Alderman Payne Primary School

Supporting Pupils With Medical Needs In School Policy

Date reviewed: **September 26**

Next review: **September 27**

Policy for supporting pupils with medical needs in school

Rationale

This policy outlines the correct procedures and protocols Alderman Payne Primary School will follow to support pupils with long-term and/or complex medical conditions, whilst safeguarding staff by providing clear and accurate guidance for all staff to adhere to.
This policy will be readily accessible to parents and staff, and will be reviewed every two years to keep up-to-date with statutory and non-statutory guidance and legislation. The Headteacher has overall responsibility for pupils' medical needs with support from the SENDCO.

Relevant legislation and guidance

Supporting Pupils at School with Medical Conditions 2015
Children and Families Act 2014
Equality Act 2010
Medicines for Children and Young People 2004
Special Educational Needs and Disability Acts 2001
Management of Health and Safety at Work Regulations 1999
The Education Act 1996
Disability Discrimination act 1995
Health and Safety at Work Act 1974
Medicines Act 1968

Section 100 of the Children and Families Act 2014 places a duty on Local Governing Bodies to make arrangements for supporting pupils with medical conditions at school. This is because pupils with long-term and complex medical conditions may require:

- On-going support, medicines or care whilst at school to help them manage their condition;
- monitoring and intervention in emergency circumstances.

The governing body must further comply with their duties under the Equality Act 2010 towards disabled children and adults.

Policy Implementation

This policy has been drawn up in accordance with the DfE guidance *Supporting pupils at school with medical conditions (Dec 2015).*

Aims:

- To ensure arrangements are made for children with medical conditions to receive proper care and support whilst meeting our legal responsibilities;
- To provide guidance to all teaching and non-teaching staff members, ensuring staff are fully supported in carrying out their role to support pupils with medical conditions, including the procedure in an emergency situation;
- To identify the areas of responsibility and roles to all parties involved in the arrangements made to support pupils at school with medical conditions, including pupils, parents, staff, school nurses, Head teachers, Local Governing Bodies etc; and
- To ensure procedures are followed to limit the impact on pupils' educational attainment, social and emotional wellbeing that can be associated with medical conditions, both on site and during off site trips.

Procedure when the school is notified of a medical condition:

- There could be a number of ways in which a school will be notified when a child has been identified as having a medical condition that requires support.
- The Head teacher/SENDCo should take the necessary steps to co-ordinate a meeting to discuss the child's medical support needs. The meeting will involve key school staff, the pupil, parents, relevant healthcare professionals and other medical/health clinicians as appropriate.
- The School Nursing Duty Desk will be able to advise on training for staff and other matters to support children with medical needs. Involvement from the School Nursing service can be requested through the duty line, or referral form for the area.
- A decision will be made as to whether an Individual Health Care Plan will be created for the child.
- For children new to school, support arrangements will be in place in time for the start of the relevant school term.
- In cases where the child moves to school mid-term or receives a new diagnosis, the school will make every effort to ensure the arrangements are in place within two weeks.

The school will not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be made about what support to provide based on available medical evidence and through consultation with parents.

Individual Health Care plans

An Individual Health Care Plan is a document that sets out the medical needs of a child, what support is needed within the school day and details actions that need to be taken within an emergency situation. They provide clarity about what needs to be done, when and by whom. The level of detail within the plans will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same conditions may require very different support.
Individual Health Care Plans will be written by the SENDCo or Headteacher informed by medical evidence and information from parents. When deciding whether an Individual Health Care Plan is appropriate and proportionate, the school considers the following:

