

Policy for Supporting Pupils with Medical Needs

Date:	July 2020
Date for review:	Summer 2023
Status:	Statutory

1. Introduction

Section 100 of The Children and Families Act 2014 places a duty on governing bodies to make arrangements for supporting children with medical conditions. Statutory national guidance has been produced (**Supporting pupils at school with medical conditions**, DfE 2015) to support schools in their implementation of this duty, and there is also local authority guidance which complements this (**Supporting pupils with medical conditions**, Surrey 2016). We will have regard to these documents when implementing this policy.

Pupils' medical needs may be:

- short term, for example if a child is recovering from an injury or has been prescribed a course of medication; or
- long term or permanent, for example if a child has a disability or chronic condition or illness which requires ongoing medical intervention and support.

Although in practical terms the application of this policy will differ from pupil to pupil, its broad principles apply to both short and long term medical needs.

We will endeavour to ensure that all children with medical conditions are properly supported so that they are able to access all aspects of school life.

2. Roles & Responsibilities

The Local Authority (LA) is responsible for:

- Promoting co-operation between relevant partners and stakeholders regarding supporting pupils with medical conditions
- Providing support, advice and guidance to schools and staff
- Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition

The Governing Body is responsible for:

- The overall implementation of this policy and its associated procedures
- Ensuring that this policy and its implementation does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation
- Handling complaints regarding this policy as outlined in the School's Complaints Policy
- Ensuring that all pupils with medical conditions are able to participate as fully as possible in all aspects of school life
- Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions
- Ensuring the level of insurance in place reflects the level of risk



The Headteacher is responsible for:

- The day-to-day implementation and management of this policy and its procedures
- Ensuring the policy is implemented and monitored effectively with staff, partner agencies and other stakeholders
- Making staff aware of this policy
- Liaising with healthcare professionals regarding the training required for staff
- Making staff aware, where appropriate, of a child's medical condition
- Developing Individual Healthcare Plans (IHCPs)
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations
- Ensuring the correct level of insurance is in place for staff who support pupils in line with this policy
- Contacting the School Nursing Service in the case of any child who has a medical condition

Teachers and Support Staff are responsible for:

- Providing a general duty of care for pupils
- Taking appropriate steps to support children with medical conditions
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility
- Administering medication, if they have agreed to undertake that responsibility
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help
- Ensuring effective and timely communication with parents, other staff members and outside agencies where appropriate
- The SENCo may have oversight of pupils' medical needs where they form part of the child's special educational needs. Other staff (admin team, duty first aiders, classroom support staff) may be involved in the administration of medicine where they have agreed to do so.

The School Nurse works as part of a wider 0-19 Children and Families Service at CSH Surrey. The school nurse provides a range of services including: health screening; health education including sex and relationship education; advice, support and referral to specialist services; staff training on a range of medical issues including annual update epipen training; and additional services for children and families with medical needs. The school nurse will also advise in the drafting and review of individual healthcare plans.

The child does not have specific responsibilities in terms of their own medical care, as these responsibilities always rest with adults. However, where possible and in discussion with parents, children who are competent will be encouraged to take responsibility for managing their own medicines and procedures in an age-appropriate way. The healthcare plan will reference what will happen should a child who self-administers refuse to take their medication (this will normally be informing the parent at the earliest opportunity).

3. Staff training

All staff are given an outline of the principles of this policy (as a minimum) when they join the school. More detailed training will be provided where necessary, e.g. if the teacher has a child in their class with a medical need and / or healthcare plan. Update training which is appropriate to the child's needs will be provided on a regular basis. This will include updates to basic first aid and paediatric first aid training at least every three years, and annual epipen training (delivered by the school nurse). Update training specific to children's needs may be through meetings with parents and / or specialist nurses.

Where required we will work with relevant healthcare professionals to identify and agree the type and level of training required and how and by whom that is most effectively delivered. This will

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include ensuring that the training is sufficient to ensure staff are competent and confident in their ability to support children with medical conditions. The training will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs and therefore allow them to fulfil the requirements set out in the individual healthcare plan.

4. Individual health care plans

Individual Healthcare Plans are recommended when a condition fluctuates or where there is a risk of emergency intervention being required. Healthcare plans may also be helpful in other cases, especially where a medical condition is long-term and complex, although not all children will require one. In some cases, support for a pupils' long-term medical condition may be recorded and reviewed in an SEN support plan or EHCP rather than in a healthcare plan. Where a child has a special educational need identified in an EHCP, the individual healthcare plan will be linked to (or become part of) that EHCP.

