

## **Willow Tree Primary School – Supporting Children with Medical Conditions Policy**

### **Introduction**

Section 100 of The Children and Families Act 2014 places a duty on the governing body of this school to make arrangements for supporting children at their premises with medical conditions. The Department of Education have produced statutory guidance 'Supporting Pupils 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 Needs 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 will also apply. We recognise that medical conditions may impact social and emotional development as well as having educational implications.

### **Identifying Children with Health Conditions**

The Governing body will ensure that this policy sets out the procedures to be followed whenever a school is notified that a pupil has a medical condition. We will aim to identify children with medical needs on entry to the school by working in partnership with parents/ carers / other settings 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 Children's Services Health and Safety Team. We will use the 'Health Questionnaire for Schools' as part of our induction process 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 regularly communicate this procedure through our newsletters to parents. 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**

Healthcare plans are used to inform the appropriate staff and supply teachers about the individual needs of a pupil with medical condition in their care. Copies of information are kept in Supply folders.

We will use a healthcare plan to record important details about individual children's medical needs at School, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the healthcare plan if required.

Healthcare plans accompanied by an explanation of why and how it is used, will be sent to all pupils with a long-term medical condition.

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 the appropriate arrangements for monitoring.

Who in the school needs to be aware of the child's condition and the support required.

If a pupil has a short term medical condition that requires medication during School hours, a medication form plus explanation is sent to the pupil's parents to complete.

Every pupil with a healthcare plan has their plan discussed and reviewed at least once a year with a named member of staff (Anna Reed)

We ensure that all staff protects pupil confidentiality.

Asthma Policy (see Asthma Policy)

### **Headteacher**

The Headteacher has a responsibility to:

- Ensure the School is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- Liaise between interested parties including pupils, School staff, special educational needs coordinators, the School Health Service, and the local emergency care services
- Ensure the policy is put into action with good communication of the policy to all
- Ensure that information held by the School is accurate and up to date and that there are good information sharing systems in place using pupil's healthcare plans
- Ensure pupil confidentiality
- Access the training and development needs of staff and arrange for them to be met
- Ensure all supply teachers and new staff know the Medical Conditions Policy
- Delegate a staff member to check the expiry date of medicines kept at School and maintain the School medical conditions register
- Monitor and review the policy at least once a year, with input from pupils, parents/carers, staff and external stakeholders
- Update the policy at least once a year according to review recommendations and recent local and national guidance and legislation

### **Special Educational Needs Coordinator**

SENCO has the responsibility to:

- Help update the School Medical Condition Policy
- Know which pupils have a medical condition and which have a special educational needs because of their condition
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work

### **Staff**

The school policy is clear that 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 (updated to reflect any individual healthcare plans)

All Staff have a responsibility to;

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- Understand the School Medical Conditions Policy

- Know which pupils in their care have a medical condition and be familiar with the content of pupil's healthcare plan
- Allow all pupils to have immediate access to their emergency medication
- Maintain effective communication with parents/carers including informing them if their child has been unwell at School
- Ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom
- Understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell)
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.

### **Teaching staff**

Teachers have a responsibility to:

- Ensure pupils who have been unwell catch up on missed School work
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
- Liaise with parents/carers and SEN coordinator if a child is falling behind because of their condition

### **First aiders**

First aiders have the responsibility to:

- Give immediate help to casualties with common injuries or illness and those arising from specific hazards with the School
- When necessary ensure that an ambulance or other professional medical help is called

### **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. The healthcare plan will reference what will happen should a child who self-administers refuse to take their medication (this will normally be informing the parent/carer at the earliest opportunity). However, in this setting, it is usual for children to be supported by a member of staff when taking their medication.

### **Parents/Carers**

The parents/carers of a child have a responsibility to:

- Tell the School if their child has a medical condition
- Ensure the School has a complete and up-to-date healthcare plan for their child
- Inform the School about the medication their child requires while taking part in visits, outings and other out-of-school activities
- Tell the School about any changes to their child's condition
- Ensure their child's medication and medical devices are labelled with their child's full name
- Provide the School with appropriate spare medication labelled with their child's name
- Ensure that their child's medication is within expiry dates
- Keep their child at home if they are not well enough to attend School

- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional

### **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 Head teacher 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. Our practice will be to only administer prescribed medication which needs to be taken four times a day. We will not give medication without parent's/carer's written consent. This written consent which includes the name and dosage of medication will be scanned and attached to the child's record in SIMS. A documented log to record the time, dose and member of staff administering the medication will be attached to this written consent and taken to the class teacher together with the medication. 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 its original container. For our youngest EYFS children and Key Stage 1 children who are too young or immature to take personal responsibility for their inhaler, with parent's consent, staff will make sure that inhalers are stored in a safe but readily accessible place, and clearly marked with the child's name. Children in Key Stage 2 will be encouraged to manage the use of their inhalers but should inform a member of staff if they have taken it. 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. We will never administer aspirin or medicine containing Ibuprofen to any child 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. Any non-prescription medication will be administered at the discretion of the Head teacher, including those which can be self-administered by the child. Written parental or carer consent will need to be given. Emergency medicines will be stored in a safe location and it is ensured that 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

### **Storage**

All medication other than emergency medication will be stored safely in a locked cabinet, where the hinges cannot be easily tampered with and cannot be easily removed from the premises. Where medicines need to be refrigerated, they will be stored in a fridge in the school office 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**

A named member of staff (Frances Riley) is responsible for checking the dates of medication. Any expired medication will be returned personally to parents/carers. This will be documented.

#### **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 i.e. 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 arrive, this includes accompanying them to hospital by ambulance if necessary (taking any relevant medical information, care plans etc. that the school holds).

#### **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 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 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.

#### **Residential Visits**

All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours' activities where medication is required. These are accompanied by a copy of the pupil's healthcare plan.

All parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.

#### **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, e.g. 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 e.g. by requiring parents to accompany the child.

### **Complaints**

The governing body sets out how complaints may be made and will be handled concerning the support provided to pupils with medical conditions. 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.