



POLICY FOR SUPPORTING CHILDREN WITH MEDICAL NEEDS

Reviewed: Summer 2017

Next review: Spring 2019

Signed on behalf of the Governing Body

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Rationale

At West Tytherley CE Primary School we are an inclusive school and believe that every child has the right to a good education in accordance with our Equality policy, this includes children with medical needs, in terms of both physical and mental health. Every child has the right to take a full and active role in school life, remain healthy and achieve their academic potential.

Many parents of children with medical needs may be concerned about how schools will manage their child's needs in an appropriate and sensitive manner. This policy sets out how the school will achieve this so that a child's needs are first and foremost and parents are able to have confidence in the school.

Introduction

Section 100 of *The Children and Families Act 2014* places a duty on the governing body of the school to make arrangements for supporting children at school with medical conditions. The Department of Education have produced statutory guidance *Supporting Pupils at School with Medical Conditions* and we will have regard to this guidance when meeting this requirement.

We will endeavour to ensure that children with medical conditions are properly supported so that they have full access to education, including school trips and physical education. The aim is to ensure that all children with medical conditions, in terms of both their 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.

It is our policy to ensure that all medical information will be treated confidentially by the Headteacher and staff. All administration of medicines is arranged and managed in accordance with the *Supporting Pupils with Medical Conditions* document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Where children have a disability, the requirement of the **Equality Act 2010** will apply.

Where children have an identified special need, the **SEN Code of Practice 2014** will also apply.

We recognise that medical conditions may impact social and emotional development as well as having educational implications.

Key Roles & Responsibilities

The Governing Body is responsible

- *for making arrangements to support pupils with medical conditions.*
- *for ensuring that a policy for supporting pupils with medical conditions in school is developed and implemented.*
- *for ensuring that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life.*
- *for ensuring that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.*
- *for ensuring staff have access to information and other teaching support materials as needed.*

The Headteacher is responsible

- *for ensuring that their school's policy is developed and effectively implemented with partners.*
- *for ensuring all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.*
- *for ensuring that all staff who need to know are aware of the child's condition.*
- *for ensuring that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations*
- *for ensuring that school staff are appropriately insured and are aware that they are insured to support pupils in this way.*

The SENCO is responsible

- *for the development of Individual Healthcare Plans in conjunction with the Headteacher.*
- *for children who have an EHCP that includes ongoing medical needs.*
- *for the co-ordination of pupil Individual Healthcare Plan reviews.*
- *for contacting the school nursing service in the case of any child 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.*

- *for gathering information and carrying out an initial assessment on children with medical conditions in conjunction with the Headteacher at point of transfer into or out of school.*
- *for actively interacting with the school nurse and other healthcare professionals to seek appropriate qualified support and knowledge in order to help them and staff fulfil their duties to the best of their abilities.*

Teachers and Support Staff are responsible

- *for providing support to pupils with medical conditions, including the administering of medicines (if in agreement).*
- *for knowing what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.*
- *should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions*

The Administrative Staff are responsible

- *for collating information from new and existing parents when a medical condition has been identified*
- *for communicating new information relating to pupils with medical conditions to all relevant staff*
- *for maintaining a list of pupils with medical conditions*
- *for providing support to pupils with medical conditions, including the administering of medicines (if in agreement).*
- *for knowing what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.*
- *should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions*

Pupils are responsible

- *for providing information about how their condition affects them*
- *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.*

Parents are responsible

- *for notifying the school that their child has a medical condition.*
for providing the school with sufficient and up-to-date information about their child's medical needs.
- *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.*
- *for carrying 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).*

Local Arrangements

Identifying Children with Health Conditions

We will aim to identify children with medical needs on entry to the school by working in partnership with parents/ carers and following the process outlined in the document ***'Process for Identifying Children with a Health Condition'*** produced by the Southern Health School Nursing Team in conjunction with the Hampshire Children's Services Health and Safety Team. We will use the ***'Health Questionnaire for Schools' (Appendix E)*** to obtain the information required for each child's medical needs to ensure that we have appropriate arrangements in place prior to the child commencing at the school to support them accordingly. We will follow the process for ***'Identification of Children with a Medical Condition that May Require Support in School' (Appendix F)***.

Where a formal diagnosis is awaited or is unclear, we will plan to implement arrangements to support the child, based on the current evidence available for their condition. We will ensure that every effort is made to involve some formal medical evidence and consultation with the parents.

Individual Health Care Plans

We recognise that Individual Healthcare Plans are recommended in particular where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long term and complex. However, not all children will require one. The school, healthcare professional and parent will agree based on evidence when a healthcare plan would be inappropriate or disproportionate.

Where children require an Individual Healthcare Plan it will be the responsibility of the SENCO in consultation with the Headteacher, to work with parents and relevant healthcare professionals to write and review the plan.

A Healthcare Plan and its review may be initiated in consultation with the parent/carer, by a member of school staff or by a healthcare professional involved in providing care to the child. The SENCO will work in partnership with the parents/carer, child and a relevant healthcare professional such as a specialist or children's community nurse, who can best advise on the particular needs of the child to draw up and/or review the plan. Where a child has a special educational need identified in a statement or Educational Health Care (EHC) plan, the individual healthcare plan will be linked to or become part of that statement or EHC plan.

We will use the Individual Healthcare Plan template produced by the Hampshire County Council to record the plan.

If a child is returning following a period of hospital education or alternative provision (including home tuition), we will work with Hampshire County Council and education provider to ensure that the Individual Healthcare Plan identifies the support the child will need to reintegrate effectively.

All plans will be reviewed at least annually or earlier if evidence is presented that the child's needs have changed. Plans will be developed with the child's best interests in mind and ensure that the school assesses and manages the risks to the child's education, health and social well-being and minimise disruption.

