

## Supporting pupils with Medical Needs Policy

This policy has been written with reference to "Supporting Pupils at school with medical conditions" April 2014 and "Childrens and Families Act (section 100) 2014

At Monksdown Primary School we recognise that some children have medical conditions which could impact upon their education. We aim to minimise any disruption and ensure that each individual child with a medical need is able to access and enjoy the same opportunities in school and on educational trips and visits as any other child.

The Governing Body and the Headteacher accepts, in principle, responsibility for:

- The administration of prescribed medication by school staff
- The supervision of pupils taking prescribed medication
- The administration of non-prescription medication painkillers

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## **Purpose**

- To provide Monksdown Primary School staff with appropriate knowledge, to enable them to assist pupils in managing their medication.
- To promote the physical well-being of all pupils.
- To promote safe and effective management of all medication in school situations, including at school and on excursions.
- To ensure the collation of relevant student information, relating directly to the child's medical condition, for reference by teachers/staff.

## **Definitions of Medical Conditions:**

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

- Short-term affecting their participation in School activities because they are on a course of medication.
- Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

## **Procedures to be followed when notification is received that a pupil has a medical condition**

When we are informed by a parent or by medical practitioners that a child has a medical condition we will convene a meeting at the earliest opportunity with parents and where necessary medical practitioners. The purpose of the meeting will be to ensure that we have all relevant information relating to the medical condition and fully understand our role in supporting the pupil.

The procedures will also be in place to cover any transitional arrangements between schools, the process to be followed upon reintegration or when pupil's needs change and arrangements for any staff training or support. For children starting Monksdown, arrangements will be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or children moving to Monksdown mid-term, we will make every effort to ensure that arrangements are put in place quickly.

In making the arrangements we will take into account that many of the medical conditions that require support at school will affect quality of life and may be life threatening. We will also acknowledge that some will be more obvious than others and will ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life. We will ensure that arrangements give parents/carers and pupils confidence in our ability to provide effective support for medical conditions in school. The arrangements will show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. We will ensure that staff are properly trained to provide the support that pupils need. We will ensure that arrangements are clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not to prevent them from doing so.

We will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible. We will make sure that no child with a medical condition is denied admission or prevented from attending our school because arrangements for their medical condition have not been made.

However, in line with our Safeguarding duties, we will ensure that pupils' health is not put at unnecessary risk from, for example infectious diseases. We will therefore not accept a child in school at times where it would be detrimental to the health of that child or others. School does not have to wait for a formal diagnosis before providing support to pupils, In cases where a pupils' medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence. This would normally involve some form of medical evidence and consultation with parents/carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place. This will usually be led by the Headteacher, following the discussions an Individual Healthcare Plan will be put in place.

### **Individual Healthcare Plans**

Individual Healthcare Plans will be written and reviewed by the SENCO but will be the responsibility of all members of staff supporting the individual children to ensure that the Plan is followed. The class teacher will be responsible for the child's development and ensuring that they and their conditions are supported in school.

Individual Healthcare Plans will help to ensure that Monksdown effective supports pupils with medical conditions. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long term and complex. However, not all children will require one. School healthcare professional and parent/carers should agree, based on evidence, when an Individual Healthcare Plan would be inappropriate or disproportionate.

A flow chart for identifying and agreeing the support a child needs and developing an Individual Healthcare Plan is provided in **Annex A**

Individual Healthcare Plans will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will capture the key information and actions that are required to support the child effectively. The level of detail within plans will depend on the complexity of the child's condition and the degree of support needed. Where a child has additional needs, this should be mentioned in the Individual Healthcare Plan.

Reviews of Individual Healthcare Plans may be initiated in consultation with the parent/carers, by a member of school staff or a healthcare professional involved in providing care to the child. The Individual Healthcare Plan must be completed by the Lead Professional (usually the SENCO) with support from parents/carers, 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. Pupils should also be involved whenever appropriate. The responsibility for ensuring it is finalised and implemented rest with Monksdown. We will ensure that Individual Healthcare Plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They will be developed and reviewed with the child's best interests in mind and ensure that school assesses and manages risks to the child's education, health and social well being and minimizes disruption.

Where a child has an Individual Healthcare Plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the Monksdown should know to inform a teacher immediately if they think help is needed. If a child (regardless of whether they have an Individual Healthcare Plan) needs to be taken to hospital, staff should stay with the child until the Parent/Carer arrives.

**Annex B** provides a template for the Individual Healthcare Plan but it is a necessity that each one includes;

- the medical condition, its triggers, signs, symptoms and treatments the pupil's resulting needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded/noisy conditions, travel time between lessons;
- specific support for the pupil's educational, social and emotional needs - for example, how absences will be managed, requirements for extra time to complete tests, use of rest periods or additional support in catching up with lessons, counselling sessions
- 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 healthcare professional;
- who in the school needs to be aware of the child's condition and the support required; • arrangements for written permission from Parents/Carers for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments;
- where confidentiality issues are raised by the Parents /Carers or 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.

Some children may have an Emergency Healthcare Plan prepared by their lead clinician that could be used to inform development of their Individual Healthcare Plan. The Emergency Healthcare Plan will not be the School's responsibility to write or review.

### **The Role of Staff at Monksdown Primary School**

Some children with medical conditions may be disabled. School will comply with our duties under the Equality Act 2010. Some may also have Special Educational Needs and may have a statement, or Education, Health and Care (EHA) 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 SEN Code of Practice.

At Monksdown, we recognize that a first aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including the school nurse who have regular access to the pupil will provide training and subsequent confirmation of the proficiency of staff in a medical procedure, or in providing medication.

