

West Haddon Endowed School

Supporting Pupils with Medical Conditions Policy

West Haddon Primary School is committed to reducing the barriers to sharing in school life and learning for all pupils. This policy sets out the steps the school will take to ensure full access for all children who require medication. This policy has been written with reference to the DfE document **Managing Medicines in Schools and Early Years Settings** dated March 2005 reference 1448-2005DCL-EN, **Supporting Pupils at School with Medical Conditions** (statutory guidance dated December 2015) and **Section 100 of the Children and Families Act 2014**.

In line with the duty, which came into force on 1st September 2014, to support pupils at school with medical conditions we are committed to ensuring that all children with medical conditions, in terms of both physical and mental health, are properly supported at our school so that they can play a full and active role in school life, remain healthy and achieve their academic potential. Most children will at some time have short-term medical needs, while other children may require medicines on a long-term basis, such as children with severe allergies. Supporting a child with a medical condition during school hours is not the sole responsibility of one person.

No child with a medical condition will be denied admission or prevented from taking up a place in our school because arrangements for their medical condition have not been made.

We will ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases therefore we will not accept a child in school at times where it would be detrimental to the health of that child or others to do so.

This policy will be reviewed regularly and it is readily accessible to parents and school staff.

Policy implementation

The named person, who has overall responsibility for policy implementation, is Mr David Rosevear.

They will

- ensure that sufficient staff are suitably trained;
- ensure that all relevant staff will be made aware of the child's condition;
- cover arrangements in case of staff absence or staff turnover to ensure someone is always available;
- brief supply teachers;
- carry out risk assessments for school visits, holidays, and other school activities outside the normal timetable;

Prepared by:	J Brinklow	First Issued:	Oct 2014
Approved by:		Last reviewed:	September 2019
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- monitor individual healthcare plans.

Procedure to be followed when notification is received that a pupil has a medical condition

When our school is notified that a pupil has a medical condition we will:

- make arrangements for any staff training or support
- make every effort to ensure that arrangements are put in place within two weeks
- not wait for a formal diagnosis before providing support to pupils

Individual healthcare plans

Our school will send home a health questionnaire. Any parent reporting that their child has an ongoing medical condition such as asthma, epilepsy, diabetes or more complex medical condition will be asked to complete an Individual Healthcare Plan (IHP). It is a legal requirement that this is updated annually. At our school we will ensure that plans are reviewed at least annually, or earlier if evidence is presented that the child's needs have changed. We will assess and manage risks to the child's education, health and social wellbeing, and minimises disruption.

Our IHP requires information about:

- 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, e.g. crowded corridors, travel time between lessons;
- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- the level of support needed (NB If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring)
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- who in the school needs to be aware of the child'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;
- arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments;

- what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

Roles and responsibilities

Parent/carer

- To inform the school if their child has a medical condition.
- To give sufficient information about their child's medical needs if treatment or special care is required.
- To deliver all medicines to a member of staff.
- To complete and sign the Request for Staff to Administer Medication form.
- To keep staff informed of changes to prescribed medicines.
- To keep medicines in date – particularly emergency medication such as Epi Pens and inhalers

Pupils

- To provide information about how their condition affects them.
- To be involved in discussions regarding their support needs.

Headteacher

- To ensure that the school's policy is developed and implemented.
- To ensure there are members of staff in school willing to volunteer to administer medicines to specific pupils as required.
- To ensure staff receive support and appropriate training as necessary.
- To ensure all staff who need to know are aware of the child's condition.
- To share information, as appropriate, about a child's medical needs.
- To ensure that parents are aware of this policy.
- To ensure that medicines are stored correctly.
- The Headteacher has overall responsibility for the development of the healthcare plans.

Staff

Any member of staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach.

- To know what to do and respond accordingly when they become aware of a pupil with a medical condition who needs help.
- To check medicine details are accurate and clear on prescription labels.