The school works closely with parents and healthcare professionals, both in deciding if a healthcare plan is appropriate and also in its implementation and review.

A healthcare plan may be initiated by parents, by a member of school staff or by a healthcare professional involved in providing care to the child. The Headteacher and / or other school staff will work with parents and relevant healthcare professionals (e.g. GP or school nurse) to draw up and / or review the plan.

Healthcare plans will be reviewed at least annually, and more frequently if the child's needs or medication have changed.

When deciding what information should be recorded on individual healthcare plans, the following issues / factors will be considered:

- 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:
- the level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies. 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 (supervised by a member of staff or parent)
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable to ensure the child can participate where appropriate.
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and
- 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

5. Managing medicines on School Premises

It is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours (for example, three times a day i.e. before and immediately after school and before bedtime). If this is not possible (for example if the GP specifies that the medicine should be taken four times a day), parents must complete and sign a parental agreement for the school to administer medicine from prior to staff members administering any medication (and assuming staff have agreed to do this).

- No child will be given any prescription or non-prescription medicines without written parental agreement except in exceptional circumstances.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines must be in date, labelled and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of four weeks' supply of the medication may be provided to the school at one time.
- Medications not carried by pupils will be stored in the medical room or safely in the classroom.
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children.
- Pupils will never be prevented from accessing their medication in line with the instructions prescribed.
- It is the responsibility of the parents to dispose of their child's medicines. Any medicines that are no longer required including those where the date has expired will be returned to parents or disposed of safely
- Sharps boxes, if required, will be in place for the disposal of needles. Collection and disposal of these will be arranged by the school.
- All medication other than emergency medication will be stored safely in a locked cabinet
- Where medicines need to be refrigerated, they will be stored in a fridge in the medical room. There must be restricted access to a refrigerator holding medicines.
- Children will be made aware of where their medicines are at all times and be able to access them immediately where appropriate (under supervision). Medicines such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children and not locked away. We will also ensure that they are readily available when outside of the school premises or on school trips.
- A record of what has been administered including how much, when and by whom, will be recorded on a 'record of prescribed medicines' form. The form will be kept on file. Any possible side effects of the medication will also be noted and reported to the parent/carers.
- Storage of medication whilst off site will be maintained at steady temperature and secure. There will be appropriately trained staff present to administer day to day and emergency medication and copies of individual health care plans will be taken off site to ensure appropriate procedures are followed.
- Claygate Primary School cannot be held responsible for side effects that occur when medication is taken correctly.

6. Emergency Procedures

Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and provide a process to follow. All relevant staff will be made aware of the emergency symptoms and procedures. We will ensure other children in the school know what to do in the event of an emergency i.e. informing a teacher immediately if they are concerned about the health of another child.



Where a child is required to be taken to hospital, a member of staff will stay with the child until their parents arrives, this includes accompanying them to hospital by ambulance if necessary (taking any relevant medical information, care plans etc. that the school holds).

7. Day trips/off site activities

We will ensure that teachers are aware of how a child's medical condition will impact on their participation in any off site activity or day trip, but we will ensure that there is enough flexibility for all children to participate according to their own abilities within reasonable adjustments.

We will consider what reasonable adjustments we might make to enable children with medical needs to participate fully and safely on visits. We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. We will consult with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.

8. Avoiding unacceptable practice

Claygate Primary School understands that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment
- Ignoring the views of the pupil and/or their parents
- Ignoring medical advice or opinion (although this may be challenged)
- Sending pupils home frequently or preventing them from taking part in activities at school
- If the child becomes ill, send them to the school office or medical room unaccompanied;
- Penalising pupils with medical conditions for their attendance record where the absence relates to their condition
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues
- Creating barriers to children participating in all aspects of school life, including school trips e.g. by requiring parents to accompany the child
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition

9. Liability and Indemnity

Staff at the school are indemnified under the County Council insurance arrangements. To meet the requirements of the indemnification, we will ensure that staff at the school have parents' permission for administering medicines and members of staff will have had training on the administration of the medication or medical procedure.

10. Complaints

Should parents or children be dissatisfied with the support provided they can discuss their concerns directly with the Headteacher. If this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

11. Monitoring and review

This policy and its implementation will be monitored and evaluated on a regular basis, including through feedback from parents, children and the school nurse. The policy will be reviewed in accordance with the timetable as indicated on page 1, or sooner if required by changes to national or local policy or guidance