



**Agapé, Courage
Thankfulness**

Great Wilbraham CE Primary Academy

Name of Policy/Procedure	Supporting Pupils with Medical Needs Policy
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Who is this policy for?

This policy covers our work with pupils experiencing long-term and complex medical conditions that may require particular support to help them manage their condition, or pupils with potentially life-threatening conditions that require monitoring and interventions in emergency situations to keep them well. It also covers pupils experiencing short-term chronic conditions that require adjustments to ordinary provision so that their needs can be met.

Sometimes children experience temporary medical conditions which may require the administration of medicine in school. The Administration of Medicines Policy (Appendix A) describes how these children are supported to remain in school.

Responsibilities

The guidance places a clear duty on us so that:

- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education, available to any other child.
- All pupils participate fully, remain healthy and reach their social, emotional and academic potential.
- Governing bodies must ensure that arrangements are in place to support pupils with medical conditions.
- Governing bodies should ensure that the school leaders consult with health and social care professionals, pupils and parents to ensure children with medical conditions are effectively supported.

In addition the Governing Body will:

- Ensure the policy clearly identifies roles and responsibilities and is implemented effectively.
- Ensure that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds.
- Ensure the policy covers arrangements for pupils who are competent to manage their own health needs.
- Ensure that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions.
- Ensure written records are kept of, any and all, medicines administered to pupils.
- Ensure the policy sets out procedures in place for emergency situations.
- Ensure adequate insurance is in place and appropriately reflects the level of risk to enable staff to carry out their duties with confidence.
- Handle complaints regarding this policy as outlined in the school's Complaints Procedure.

The named person who has overall responsibility for the effective implementation of this policy is the headteacher, Kim Holtby

Health professionals are responsible for:

- Assisting in developing an IHP in anticipation of a child with a medical condition starting school.
- Supporting staff to implement an IHP and then participate in regular reviews of the IHP. Giving advice and liaison on training needs.
- Liaise locally with lead clinicians on appropriate support; assisting the Headteacher in identifying training needs and providers of training.
- Direct delivery of training to key school staff where this is appropriate.

The Academy is responsible for:

- Providing support, advice /guidance and training to schools and their staff to ensure Individual Healthcare Plans (IHP) are effectively delivered.
- Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.
- Assisting the school financially should significant adjustments to accommodation, or staffing, be required beyond the normal scope of the school's budget to meet pupils' needs.

The Headteacher is responsible for:

- Making staff aware of this policy.



- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures.
- Liaising with healthcare professionals regarding the training required for staff.
- Identifying staff who need to be aware of a child's medical condition and procedures for briefing temporary staff in the absence of employees who would normally support such pupils.
- Developing Individual Healthcare Plans (IHPs) in conjunction with health professionals, school staff and people with parental responsibility.
- Monitoring the implementation of Individual Healthcare Plans (IHPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
- Ensuring the Educational Visits Coordinator oversees that appropriate risk assessments have been conducted for off-site educational activities.
- Continuous two way liaison with school nurses and school in the case of any child who has or develops an identified medical condition.
- Ensuring confidentiality and data protection.
- Assigning appropriate accommodation for medical treatment/ care

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help. (*A first-aid certificate is not sufficient*).
- Knowing where controlled drugs are stored and where the key is held.
- Taking account of pupil's medical needs in lessons and making reasonable adjustments to meet their needs.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
- Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.

Parents and carers are responsible for:

