

**Greenslade Primary School**  
**Supporting Children with Medical Needs**  
**and Managing Medicines in School Policy**

**Definition of medical conditions**

Pupils' medical needs may be broadly summarised as being of two types:

- (a) Short-term
  - which may affect their participation in school activities, while they are on a course of medication.
- (b) Long-term
  - potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

**Introduction**

The staff and governors of Greenslade Primary School are wholly committed to pursuing a policy of inclusive education that welcomes and supports pupils with medical conditions and enables them to play as full and active a role in school life as possible.

We aim to ensure that all pupils with medical conditions, in terms of both physical and mental health, are properly supported in school so they remain healthy and achieve their academic potential.

This policy provides clear guidelines on the management of medication and medical care and has been developed in line with the Department for Education's guidance– "Supporting pupils at school with medical conditions", April 2014.

**Rationale**

The Children and Families Act 2014, places a duty on the Governing Body and Senior Leadership Team to make arrangements for supporting pupils in school with medical conditions. Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.

School staff in charge of pupils has a common law duty to act in the place of the parent and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine. However, there is no legal duty which requires school staff to administer medication; this is a voluntary role.

At Greenslade, we recognise that in addition to educational impacts, there may be social and emotional implications associated with medical conditions such as anxiety or depression. In particular, long-term absences due to health problems may affect children's educational attainment, their general emotional wellbeing and impact on their ability to integrate with their peers.

We realise the importance of reintegrating children with medical conditions back into school after a period of absence and we will ensure that appropriate support is in place to limit the impact on the child's educational attainment and emotional wellbeing. Where a child is returning to school following a period of hospital education or alternative provision we will work with the Local Authority to ensure that the Individual healthcare plan identifies the support the child will need to reintegrate effectively.

### **Staff training and support**

The relevant healthcare professional will normally lead on identifying and agreeing with the school, the type and level of training required and ensuring this is up to date. This is usually before a new child begins school or within the term of a new pupil joining Greenslade.

Arrangements are in place for whole school awareness training regarding supporting children with medical conditions to 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 if a problem occurs.

The school nurse, will also provide individual training and confirmation of the proficiency of staff in a medical procedure, or in providing medicine. This includes an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

The family of a child will be key partners in providing relevant information to school staff about how their child's needs can be met.

### **Individual healthcare plans**

Individual healthcare plans (IHCP), help school effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom.

Plans will be drawn up in partnership between school, parents and a relevant healthcare professional e.g. School or Specialist Nurse. Pupils will be involved whenever appropriate.

A flow chart for identifying and agreeing the support a child needs and developing an Individual Health Care Plan is provided in the appendices. Plans will be reviewed at least annually or earlier if evidence is presented that the child's needs have changed.

Where a child has a special educational need identified in a statement or Educational Health and Care Plan (EHC), the Individual Healthcare Plan will be linked to, or become part of that EHC.

## **Points to be considered when developing an Individual Healthcare Plan**

- The medical condition, its triggers, signs, symptoms and treatments
- Specific support for the child's educational, social and emotional needs e.g. how absences will be managed, requirements for extra time to complete tests, use of rest periods or additional support in catching up with lessons, or counselling sessions as appropriate
- 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 Health 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 head teacher, or delegated person, for medication to be administered by a member of staff or self-administered by the child during school hours
- Separate arrangements or procedures for school trips or other school activities outside of the normal school timetable that will ensure that the child can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent of a child the designated individuals to be entrusted with information about the child's condition
- What to do in an emergency, including whom to contact and contingency arrangements

A copy of the IHCP will be given to parents/carers, class teachers and Early Years Practitioners and a copy will be retained in the medical needs file in the school office and in the Senco's office.

## **Managing medicines on school premises**

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement form, to allow the staff to administer medicines. (see appendix)
- No child will be given any prescription or non-prescription medicines without written parental consent, except in exceptional circumstances.
- 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.
- Medicines are stored safely in clearly labelled First Aid boxes, both in the school office and in the classroom for easy access.
- 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.
- 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.
- Schools should keep a record of all medicines administered to individual children, stating what 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.

### **Day trips, residential visits and sporting activities**

The Governing body will ensure that arrangements are clear about the need to actively support children with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. School will make arrangements for the inclusion of children in such activities with any adjustments as required unless evidence from a clinician states that this is not possible.

A risk assessment will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. This will involve consultation with parents and pupils and advice from relevant healthcare professionals to ensure that pupils can participate safely.

During school trips a member of staff will carry all medical devices and medicines required.

### **Emergencies**

Medical emergencies will be dealt with under the school's emergency procedures. The actions to be taken in an emergency are:

Request an ambulance – dial 999 and be ready with the information below.

- The school's telephone number
- Your name and your location
- The name of the child and a brief description of their symptoms
- The child's date of birth, address, parents' names and any known medical condition
- Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient

Ask office staff to contact premises manager to open relevant gate for entry.

Contact the parents/carers to inform them of the situation.

A member of staff should stay with the pupil until the parent/carer arrives. If a parent/carer does not arrive before the pupil is transported to hospital, a member of staff should accompany the child in the ambulance.

As part of general risk management processes, risk assessments are in place for dealing with emergencies for all school activities wherever they take place, including on school trips.