Staff Training

Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Any member of school staff providing support to a child with medical needs should have received suitable training. Staff must not administer prescription medicines or undertake any health care procedures without the appropriate training.

All new staff will be inducted on the policy when they join the school by the SENCO in conjunction with the Headteacher. Any training requirements will be co-ordinated by the SENCO in conjunction with the Headteacher, these may include:

- The relevant healthcare professionals to advise on training that will help ensure that all medical conditions affecting pupils in the school are understood fully. This includes preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.
- Written instructions from the parent or on the medication container dispensed by the pharmacist.
- Healthcare professionals providing guidance and training in following medical procedures or administration of medicines.
- The school nurse, to provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

Records of this training will be stored in a Supporting Children with Medical Needs File.

All nominated staff will be provided awareness training on the school's policy for Supporting Children with Medical Conditions which will include what their role is in implementing the policy. This training will be carried out annually at the start of each new academic year and will be provided to staff through our school inset.

Any training undertaken will form part of the overall training plan for the school and refresher awareness training will be scheduled at appropriate intervals agreed with the relevant healthcare professional delivering the training.

A staff training record and administration of medicines form will be completed to document the type of awareness training undertaken, the date of training and the competent professional providing the training.

The Child's Role

Where possible and in discussion with parents, children that are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be recorded in their individual healthcare plan.

Where possible we will endeavour to ensure that children can carry their own medicines and relevant devices or have easy access to allow for quick self-medication. We will agree with relevant healthcare professionals and parents the appropriate level of supervision required and document this in their healthcare plan.

We recognise that children who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, then relevant staff will help to administer medicines and manage procedures for them.

If a child refuses to take their medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. This would usually be to inform parents/carers at the earliest opportunity so that alternative options can be considered.

Managing Medicines on the School Premises

The administration of medicines is the overall responsibility of the parents/carers. Medicines will only be administered in school when it would be detrimental to a child's health or school attendance not to do so.

We will not give prescription or non-prescription medicines to a child under 16 without their parent's/carers written consent (a parental agreement for administering medicines form will be used to record this), except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, we will make every effort to encourage the child or young person to involve their parents while respecting their right to confidentiality.

We will not administer medicine containing aspirin or medicine containing Ibuprofen to any child under 16 unless prescribed by a doctor. All other pain relief medicine will not be administered without first checking maximum dosages and when previously taken. We will always inform parents.

We will 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 is generally available inside an insulin pen or a pump, rather than in its original container.

Where clinically possible we will encourage parents to ask for medicines to be prescribed in dose frequencies which enable them to be taken outside of school hours.

Controlled drugs will be securely stored in a non-portable container which only named staff will have access to. We will ensure that the drugs are easily accessible in an emergency situation.

Staff may 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. A record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom will be kept. Any side effects of the medication to be administered at school will be noted.

There may be instances where it is deemed appropriate for a child to administer their own controlled medication. This would normally be at the advice of a medical practitioner. Where an individual child is competent to do so and following a risk assessment, we may allow them to have prescribed controlled drugs on them with monitoring arrangements in place.

A documented tracking system will be used to record all medicines received in and out of the school premises.

The name of the child, dose, expiry and shelf life dates will be checked before medicines are administered.

Children who are able to use their own inhalers themselves are encouraged to carry it with them. If the child is too young or immature to take personal responsibility for their inhaler, staff should make sure that it is stored in a safe but readily accessible place, and clearly marked with the child's name.

We will only administer non-prescribed medicines on request from the parent if they are in clearly identifiable packaging and only on a short term basis (where the school have concerns they will seek further guidance from their link School Nurse).

Any homeopathic remedies to be administered will require a letter of consent from the child's doctor and will be administered at the discretion of the Head teacher.

Emergency medicines will be stored in a safe location but not locked away to ensure they are easily accessible in the case of an emergency.

Types of emergency medicines include:

- Injections of adrenaline for acute allergic reactions
- Inhalers for asthmatics
- Injections of Glucagon for diabetic hypoglycaemia

Other emergency medication ie. Rectal diazepam or Buccal Midazolam for major seizures will be stored in accordance with the normal prescribed medicines procedures (see storage section).

Storage

All medication other than emergency medication will be stored safely in a locked cabinet, where the hinges can not be easily tampered with and can not be easily removed from the premise.

Where medicines need to be refrigerated, they will be stored in a dedicated refrigerator located in the staffroom, in a clearly labelled airtight container. 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. Where relevant they should know who holds the key to the storage facility.

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.

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.

Disposal

It is the responsibility of the parents/carers to dispose of their child's medicines. It is our policy to return any medicines that are no longer required including those where the date has expired to the parents/carers. Parents/carers will be informed of this when the initial agreements are made to administer medicines. Medication returned to parent/ carers will be documented on the tracking medication form.

Sharps boxes will be in place for the disposal of needles. Collection and disposal of these will be arranged locally through Daniels Healthcare Ltd who will remove them from site.

Medical Accommodation

The Staff Room will be used to administer all medicines and the corridor opposite the kitchen area will be used for the treatment of minor accidents and injuries.

Record keeping

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.

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 ie. 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).

If the school needs to contact the emergency services then Template F: Contacting Emergencies Services form (Appendix D in the Supporting Pupils 31691with Medical Conditions Guidance document) will be used to request emergency assistance.

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 with in 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.

Unacceptable Practice

Staff are expected to use their discretion and judge each child's individual healthcare plan on its merits, 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.
- 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.

Liability and Indemnity

Staff at the school are indemnified under the County Council self insurance arrangements.

The County Council's is self insured and have extended this self insurance to indemnify school staff who have agreed to administer medication or under take a medical procedure to children. 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.

Complaints

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