### **The Child's Role in Managing their own Medical Needs**

If it is deemed, after discussion with the Parents/Carers, that a child is competent to manage their own health needs and medicines, the School will encourage them to take responsibility for managing their own medicines and procedures. This will be reflected within Individual Healthcare Plans.

Wherever possible, children should be allowed to carry their own medicines and relevant devices or should be able to access their self-medication quickly; these will be stored in the cupboard in the office to ensure that the safeguarding of other children is not compromised. We also recognise that children who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If a child is not able to self-medicate then relevant staff should help to administer medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so but instead follow the procedure agreed in the Individual Healthcare Plan. Parents/Carers should be informed, outside of the review, so that alternative options can be considered.

### **Managing Medicines on the Monksdown Primary School Site**

The following are the procedures to be followed for managing medicines:

- Medicines should only be administered at the School when it would be detrimental to a child's health or school attendance not to do so
- No child under 16 should be given prescription or non-prescription medicines without their Parents/Carers written consent
- Monksdown will only accept and administer prescribed medicines that are in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin

which must still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container

- All medicines will be stored safely in the office. Children should know where their medicines are at all times and be able to access them immediately
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children; these will be stored in the classroom/main office where both class teacher and child know how to access them. If a child requires asthma inhaler it is crucial that there is an inhaler in the School at all times
- During school trips, the first aid trained member of staff/member of staff in charge of first aid will carry all medical devices and medicines required
- Monksdown will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at the school should be noted.

**Annex C** and **Annex D** outline these procedures. Written records are kept of all medicines administered to children. These records offer protection to staff and children and provide evidence that agreed procedures have been followed

- When no longer required, medicines should be returned to the Parent/Carer. Sharps boxes should always be used for the disposal of needles and other sharps

### **Administering Medication**

- Nominated staff at Monksdown School are authorised to administer prescription medicines to children at school. Parents/Carers should be aware that this is a voluntary role on the part of the school and that staff are only permitted to administer medicines prescribed by a medical practitioner and supplied in the pharmacy issued container,
- The administration of prescription medicines is only permissible once the appropriate authorisation form has been completed in full by Parents/Carers. **VERBAL REQUESTS ARE NOT ACCEPTABLE**
- Medicine/tablets etc. should be taken to and collected from the office by an adult.
- For continuing illnesses or medical conditions, children will be photographed and a brief description of the problem and action plan will be set out below the photo to ensure that all staff (including supply teachers and catering staff) are aware of critical information (e.g. a child with diabetes, peanut allergy etc.).
- Parents will be asked to complete a medical health form when their child starts school to inform us of any health problems or allergic conditions that affect the child and these will be updated as notified.
- It is important that parents regularly check the expiry dates on medicine e.g. epipens and capsules for inhalers.
- Parents are to inform school of any medication that has been prescribed by a doctor, even when this is not being administered at school, as this information may be required in an emergency situation.
- A paramedic will be called in any emergency situation.

### **Supporting children with asthma**

As with other medication, parents will need to complete a form authorising the medication to be administered. Normally this would involve the child self-administering with the supervision of a member of staff. **We require any asthma medication to be accessible by children in school at all times.** Staff are instructed to make sure that they take asthma medication for individual children with them whenever they take that child out of school.

### **Accidents and illness at school.**

- Several members of staff at Monksdown Primary School have an Emergency First Aid qualification, whilst a number of these staff also have First Aid qualifications relevant to very young children.
- Accidents in school are dealt with immediately and recording and reporting procedures are followed stringently.
- If we judge the accident to be anything other than a very minor incident parents will be contacted immediately. The local hospitals will not commence treatment without parental consent unless there is a very serious injury. We endeavor to ensure we always have up to date contact information including emergency contacts however it is the responsibility for parents/carers to inform school of any changes.
- For any head bump, however small, we shall send a 'bump to the head' letter home to inform parents that they will need to monitor their child. The child will be given a head injury note to alert parents to the fact that he/she has had a minor bump and will need monitoring.
- In case of vomiting/diarrhea, please keep children off school for 48 hours to prevent other children contracting the same illness.
- In the case of a medical emergency will ring 999 and immediately afterwards contact the parents.

### **Medical checks, support and guidance.**

The School Nurse is contactable on 0151 295 8585 extension 8550

- Parent/carers are always notified of any planned health or developmental checks and parents should return the completed and signed medical form prior to the examination and attend the medical examination with your child.
- Monksdown school nurse can provide specific support and guidance regarding a number of health issues, including weight management, behaviour issues and head lice.

### **Record Keeping**

A system of record keeping will include:

- Individual Healthcare Plan
- List of authorised staff
- Record of all training undertaken by designated staff
- Record of all training undertaken by children allowed to self administer medication and competent to do so

- Records of parental/guardian consent and health practitioner instructions including those for self administration, these should be reviewed and confirmed annually (September) in addition to any ongoing updating of records.
- Record of administration of medication including amount administered and amount remaining (running total) is to be kept in a bound book
- A parent/guardian request form for administration of medicine

### **Day Trips, Residential and Sporting Activities**

- There needs to be clear arrangements made through a thorough risk assessment to actively support pupils with medical conditions to participate in school trips, visits and sporting activities and not prevent them from doing so. School will make arrangements and reasonable adjustments for the inclusion of all pupils unless evidence from a medical expert states that this is not possible.

### **Complaints**

Should Parents/Carers or pupils be dissatisfied with the support provided they should discuss their concerns directly with the Headteacher or Deputy Headteacher. If for whatever reason this does not resolve the issue, they may make a formal complaint via the complaints procedure outlined in the School's Complaints Policy.

### **Liability and Indemnity**

School has the appropriate level of insurance

Agree by Governing Body - Summer Term 2016

To be reviewed annually