

St Mary's CE School

ST MARY'S LEWISHAM CE PRIMARY SCHOOL

SUPPORTING PUPILS WITH MEDICAL CONDITIONS
POLICY

2017-2019

ST MARY'S LEWISHAM
CE PRIMARY SCHOOL



"We are the dawn of peace"

Policy due for review: June 2019

Updated: October 2017

Headteacher: Christine Bernard

Lead Person: Sandra Noble

INTRODUCTION

St Mary's Lewisham CE Primary School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full time curriculum or as much as their medical condition allows. This policy has been developed in line with the Department for Education's statutory guidance released in April 2014 and updated in December 2015 – "Supporting Pupils at School with Medical Conditions" under a statutory duty from section 100 of the Children and Families Act 2014. The statutory duty came into force on 1st September 2014.

The school will have regard to the statutory guidance issued and we make all efforts to comply. Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities, also including those pupils with medical conditions. The school adheres to the special educational needs and disability code of practice for those with special needs under part 3 of the Children and Families Act 2014. Children who have medical conditions that require EHC plans are compliant with the SEND code of practice.

POLICY AIMS

The purpose of this policy is to:

- Give a high quality medical support to all pupils and staff with medical needs in the school and keep parents informed when necessary.
- Provide First Aid for any casualties during school hours and to provide guidance for all staff and pupils in the school regarding the procedure for First Aid.
- Promote Health Education in school and seek to prevent staff and pupils from placing themselves at risk.
- Ensure that all protocols and procedures are adhered to on a day to day basis and as well as in an emergency.
- Ensure that an appropriate number of qualified First Aiders is maintained.
- Ensure that confidential records on each child are available and maintained.
- Ensure that medication is suitably stored and checked for expiration.
- Work in conjunction with the First Aid policy.

1) KEY ROLES AND RESPONSIBILITIES

The Local Authority (LA) is responsible for:

- 1) Promoting co-operation between relevant partners regarding supporting pupils with medical conditions.
- 2) Providing support, advice /guidance and training to schools and their staff to ensure Individual Healthcare Plans (IHP) are effectively delivered.
- 3) 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.

The Governing Body of St Mary's Lewisham CE Primary School is responsible for:

- 1) Ensuring arrangements are in place to support pupils with medical conditions.
- 2) Promoting a policy that is developed collaboratively across services clearly identifies roles and responsibilities and is implemented effectively.
- 3) Ensuring that parents are informed when their child has been unwell.
- 4) Ensuring that the 'Supporting Pupils with Medical Conditions Policy' does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/national/ origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.
- 5) Making arrangements within the policy for pupils who are competent to manage their own health needs.
- 6) Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential.
- 7) Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so. Staff to have access to information resources and materials.
- 8) Ensuring written records are kept of - any and all medicines administered to pupils.
- 9) Ensuring the policy sets out procedures in place for emergency situations.
- 10) Ensuring the level of insurance in place reflects the level of risk.
- 11) Handling complaints regarding this policy as outlined in the school's Complaints Policy.

The Headteacher responsible for:

- 1) Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy.
- 2) The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures of St Mary's Lewisham CE Primary School.
- 3) Liaising with healthcare professionals regarding the training required for staff.
- 4) Identifying staff that need to be aware of a child's medical condition.
- 5) Ensuring the development of Individual Healthcare Plans (IHPs).
- 6) Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
- 7) If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy. Ensuring more than one staff member is identified, to cover holidays / absences and emergencies.
- 8) Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- 9) Continuous two way liaison with school nurses and school in the case of any child who has or develops an identified medical condition.
- 10) Ensuring confidentiality and data protection.
- 11) Ensuring that the chef, kitchen staff and mid-day meals supervisors are aware of pupil's food allergies.
- 12) Ensuring that all medical supplies are regularly check and in date.
- 13) Assigning appropriate accommodation for medical treatment/ care.
- 14) Considering the purchase of a defibrillator.
- 15) Voluntarily holding 'spare' salbutamol asthma inhalers for emergency use.

Staff members are responsible for:

- 1) 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.*

- 2) Knowing where controlled drugs are stored and where the key is held.
- 3) Taking account of the needs of pupils with medical conditions in lessons.

- 4) 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.
- 5) Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.

School nurses are responsible for:

- 1) Collaborating on developing an IHP in anticipation of a child with a medical condition starting school.
- 2) Notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career.
- 3) Supporting staff to implement an IHP and then participate in regular reviews of the IHP. Giving advice and liaison on training needs.
- 4) Liaising locally with lead clinicians on appropriate support. Assisting the Headteacher in identifying training needs and providers of training.

Parents and carers are responsible for:

- 1) Keeping the school informed about any new medical condition or changes to their child/children's health.
- 2) Participating in the development and regular reviews of their child's IHP.
- 3) Completing a parental consent form to administer medicine or treatment before bringing medication into school.
- 4) Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine.
- 5) 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:

- 1) Providing information on how their medical condition affects them.
- 2) Contributing to their IHP.
- 3) 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.

2) TRAINING OF STAFF

- a) Newly appointed teachers, long term supply or agency staff and support staff will read the 'Supporting pupils with medical conditions' policy, as part of their induction. Through this their training need will be identified.
- b) The clinical lead for each training area/session will be named on each IHP.
- c) No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and signed off as competent.
- d) School will keep a record of medical conditions, training undertaken and a list of teachers qualified to undertake responsibilities under this policy.
- e) The school will commission any training requirements including refreshers i.e. on Epi-pens. The school nurse will carry out training or arrange for training to take place.

