report and policy.

[DfE: Supporting pupils at school with medical conditions Dec 2015](#)

DfE: Templates – Supporting pupils with medical conditions. May 2014

**APPENDIX A. PARENTAL AGREEMENT FOR SCHOOL/SETTING TO ADMINISTER MEDICINE  
SEFTON CHILDREN'S SERVICES**

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Name of school/setting	
Name of child	
Date of birth	/ /
Group/class/form	
Medical condition or illness	

**Medicine**

Name/type of medicine <i>(as described on the container)</i>	
Date dispensed	/ /
Expiry date	/ /
Agreed review date to be initiated by	(name of member of staff)
Dosage and method	
Timing	
Special precautions	
Are there any side effects that the school/setting needs to know about?	
Self administration	Yes/No (delete as appropriate)
Procedures to take in an emergency	

**Contact Details**

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	(agreed member of staff)

I accept that this is a service that the school/setting is not obliged to undertake.



I understand that I must notify the school/setting of any changes in writing.

Date \_\_\_\_\_ Signature(s) \_\_\_\_\_

## **Appendix B: CONTACTING EMERGENCY SERVICES**

**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below. Speak clearly and slowly and be ready to repeat information if asked.**

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

**Appendix C: Record of medicine administered to an individual child.**

Name of school/setting	Marshside Primary School
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

**Appendix D: Staff training record – administration of medicines.**

Name of school/setting	Marshside Primary School
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [ \_\_\_\_\_ ] has received the training detailed above and is competent to carry out any necessary treatment.

I recommend that the training is updated [ \_\_\_\_\_ ].

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date

**Appendix E: Record of medicine administered.**

Name of school/setting

Marshside Primary School

Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Signature of staff	Print name