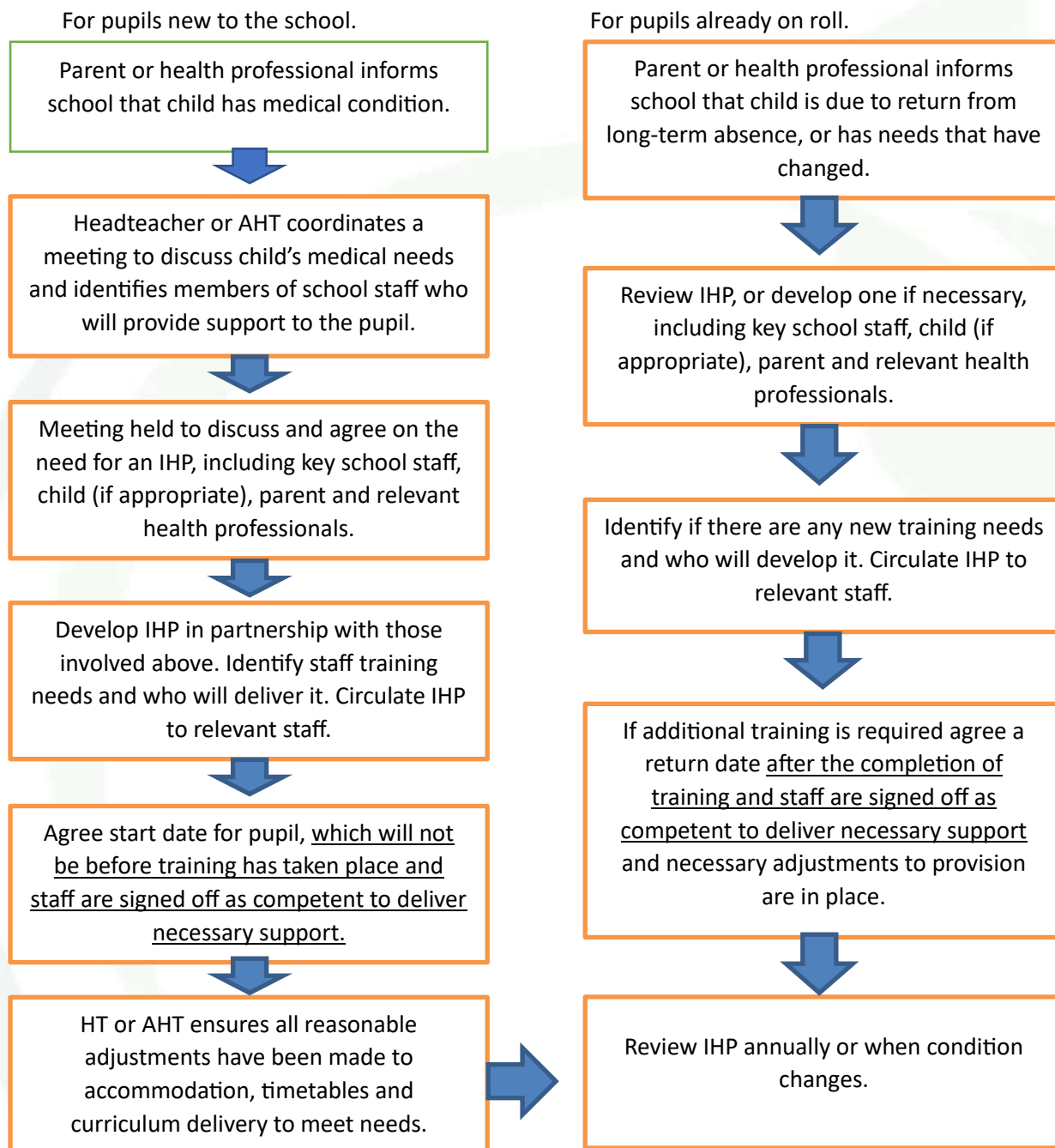
For the purposes of this policy 'parents' are those people with parental responsibility.

- Keeping the school informed about any new medical condition or changes to their child/children's health.
- Sharing medical reports which have a direct bearing on the support needed to meet pupils' needs in school.
- Participating in the development and regular reviews of their child's IHP.
- Completing a parental consent form to administer medicine or treatment before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine.
- Carrying out actions assigned to them in the IHP with particular emphasis on (they or a nominated adult) being contactable at all times.

Pupils are responsible for:

- Providing information on how their medical condition affects them.
- Contributing to their IHP, where appropriate.
- Complying with the IHP and self-managing their medication or health needs, including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents.

Procedure to be followed when notification is received that a pupil has a medical condition



Training of staff

- Newly appointed teachers, and support staff will receive training on the ‘Supporting Pupils with Medical Conditions’ Policy as part of their induction.
- The clinical lead for each training area/session will be named on each IHP.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and signed off as competent.
- School will keep a record of medical conditions supported, training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

Medical conditions register



- School admissions forms should request information on pre-existing medical conditions. Parents must inform school at any point in the school year if a condition develops or is diagnosed.
- A medical conditions register will be kept, updated and reviewed regularly. Each class teacher should have an overview of the list for the pupils in their care, within easy access.
- Supply staff and support staff should similarly have access on a need to know basis. Parents should be assured data sharing principles are adhered to.
- For pupils on the medical conditions register transition point meetings should take place in advance of transfer to a new school to enable parents, school and health professionals to prepare an IHP and train staff if appropriate.