- To ensure that the parent/carer completes a consent form for the administration of medicines.
- To complete the 'administration of medicines' record sheet each time medicine is given.
- To ensure medicines are returned to parent/carer at the end of the school day.
- To ensure medicines are returned to parent/carer for disposal.

Governors

- The governors are to ensure that there is a Supporting Pupils with Medical Conditions policy and it is being implemented.
- The governing body is to ensure that arrangements are in place to support pupils with medical conditions. In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child.
- The Governing body is to take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. The Governing body should ensure that staff are properly trained to provide the support which pupils need.

If a child refuses to take medicines staff will not force them to do so, but will note this in the records and inform parents as soon as is reasonably possible.

School Nurse

- To notify the school when a child has been identified with a medical condition which, will require support at school. Where possible this should be done prior to the child starting school.
- To support with the development of a health care plan where appropriate.

Staff training and support

Staff are supported in carrying out their role to support pupils with medical conditions through appropriate training. Training needs are assessed regularly.

Any member of school staff providing support to a pupil with medical needs will have received suitable training.

No member of staff will give prescription medicines or undertake healthcare procedures without appropriate training or instruction (children with healthcare plans which include medication will be administered the appropriate medication after staff have been trained).

The child's role in managing their own medical needs

Where children are deemed competent to manage their own health needs and medicines by their parents and medical professional they will be supported to do this. We see this as an important step towards preparing pupils for the next stage of their education.

Managing medicines on school premises

At our school:

- medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so
- no child will be given prescription or non-prescription medicines without their parent's written consent
- we will never give medicine containing aspirin unless prescribed by a doctor.
- Medication, e.g. for pain relief will never be administered without first checking maximum dosages and when the previous dose was taken.
- Parents will be informed
- where clinically possible, we will expect that medicines will be prescribed in dose frequencies which enable them to be taken outside school hours
- we will only accept prescribed medicines if they are:
 - are in-date
 - are labelled
 - are provided in the original container as dispensed by a pharmacist
 - include instructions for administration, dosage and storage. (NB The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container)
- all medicines will be stored safely.
- Children will know where their medicines are at all times and will be able to access them immediately. Where relevant, they will know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be always readily available to children and not locked away, including when pupils are outside the school premises, e.g. on school trips
- when no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps
- We will keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held.
- school staff will administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines will do so in accordance with the prescriber's instructions.

- We will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school will be noted in school.

Non-prescribed medicines

Following on from Supporting Pupils with medical Conditions December 2015 we have decided that we will administer non-prescription medicines such as: Liquid paracetamol (Calpol), Piriton, eye drops. These will only be administered when it would be detrimental to the child not to give and only with parent's permission.

Record keeping

We will ensure that written records are kept of all medicines administered to children. We recognise that records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents will be informed if their child has been unwell at school.

Emergency procedures

Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.
If a child needs to be taken to hospital, staff will stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

Day trips, residential visits and sporting activities

We always actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

As a school we believe it to be unacceptable practice to

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore 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, including lunch, unless this is specified in their individual healthcare plans;
- penalise children for their attendance record if their absences are related to their medical condition, 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, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with

toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or

- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child

Liability and indemnity

The school's insurance arrangements are sufficient and appropriate to cover staff providing support to pupils with medical conditions.

Emergency Asthma Inhalers

Since 2015 schools may hold asthma inhalers for emergency use. This is entirely voluntary, and the Department of Health has published a protocol which provides further information. As a school we have agreed to purchase and keep emergency inhalers. These will only be used for those children who are already prescribed asthma inhalers. They will only be used in an emergency and at all times the school will seek to use the child's prescribed inhaler if possible.

Complaints

If parents or pupils are dissatisfied with the support provided they should discuss their concerns directly with the school in the first instance. If for whatever reason this does not resolve the issue they may make a formal complaint via the school's complaints procedure.

If you have a complaint about how your child's medical condition is being supported in school please contact the Headteacher and the Chair of Governors in the first instance.