Where an Individual Health Care Plan (IHCP) is in place, it will detail:

- What constitutes an emergency.
- What to do in an emergency.
- What the emergency symptoms are

Other pupils in the school will be informed in general terms, of what to do in an emergency, such as informing a teacher immediately if they think help is needed.

## **Key roles and responsibilities**

### **The role of the child**

Where appropriate,

- The child will be fully involved in discussions about their medical support needs and contribute to their IHP
- The child will be encouraged, to take their own medication under the supervision of a member of staff.

### **Parents and carers are responsible for:**

- Keeping the school informed about any changes to their child/children's health.
- Completing a parental agreement to allow school to administer medicine before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child prior to requesting that a staff member administers the medication.
- Where necessary, developing an Individual Health Care Plan (IHCP) for their child in collaboration with the Senco, other staff members and healthcare professionals.
- Carrying out any action they have agreed to as part of the IHCP implementation, e.g. provide equipment and ensure they or another nominated adult are contactable at all times.

**Staff members are responsible for:**

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility
- Following the protocol in an Individual Health Care Plan and taking appropriate action in an emergency

**The School nurse is responsible for:**

- Notifying the school when a child has been identified as requiring support in school, due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.
- Developing Individual healthcare plans in collaboration with the parents/carers, the child where appropriate, and the Senco

**Other healthcare professionals, including GPs and paediatricians –**

- Should notify the school nurse when a child has been identified as having a medical condition that will require support at school.
- They may provide advice on developing Individual healthcare plans.
- Specialist local health teams may be able to provide support in schools for children with particular conditions (eg asthma, diabetes, epilepsy).

**The Senco is responsible for:**

- Liaising with healthcare professionals regarding the training required for staff.
- Making sure that staff are aware of a child's medical condition.
- Participating in the development of Individual healthcare plans.
- Contacting the school nursing service in the case of any child who has a medical condition.
- Ensuring written records are kept of any medicines administered to individual pupils and across the school population.

**The Headteacher is responsible for:**

- The day-to-day implementation and management of the 'Supporting Pupils with Medical Needs Policy'
- Ensuring the policy is developed effectively with partner agencies.

- Making staff aware of this policy.
- Ensuring that supply teachers are properly briefed about children with medical conditions.
- Ensuring a sufficient number of trained members of staff is available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.

**The Governing Body is responsible for:**

- The overall implementation of the Supporting Pupils with Medical Needs Policy.
- Ensuring that the Supporting Pupils with Medical Needs Policy does not discriminate on any grounds.
- Ensuring that all pupils with medical conditions are able to participate as fully as possible in all aspects of school life, and can access and enjoy the same opportunities at school as any other child. However, in line with their safeguarding duties, governing bodies should ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases. They therefore do not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.
- Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- Ensuring the level of insurance in place reflects the level of risk.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.

Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case governing bodies must comply with their duties under that Act. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this guidance should be read in conjunction with the 'Special Educational Needs and Disability (SEND) Code of Practice'. For pupils who have medical conditions that require EHC plans, compliance with the SEND code of practice will ensure compliance with the statutory elements of this guidance with respect to those children.

**The Local Authority:-**

- Is a commissioner of school nurses for maintained schools and academies. Under Section 10 of the Children Act 2004, they have a duty to promote co-operation between relevant partners such as governing bodies of maintained schools, clinical commissioning groups and NHS England, with a view to improving the wellbeing of children with regard to their physical and mental health, and their education, training and recreation.

- The Local authorities should provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within Individual healthcare plans can be delivered effectively.
- Local authorities should work with schools to support pupils with medical conditions to attend full time. Where pupils would not receive a suitable education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements. Statutory guidance for local authorities, sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from school for 15 days or more because of health needs, (whether consecutive or cumulative across the school year).

### **Arrangements for monitoring and evaluation**

The governing body will receive annual reports from the Head teacher on:

- the number of pupils with permanent or long-term medical conditions
- the number of pupils with Individual healthcare plans
- how training needs are being assessed
- the training undertaken by staff to support them, including who provided it

The governor with responsibility for this policy will monitor documentation at termly intervals to ensure that all necessary procedures are being implemented.

### **Review of policy**

This Policy will be reviewed in January 2018 and will be readily accessible to Parents/Carers and staff through our school website.

### Parental Agreement for Administration of Medicine in School

Greenslade School has a policy that staff can administer medicine. Please complete this consent form in order to give permission for medicines to be administered to your child.

|                              |  |
|------------------------------|--|
| Name of Child                |  |
| Date of birth                |  |
| Class                        |  |
| Medical condition or illness |  |

#### Medicines

|  |  |
|--|--|
| Name/type of medicine<br>(as described on container) |  |
| Expiry date  |  |
| Dosage and method                                    |  |
| Timing   |  |
| Special precautions / other<br>instructions          |  |
| Are there any side effects we<br>need to know about? |  |
| Self-administration – y/n                            |  |
| Procedures to take in an<br>emergency                |  |

**NB Medicines must be in the original container as dispensed by the pharmacy**

#### Contact Details

|                                 |  |
|---------------------------------|--|
| <b>Name</b>                     |  |
| <b>Daytime telephone number</b> |  |
| <b>Relationship to child</b>    |  |

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the 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.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## Process for Developing Individual Healthcare Plans