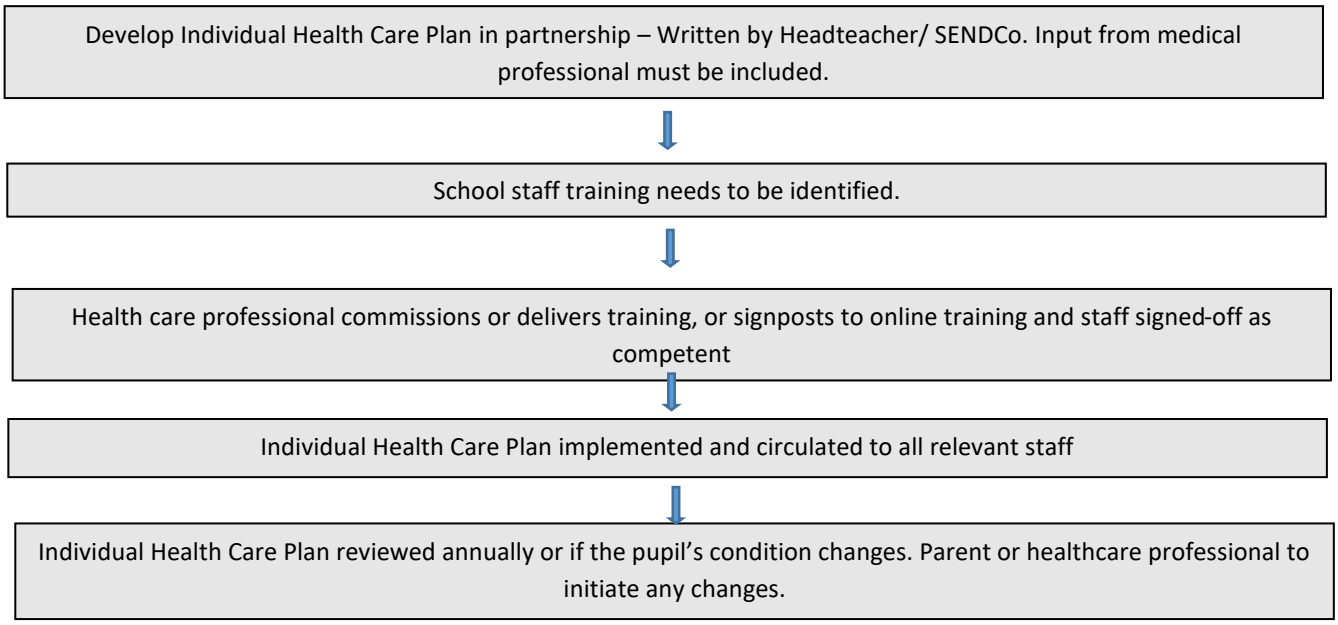
Stage 1 – Gathering the information

- The Headteacher or SENDCo co-ordinates a meeting with parents to discuss the medical support needs of the pupil. A medical professional may be invited if needed.
- Pupils should be involved when possible.
- The meeting should ascertain whether an Individual Health Care Plan is appropriate, as not all children will require one.
- All parties should agree, based on the evidence, as to whether an Individual Health Care Plan would be suitable. However, the Head teacher is best placed to take the final view if consensus cannot be reached.
- The decision should be based on:
    - whether there is a high risk that emergency intervention will be needed;
    - whether the medical condition is long-term and/or complex;
    - whether the child is returning to school following a period of hospital education or alternative provision (including home tuition);
    - whether medical conditions are likely to fluctuate.

A member or members of the school staff will be identified on the Individual Health Care Plan as being the key person or people who will provide support to the pupil.

Stage 2: Developing an Individual Health Care Plan

The purpose of an Individual Health Care Plan is to capture steps which the school will take to help the child manage their condition and overcome any potential barriers to getting the most from their education.
Once the decision has been made to create an Individual Health Care Plan the outlined process should be followed: See appendix A for the Individual Health Care Plan pro-forma.



Roles and Responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. Partnership working between staff, healthcare professionals, parents and pupils will be critical to ensure that the needs of pupils with medical conditions are met effectively.

The **Headteacher** is responsible for:

- ensuring that a policy is in place to meet the needs of children with medical conditions;
- implementing this policy effectively and ensuring that **all** relevant staff members are aware of how to support pupils with medical conditions including their role in its implementation;
- ensuring all staff who need to know, are aware of the child's condition and their Individual Health Care Plan;
- ensuring that the appropriate level of insurance is in place and appropriately reflects the level of risk
- ensuring that staff have received suitable training and are competent before they take on responsibility to support children with medical conditions;

Healthcare Professionals are responsible for:

- notifying the school when a child has been identified as having a medical condition which will require support in school. This should, where possible, be done before the child starts at the school;
- taking a lead role in ensuring that pupils with medical conditions are properly supported in school, including supporting staff on implementing a child's plan;
- working with Headteachers/SENDCos to determine the training needs of school staff and agree who would be best placed to provide the training;
- confirming that school staff are proficient to undertake healthcare procedures and administer medicines;

Staff (teaching and non-teaching) should:

- understand that any member of school staff may volunteer or be asked to provide support to pupils with medical conditions, including the administering of medicines
- understand the role they have in helping to meet the needs of the child with a medical condition;
- work towards or complete targets and actions identified within the Individual Health Care Plan.

