



Long Sutton Church of England Primary School

Supporting Pupils with Medical Needs

Date of Last Review	Date of Next Review
March 2021	March 2023
Responsibility for Review and Monitoring / Auditing	
Headteacher in partnership with staff & RPC Committee	
Purpose	
To ensure that all children with medical conditions are properly supported.	

Signed: (Headteacher)

Date:

Signed: (Chair of Governors)

Date:

Introduction

We endeavour to ensure that all 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. The school complies with Section 100 of The Children and Families Act 2014 guidance when meeting this requirement.

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 this policy. 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 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 in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented.
- ensuring that a pupil with medical conditions is supported to enable the fullest participation possible in all aspects of school life.
- ensuring that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.
- ensuring that any members of staff who provide support to pupils with medical conditions are able to access information and other teaching support materials needed.

The Headteacher is responsible for:

- ensuring that their school's policy is developed and effectively implemented.
- ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- Ensuring that all staff who need to know are aware of the child's condition.
- 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. This may involve recruiting a member of staff for this purpose.
- the development of individual healthcare plans.
- making sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way.

- 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.
- risk assessing any school visits, holidays and other school activities outside of the normal timetable.
- monitoring individual healthcare plans.

Teachers and Support Staff are responsible for:

- providing support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.
- taking into account the needs of pupils with medical conditions that they teach.
- ensuring they receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.
- knowing what to do and responding accordingly when they become aware that a pupil with a medical condition needs help.

The School Link Nurse is responsible for:

- notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts at the school.
- supporting staff on implementing a child's healthcare plan and providing advice and liaison, for example on training.
- Liaising with lead clinicians locally on appropriate support for the child and associated staff training needs.

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. We 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.

When 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 Headteacher, in conjunction with the admin staff in the school office, to work with parents and relevant healthcare professionals to write 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 Headteacher will work in partnership with the parents/carer, and a relevant healthcare professional e.g school, 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.

If a child is returning following a period of hospital education, we will ensure that the individual healthcare plan identified the support the child will need to reintegrate effectively.

All plans will be reviewed in the first 4 weeks of the Autumn term in the first instance. A review may also be prompted by a change in circumstance, such as an EHC plan review or a new child starting at school.

Staff Training

All new staff will be inducted on the policy when they join the school through the school's induction checklist. Records of this training will be stored in individual's staff members' personnel files on their induction checklist.

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.

Where required we will work with the relevant healthcare professionals to identify and agree the type and level of training required and identify where the training can be obtained from. This will 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 allowing them to fulfil the requirements set out in the individual healthcare plan.

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.

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, Medicines will be kept in the school office so there is a member of staff to see over the procedure and recorded in their individual healthcare plan.

Managing Medicines on School Premises

The administration of medicines is the overall responsibility of the parents/carers. 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. However, the Headteacher is responsible for ensuring children are supported with their medical needs whilst on site, therefore this may include managing medicines where 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 without their parent's/carers written consent. A documented tracking system to record all medicines received in and out of the premises (school trips) will be put in place.

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

On occasions where a child refuses to take their medication the parents will be informed at the earliest available opportunity.

We will only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by the pharmacist and include instructions for administration, their dosage and storage. Insulin is the exception, which must still be in date but will generally be available to schools inside an insulin pen or a pump, rather than it's original container

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. A record will be kept of any doses used and the amount of the controlled drug held in school. 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.

We will not administer non-prescribed medicines, such as aspirin or medicine containing Ibuprofen.

Storage

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 the staff refrigerator in a clearly labelled airtight container. There must be restricted access to a refrigerator holding medicines: no children have access to this fridge.

Children will be made aware of where their medicines are at all times and be able to access them immediately where appropriate.

Medicines such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children and not locked away. These will be stored in the school office.

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.

Shapes boxes will be in place for the disposal of needles. Collections and disposal of these will be arranged locally via the school.

Medical Accommodation

An area school office will be used for medical administration/treatment.

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

We will ensure that staff are aware of how a child's medical condition will impact on their participation in any offsite 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 into account of any steps needed to ensure that pupils with medical conditions are professional to ensure that pupils can participate safely.

Liability and Indemnity

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

HCC is self-insured and have extended their self-insurance to indemnify school staff who have agreed to administer medication or undertake 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 complaint procedure.