

ST PETER'S CHURCH OF ENGLAND PRIMARY SCHOOL



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Registered in England and Wales
Company number 07939655

Supporting Pupils with Medical Needs Policy

St Peter's C of E school promotes Christian values and fosters an environment of spirituality, creativity and respect where everyone is valued and each child can achieve their full potential.

1. Introduction

- This policy sets out how pupils at St Peter's CE Primary School with medical conditions will be properly supported so that they can access and enjoy the same opportunities at school as any other child.
- It reflects the consensus of opinion of the teaching staff and has the full agreement of the staff and Governors.

2. Aims

- To ensure that all pupils with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To ensure that pupils with medical conditions access and enjoy the same opportunities as any other child in school.
- Recognise that children's health needs may change over time in ways that cannot always be predicted, sometimes resulting in extended absences.
- In making decisions about the support which we provide, we will establish relationships with relevant health services to help. We will ensure that we as a school work together with the Local Authority when appropriate, health professionals and other support services to ensure children with medical conditions receive a full education.
- We will aim to receive and consider advice from health care professionals and listen to and value the views of parents and pupils.
- In making any arrangements we will ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.
- Arrangements in place not only show an understanding of how medical conditions impact on a child's ability to learn but also aim to increase their confidence and promote self care.
- We will ensure that staff are properly trained to provide the support each child needs.

3. Implementation

- The Headteacher is responsible for ensuring that sufficient staff are suitable trained
- All relevant staff will be made aware of a child's condition.
- The class teacher is responsible for briefing a supply teacher on a child's medical condition. If this cannot take place due to long term absence then this role falls to the HT.
- The leader on a school visit is responsible for compiling a risk assessment for that visit and other school activities outside the normal timetable, liaising with the Educational Visits Co-ordinator. The EVC is responsible for monitoring the risk assessment.
- The SENCO is responsible for monitoring any Individual Healthcare Plans.

4. Procedures when notified a pupil has a medical condition

- Before a child starts school at St Peter's the SENCO and classteacher will meet with parents and health care professionals to ascertain the level of medical need and develop an individual health care plan.
- When a pupil leaves school their records will be passed to the next school and the SENCO will contact the relevant professional at the new school to discuss the child's medical condition.
- The SENCO will work with the HT and other health care professionals in ensuring a suitable reintegration plan is in place after periods of absence. This will also be carried out in consultation with the parents and if possible the pupil.
- If there is a new diagnosis or the child is moving to a new school mid term, every effort should be made to ensure arrangements are in place within 2 weeks of their arrival at school.

5. Individual Healthcare Plans (IHP)

- The SENCO is responsible for developing an IHP in supporting pupils with medical conditions.
- The school, healthcare professionals and parents should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached then the Headteacher has the final decision.
- The IHP will be drawn up in partnership between the school, parents and relevant healthcare professional. Pupils can also be involved whenever appropriate. The responsibility for ensuring the plan is finalised and implemented rests with the school.
- The Governing Body should ensure that plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They should be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social well being and minimises disruption.

6. Roles and Responsibilities

- **Governing Body**- Must make arrangements to support pupils with medical conditions in school. They must ensure that sufficient staff have received suitable training and are competent before they take responsibility to support children with medical conditions.
- **Headteacher**- Must ensure that the policy is developed and effectively implemented with partners. Also that all staff who need to know are aware of a child's condition. Ensure sufficient trained members of staff are available to implement the policy and deliver against IHPs.
- **School Staff** - Any member of school staff may be asked to support pupils with medical conditions, including the administration 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 needs that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.
- **School Nurse**- They may support staff on implementing a child's IHP and provide advice, liaison and training.
- **Other Healthcare professionals** -They may be able to provide advice on developing IHP and providing support for children with particular conditions (eg asthma, diabetes).
- **Pupils** - Pupils with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions.
- **Parents**— should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, eg provide medicines and equipment and ensure they or another nominated adult are contactable at all times.
- **Providers of health services** - should co-operate with schools that are supporting children with a medical condition, including appropriate communication, liaison with school nurses and other healthcare professionals such as specialist and children's community nurses, as well as

participation in locally developed outreach and training. Health services can provide valuable support, information, advice and guidance to schools, and their staff, to support children with medical conditions at school.