Where possible**, pupils** should:

- provide information about how their condition affects them;
- be fully involved in discussions about their medical support needs;
- comply with their Individual Health Care Plan.

Parents should:

- provide named and dated medicine and equipment;
- ensure they or another nominated adult are contactable at all times;
- provide sufficient and up-to-date information to the school about their child's medical needs;
- be involved and assist in drafting and developing their child's Individual Health Care Plan.

The Local Authority is responsible for:

- promoting cooperation between relevant partners such as governing bodies of maintained schools, clinical commissioning groups and NHS England, with a view to improving well-being of children so far as relating to their physical and mental health and their education, training and recreation;
- providing support, advice and guidance, including suitable training for school staff to ensure that the support specified within the Individual Health Care Plans can be delivered effectively;
- working with schools to ensure that schools support pupils with medical conditions to attend full time;
- making alternative arrangements where pupils would not receive a suitable education in a mainstream school because of their health needs when it is clear that a child will be away from school for 15 days or more because of their health needs.

Emergency Procedures

As part of general risk management processes, the school has the following arrangements in place for dealing with emergencies situations:

- All pupils in the school should inform a teacher immediately if they think help is needed;
- The pupil's Individual Health Care Plan will clearly define what constitutes an emergency and will explain what to do, including ensuring that all relevant staff are aware of the emergency symptoms and procedures for the individual pupil;
- When a pupil needs to be taken to hospital, staff will stay with the child until the parent arrives. If a child is taken to hospital by ambulance, staff will accompany the pupil;
- follow specific procedures for contacting emergency services on or off site, and all staff are aware of these procedures;
- If it is not possible to follow the emergency procedures detailed in the Individual Health and Care Plan, a qualified First Aider will decide on the emergency course of action.

Staff Training and Support

Any member of school staff providing support to a pupil with medical needs must have received suitable training. Staff training needs will be identified during the development or review of the pupils Individual Health Care Plan. Staff who provide support to pupils with medical conditions will, when possible, be included in the meetings where this is discussed. The Healthcare Professional will lead on identifying and agreeing with the school what type and level of training required. It will be the school's responsibility to

arrange training and ensure that this remains up-to-date. The Healthcare Professional, will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.
The training must be sufficient to ensure all staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements set out in the Individual Health Care Plan. They will need to understand the specific medical conditions they are being asked to deal with, their implications and preventative measures.
Where training is required for administration of a specific medicine, or health care procedure, this is stated on the Individual Health and Care Plan. A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.
As well as individual training, the school will make arrangements for whole school awareness training and induction arrangements for new members of staff. This will include preventative and emergency measures so that staff can recognise and act quickly if a problem occurs.

The child's role in managing their own medical needs
Pupils may be competent to manage their own health needs and medicines. School staff will discuss individual competencies with parents and ensure the Individual Health Care Plan reflects the pupil's competencies for managing their own medicines and procedures.
Competent pupils will be allowed to carry their own medicines and relevant devices, or will have access to their medicines for self-medication quickly and easily, wherever possible. Pupils who can take their medicines themselves may require an appropriate level of supervision. When it is not appropriate for the pupil to self-manage, staff will help to administer medicines and manage procedures for them.
If a pupil refuses to take their own medicine or refuses to carry out necessary procedures relating to their medical needs, staff will not force them to do so, but will follow the procedure agreed within the pupil's Individual Health Care Plan. The headteacher, Assistant Head or SENDCo will be responsible for informing the pupil's parents, so that alternative options can be considered for future situations.