3) MEDICAL CONDITIONS REGISTER LIST

- a) Schools admissions forms should request information on pre-existing medical conditions. Parents must have easy pathway to inform school at any point in the school year if a condition develops or is diagnosed. Consideration could be given to seeking consent from GPs to have input into the IHP and also to share information for recording attendance.
- b) A medical conditions list or register should be kept, updated and reviewed regularly by the nominated member of staff. Each class / form tutor should have an overview of the list for the pupils in their care, within easy access.
- c) 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.
- d) For pupils on the medical conditions list, key stage transition meetings to enable parents, school and health professionals to prepare an IHP (where necessary) and train staff if appropriate.

4) INDIVIDUAL HEALTHCARE PLANS (IHP)

- a) Where necessary an Individual Healthcare Plan (IHP) will be developed in collaboration with the pupil, parents/carers, Head of School, Assistant Head, Special Educational Needs Coordinator (SENCO) and medical professionals. Emergency procedures will be clearly defined on each individual plan.
- b) The school will ensure a smooth transition for a newly arrived child (or a child who may be undergoing diagnosis) through admission documentation and parent interviews with the Head of School.
- c) IHPs will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. A photo of the child and IHP (with the consent

from parents) will be displayed in the school staffroom. For those parents who do not consent, the care plan will be placed in the year group first aid box.

However, in the case of conditions with potential life-threatening implications the information will be available clearly and accessible to everyone.

- a) IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- b) 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.
- c) Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA /AP provider and school is needed to ensure that the IHP identifies the support the child needs to reintegrate.

5) TRANSPORT INFORMATION

- a) Where a pupil with an IHP is allocated school transport, the school should invite a member of transport team to participate in the IHP meeting. A copy of the IHP will be given to the transport team and kept on the pupils record. The IHP must be passed to the current operator for use by the driver /escort and the transport team will ensure that the information is supplied when a change of operator takes place.
- b) For some medical conditions the driver/ escort will require adequate training. For pupils who receive specialised support in school with their medical condition. This must equally be planned for in travel arrangements to school and included in the specification to tender for that pupil's transport.
- c) When prescribed controlled drugs need to be sent in to school, parents will be responsible for handing them over to the adult in the car in a suitable bag or container. They must be clearly labelled with name and dose etc.
- d) Controlled drugs will be kept under the supervision of the adult in the car throughout the journey and handed to a school staff member on arrival. Any change in this arrangement will be reported to the Transport team for approval or appropriate action.

6) EDUCATION HEALTH NEEDS REFERRALS (EHN)

- a) All pupils of compulsory school age who (because of illness lasting 15 days or more) would not otherwise receive a suitable full-time education are provided for under the local authority's duty to arrange educational provision for such pupils.

7) MEDICINES

- a) 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.

- b) 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.
- c) No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- d) No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- e) 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.
- f) The school will check all medication and supplies held in school on at least a termly basis and all medicines which will expire before the end of the following term will be returned to parents and replacements requested.
- g) This school will dispose of needles and other sharps in line with local policies. Where necessary, sharps boxes will be held securely at school and will accompany a child on off-site visits. They will be collected and disposed of in line with local authority procedures.
- h) A maximum of **four** weeks' supply of the medication may be provided to the school at one time.
- i) A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary. Schools should otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency.
- j) Medications will be stored in the school office or medical room.
- k) Any medications left over at the end of the course will be returned to the child's parents.
- l) Written records will be kept of any medication administered to children.
- m) Pupils will never be prevented from accessing their medication.
- n) Emergency salbutamol inhaler kits may be kept voluntarily by school.
- o) General posters about medical conditions (diabetes, asthma, epilepsy etc.) are recommended to be visible in the staff room.
- p) St Mary's Lewisham CE Primary School cannot be held responsible for side effects that occur when medication is taken correctly.

- q) 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.

8) EMERGENCIES

- a) Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms.
- b) Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- c) If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

9) DAY TRIPS, RESIDENTIAL VISITS & SPORTING ACTIVITIES

- a) Unambiguous arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.
- b) To comply with best practice risk assessments should be undertaken, in line with guidance on school trips, in order to plan for including pupils with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day IHP requirements for the school day.

11) AVOIDING UNACCEPTABLE PRACTICE

The following behaviour is unacceptable in St Mary's Lewisham CE Primary School:

- a) Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- b) Assuming that pupils with the same condition require the same treatment.
- c) Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion.
- d) Sending pupils home frequently or preventing them from taking part in activities at school.
- e) Sending the pupil to the medical room or school office alone or with an unsuitable escort if they become ill.
- f) Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- g) Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- h) Creating barriers to children participating in school life, including school trips.

- i) Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

11) INSURANCE

- a) Teachers who undertake responsibilities within this policy will be assured by the Head of School that they are covered by the LA/school's insurance.
- b) 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.

12) COMPLAINTS

- a) All complaints should be raised with the school in the first instance.
- b) The details of how to make a formal complaint can be found in the School Complaints Policy.

13) DEFINITIONS

- a) **Parent(s)** - is a wide reference not only to a pupil's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of, a pupil.
- b) **Medical condition** - for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. *Being 'unwell' and common childhood diseases are not covered.*
- c) **Medication** - is defined as any prescribed or over the counter treatment.
- d) **Prescription medication** - is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.
- e) A **staff member** –is defined as any member of staff employed at St Mary's Lewisham CE Primary School.