7. Staff Training and Support

- Any member of school staff providing support to a pupil with medical needs should have received suitable training.
- The relevant healthcare professional would normally lead on identifying and agreeing with the school the type and level of training required and how this can be obtained.
- Staff must not give prescription medicines or undertake health care procedures without appropriate training.
- All school staff will be made aware of this policy and their role in implementing it. Any new members of staff will have this policy included in induction arrangements. Parents will be asked for their views and to provide relevant information to school staff as to how their child's needs can be met.
- After discussions with parents, children who are competent should be encouraged to take responsibility for managing their own medicine and procedures.
- Wherever possible children are allowed to carry their own medicine (such as inhalers and for diabetes) and relevant devices or should be able to access their medicines for self medication quickly and easily. Children who can take medicines themselves or manage procedures may require an appropriate level of supervision.
- If a child refuses to take a medicine or carry out necessary procedure, staff should not force them to do so, but follow the procedure agreed in the IHP. Parents should be informed so that alternative options can be considered.

8. Managing Medicines on School Premises.

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- No child under 16 should be given prescription or non-prescription medicines without their parent's written consent - except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality. Schools should set out the circumstances in which non-prescription medicines may be administered. See Appendix 1 – Parents agreement for our staff to administer Medicine. It only requires one parent to agree or request that medicines be administered.
- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, eg for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- Schools should only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. 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 should be stored safely. Children should know where their medicines are at all times and be able to access them immediately. All non emergency medicines will be kept in a locked drawer in the staffroom. Where relevant, they should know who holds the key to the locked drawer. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. These would usually be kept in the classroom in a container. This is particularly important to consider when outside of school premises eg on school trips. Any medicines kept in the refrigerator will be kept in the staffroom fridge, clearly labelled and in an airtight container.
- Staff administering medicines should do so in accordance with the prescriber's instructions. Schools should 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 should be noted.

- When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

9. Record keeping

- Governing bodies should ensure that written records are kept of all medicines administered to children. Records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents should be informed if their child has been unwell at school.
- Appendix 2 – Record of medicine administered to an individual child
- Appendix 3 – Record of medicine administered to all children

10. Emergency Procedures

- Where a child has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.
- If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance. Schools need to ensure they understand the local emergency services cover arrangements and that the correct information is provided for navigation systems.

11. Unacceptable Practice

Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable 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 or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- Penalise children for their attendance record if their absences are related to their medical condition eg 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, eg by requiring parents to accompany the child.

12. Complaints

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

Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted.

13. Publications and Review

- This policy has been devised taking into account the DfE advice in the publication 'Supporting Pupils at School with Medical Conditions - April 2014'.

Signed (On behalf of the Governors)

Signed(Headteacher)

Date.....

Date for review.....

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Appendix 1

Parental agreement for school to administer medicine

Staff at St Peter's CE Primary School will not give your child medicine unless you complete and sign this form.

Child's Name _____ Date _____

Date of Birth _____ Class _____

Medicine

Medical Condition/Illness _____

Name of Medicine/Type _____

Expiry Date _____

Dosage and Method _____

When to be given _____

Any other instructions /
Special precautions _____

Are there any side effects which we need to know about? _____

Procedures to take in an emergency _____

Self Administration Yes / No (Delete as appropriate)

Note: Medicines must be in original container as dispensed by the pharmacy.

Contact Details

Name _____ Relationship to child _____

Contact tel nos _____

Name and phone no. of GP _____

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to St Peter's CE Primary School staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature _____ Date _____

Print Name _____

If more than one medicine is to be given a separate form should be completed for each one.

Appendix 2

Record of Medicine Administered to an Individual Child at St Peter's CE Primary School

Name of Child	
Date Medicine Provided by Parent	
Class	
Quantity Received	
Name and Strength of Medicine	
Expiry Date	
Quantity returned	
Dose and Frequency of Medication	

Staff Signature _____

Signature of Parent _____

Date			
Time Given			
Dose Given			
Name of staff member			
Staff Initials			

Date			
Time Given			
Dose Given			
Name of staff member			
Staff Initials			

Date			
Time Given			
Dose Given			
Name of staff member			
Staff Initials			