Procedures for managing of medicines
Medication and request forms should be handed to staff by parents or carers, never the child. All medication should be provided in the original packaging with the prescriber's instructions where appropriate. Non-prescription medicines must also be in original containers and boxes with dosage information (appropriate for the age of the child) available.
In order to manage pupil's medical conditions effectively, members of staff will not prevent pupils from eating, drinking or taking breaks when required.
The following procedures will be followed to manage medicines on-site:

- a pupil under 16 should never be given prescribed or non-prescribed medicines without their parent's written consent. See appendix B for the parental agreement for administering medicine;
- Prescribed medicines must be in-date, labelled and include instructions for administration, dosage and storage to be accepted by the school. In most circumstances, the medicines should be provided in the original container and dispensed by a pharmacist, with the exception of insulin, which will be inside an insulin pen or pump;
- Controlled drugs that have been prescribed for a child will be stored securely in the first aid room in a locked cabinet.
- controlled drugs will be easily accessible in an emergency at all times; and emergency medicines such as asthma medication, adrenaline pens and diabetes medication should be with the child or readily available – not locked away.

Record Keeping

Written records of all medicines administered to individual children will be kept with the medication detailing what, how and how much was administered, when and by whom. This is kept with the medicine locked in the first aid cabinet. These accurate records offer protection to staff and children, whilst providing evidence that agreed procedures have been followed.

Disposal of Medicines:

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each term.

Off-site procedures

The school assesses what reasonable adjustments can be made to enable pupils with medical needs to participate fully and safely during off-site trips. All staff members should be aware of how the pupils individual medical condition will impact their participation, but should allow enough flexibility for pupils to participate according to their own abilities, unless evidence from a GP states otherwise.

A risk assessment will be approved by a member of the Senior Leadership Team prior to the off-site trip, to ensure pupils with medical conditions can participate safely. This will require consultation with parents and pupils and advice from the relevant healthcare professionals.

Unacceptable practice

Staff should use their discretion and judge each case on its merits with reference to the child's Individual Health Care Plan. However, it is **not** acceptable practice to:

- assume that every child with the same condition requires the same treatment;
- prevent children from accessing their inhalers or medication easily, and administering their medication when and where necessary;
- send children to the school First aid room unaccompanied or with someone unsuitable;
- send pupils with medical conditions home frequently or prevent them from participating in normal school activities, unless specified in their Individual Health Care Plan.
- penalise pupils for their attendance record if absences relate to their medical condition i.e. hospital appointments;
- ignore the views of the pupil or their parents; or ignore medical evidence or opinion, (although this may be challenged);
- prevent children from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively;
- create barriers to pupils participating in any aspect of school life, including off-site school trips; or
- require parents to attend school to administer medication or provide medical support to their child where arrangements have been agreed as part of the child's Individual Health Care Plan.

Complaints

Should parents or pupils be dissatisfied with the support that Alderman Payne Primary has provided, the initial concern should be raised with the Headteacher. If the concern cannot be resolved with the school directly, a formal complaint can be made via the school's complaints procedure, which is accessible from the school website or on request from the school office.

Alderman Payne Primary School

Individual Healthcare Plan

Name of school/setting	Alderman Payne Primary
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	
Who is responsible for providing support in school	

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency *(state if different for off-site activities)*

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to parent, Teaching Assistant, Class Teacher, Inclusion coordinator, Headteacher

Signed

Staff member

Parent / Carer

Parental Request to Administer Medicines in School

Important – All prescribed medicine must be in the original container dispensed by the doctor/pharmacy and must clearly display the name of the child.

Pupil Details

Pupil Name		Date of Birth	
Home Postcode		Condition or illness	

Medication details

Medication name and type		Expiration Date	
Is this a prescribed medicine	Yes / No	If no, state age range on bottle	
Office – do details match those of the pupil?	Yes / No Initials _____	For how long will your child take this medication	

Directions for use:

Dosage		How administered	
Timing		Possible side effects	

Family contact

Name		Relationship to pupil	
Tel Number			

I understand that the school is not <u>obliged</u> to give medication, but may do so on completion of this form and the school leadership team agreeing to the request.			
Parent signature		School Leader signature	

Date		Date	