Individual Healthcare Plans (IHPs)

- Where necessary (Headteachers will make the final decision) an Individual Healthcare Plan (IHP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals, as required.
- IHPs will be easily accessible to all relevant staff, including supply staff, whilst preserving confidentiality. Medication named in the IHP will be stored with a photo of the child and a copy of the administration of medicines consent/instructions. ***In the case of conditions with potential life-threatening implications the information should be available clearly and accessible to everyone.***
- IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an Education, Health and Care plan or special needs statement, the IHP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision (AP) or home tuition, collaboration between the AP provider and school is needed to ensure that the IHP identifies the support the child needs to reintegrate.

What happens when a child is absent from school frequently or for long periods?

- Short periods of predictable absence, such as routine check-ups should be clearly identified on the IHP, with provision for continuing education supplied by the school described.
- In an emergency it is unlikely that the provision of school work would be appropriate. In cases such as this school will liaise with parents to ensure as prompt a return to school as the condition allows, and for the supply of educational materials if this becomes appropriate.
- For longer periods of absence (lasting 15 days or more), such as extended treatment in a hospital, the Local Authority has a duty to arrange alternative educational provision.
- Absence will be coded 'M' and treated as authorised. The penalty provisions of the Attendance Policy will therefore be suspended for absences related to the IHP.

Administration of Medicines for Children with an IHP

- Where possible, unless advised it would be detrimental to health, medicines should 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 consent to administration of medicine form (Appendix C).
- Medication named in the IHP will be stored with a photo of the child and a copy of the administration of medicines consent/instructions.
- No child will be given any prescription or non-prescription medicines without written parental consent.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines are administered by a trained First Aider at Work, or a member of staff trained in emergency first aid. Parents may also be permitted to come onto the school premises to administer the medicine.
- 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 full dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of **four** weeks' supply of the medication may be provided to the school at one time.
- Only the stated dose is given at the times specified.
- Any medications left over at the end of the course will be returned to the child's parents.
- Medicines are kept in staff controlled areas not accessible to children.



- With the exception of inhalers, children are not routinely allowed to administer their own medicine other than in circumstances recommended by their GP.
- Records of all medicines administered are kept, including to whom and by whom they are administered and when they are administered.
- All staff are trained in the use of specialist emergency medication (e.g. Epipens). Should the need arise the emergency services will always be contacted following the use of such medication.
- Emergency salbutamol inhaler kits may be kept voluntarily by school
- Great Wilbraham CE Primary Academy cannot be held responsible for side effects that occur when medication is taken correctly.
- Staff will not force a pupil, if the pupil refuses to comply with their health procedure, and the resulting actions will be clearly written into the IHP which will include informing parents.

Emergency Procedures

- Medical emergencies will be dealt with under the terms of the IHP which will be communicated to all relevant staff so they are aware of signs and symptoms and know what to do.
- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher when they think help is needed.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

Avoiding unacceptable practice

Each case will be judged individually but in general the following is not considered acceptable practice by staff at Great Wilbraham CE Primary Academy.

- Preventing children from easily accessing their inhalers and medication and administering their medication/having their medicine administered when and where necessary.
- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the medical room or school office alone or with an unsuitable escort if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to the condition described in their IHP.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to to manage their condition.

Insurance

- Staff who undertake responsibilities within this policy will be assured by the Headteacher that are covered by the school's insurance.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Head.

Administration of Medicines for Temporary Medical Conditions Policy

Sometimes children experience temporary medical conditions which may require the administration of medicine in school. This Administration of Medicines Policy describes how these children are supported to remain in school.

In these circumstances it is necessary that:

- Medicines are administered by a trained First Aider at Work, or a member of staff trained in basic first aid. Parents may also come on to the school premises to administer medicine to their own child
- Full instructions are available
- The medicine is delivered to school in the original container as supplied by the doctor or pharmacist with the child's name and dosage clearly stated
- The parents/carers of the child must complete and sign a parental consent to administration of medicine form
- Only the stated dose is given at the times specified
- Medicines are kept in staff controlled areas, not accessible to children
- Records of all medicines administered are kept, including to whom and by whom they are administered and when they are administered
- Records are kept and updated on specific long-term illnesses of individual pupils
- No child is allowed to administer his/her own medicine other than in exceptional circumstances recommended by their GP
- Children are allowed to carry their own inhalers and self-administer as required
- All staff are trained in the use of specialist emergency medication (such as Epipens). Should the need arise the emergency services will always be contacted following use of an Epipen
- Parents have the responsibility for ensuring long-term medication is renewed in a timely fashion and medicines are not out of date
- Staff dealing with complex or long-term medical needs e.g. diabetes, epilepsy receive appropriate training

Educational Visits

Medicines taken on educational visits will be looked after by a responsible person (usually the Trip Leader), who will administer the medicines in accordance with the procedures above.