



## SUPPORTING PUPILS WITH MEDICAL NEEDS POLICY, PROCEDURES AND GUIDANCE

|                            |              |                           |                        |
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| <b>Status</b>              | Current      | <b>Approval</b>           | FGB                    |
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### Introduction

Section 100 of The Children and Families Act 2014 places a duty on *the Governing Body of Foxhills Infant 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, Lucy Howe 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.

## **Key Roles & Responsibilities**

### **The Governing Body is responsible for:**

*Ensuring the policy for Supporting Pupils with Medical Conditions is developed and implemented*

*Ensuring that pupils with medical conditions are 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 the responsibility to support children with medical conditions.*

*Ensuring that staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.*

### **The Headteacher, Lucy Howe is responsible for:**

*Ensuring that the policy for Supporting Pupils with Medical Conditions is developed and implemented with partners and all staff are aware of the policy and understand their role in the implementation.*

*Ensuring all staff are aware of the child's condition.*

*Ensuring that there are sufficiently trained staff to implement the policy and deliver against healthcare plans, including in contingency and emergency situations.*

*Ensuring there are the necessary healthcare plans in place.*

### **Teachers and Support Staff are responsible for:**

*Supporting children with medical conditions and administering medication where possible.*

*Ensuring they receive sufficient and suitable training and achieve the necessary level of competency to support children with medical conditions.*

*Ensuring they know what to do and respond accordingly when they become aware that a pupil with medical conditions needs help.*

### **The School Link Nurse is responsible for:**

*Ensuring they notify the school when a child has been identified as having a medical condition, preferably prior to the child starting school.*

*Ensuring that school has the appropriate support to implement a child's healthcare plan.*

## **Local Arrangements**

### **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 and carers. Foxhills Infant School will follow the process outlined in the document 'Process for identifying children with a health conditions' 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' to ensure that we have appropriate arrangements in place prior to the child commencing at the school to support them accordingly.

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**

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 SENCO, **Heather James**, 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 SENCO 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. We may also refer to the flowchart contained within the document 'Process for identifying children with a health condition' for identifying and agreeing the support a child needs and then developing the individual healthcare plan. We will use the individual healthcare plan template produced by the Hampshire County Council Children's Services Health and Safety Team to record the plan. If a child is returning following a period of hospital education or alternative provision (including home tuition), that we will work with Hampshire County Council and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

*The SENCO will ensure, in conjunction with the school Risk Assessor that the Health Plans are reviewed annually in September or sooner if there is a change in the child's needs.*

*The Governing Body will consider the following when deciding what information to include on the individual healthcare plan:*

- The medical condition, its triggers, signs, symptoms and treatments
- *The pupil's resulting needs, including medication and other treatments, time, facilities, equipment, testing, access to food and drink, dietary requirements and environmental issues.*
- *Specific support for the pupil's educational, social and emotional needs.*
- The level of support needed, including in emergencies
- *Who will provide this support, their training needs, expectations of their role and cover arrangements if this person is not available.*
- Who in school needs to be aware of the child's needs and support required.
- *Arrangements for written permission from parents for medication to be administered or self-administered.*
- *Arrangements required for school trips or before/after school activities. E.g. risk assessments.*
- *Where confidentiality issues are raised by the parent/child, the designated individuals entrusted with this information.*
- *What to do in an emergency, including who to contact and contingency arrangements*

## **Staff training**

All new staff will be inducted on the policy when they join the school through *the staff induction programme*. Records of this training will be held by the School Business Manager. 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. This training will be carried out *annually and/or following a review of the policy*. The awareness training will be provided to staff by *the SENCO*. We will retain evidence that staff have been provided the relevant awareness training on the policy by *signature sheets*.

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 allow them to fulfil the requirements set out in the child's 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. A 'Staff training record – administration of medicines' form will be completed to document the type of awareness training undertaken, the date of training and the competent professional providing 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. 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). Where possible we will endeavour to ensure that children can carry their own medicines and relevant devices or have easy access to allow for quick self-medication. We will agree with relevant healthcare professionals/parent the appropriate level of supervision required and document this in their 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, Lucy Howe, Lucy Howe* 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 under 16 without their parent's/carer's written consent (a 'parental agreement "Administration of Medicines & Treatment Consent Form"'), except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, we will make every effort to encourage the child or young person to involve their parents while respecting their right to confidentiality. A documented tracking system to record all medicines received in and out of the premises will be put in place. The tracking system used is *the record form "Medication Tracking Form"* 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. Children who are able to use their own inhalers themselves are encouraged to carry it with them. If the child is too young or immature to take personal responsibility for their inhaler, staff should make sure that it is stored in a safe but readily accessible place, and clearly marked with the child's name. 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 only administer non-prescribed medicines on request from the parent if they are in clearly identifiable packaging and only on a short term basis (Where the school have concerns they will seek further guidance from their link School Nurse). We will never administer aspirin or medicine containing Ibuprofen to any child under 16 years old 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 homeopathic remedies to be administered will require a letter of consent from the child's doctor and will be administered at the discretion of the Head teacher. Emergency medicines will be stored in a safe location but not locked away to ensure 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

Other emergency medication i.e. Rectal diazepam or Buccal Midazolam for major seizures will be stored in accordance with the normal prescribed medicines procedures (see storage section).

The school holds supplies of paracetamol. The school's nominated paediatric first aider is responsible for administering this medication in accordance with the dosage instructions on the bottle. This medication will be stored in all original packaging. Written consent must be obtained before this medication can be offered. Verbal consent will be obtained every time it is considered necessary and administration will be in agreement between parents and school staff. School staff are not permitted to administer paracetamol without first obtaining consent from parents or carers, unless advised to do so by a medical professional. Paracetamol will only be administered to a child passed 12 noon. This will ensure that four hours has lapsed since a child's arrival at school and eliminates the risk of over dosing.

### **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 premise. 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. 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**

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. Sharps boxes will be in place for the disposal of needles. Collection and disposal of these will be arranged locally through PHS Group plc. who will remove them from site *half termly*.

### **Medical Accommodation**

The School Office is situated in the main entrance and is used to store all medications as well as providing the space for all medical administration/treatment purposes. This area is available at all times. This area is designated away from the office space.

### **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**

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 (normally a trained first aider) will stay with the child until their parents arrives, 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.

## **Other issues**

*From 2017 the school will hold a Salbutamol Asthma inhaler for emergency use, which will be kept in the medical room.*

## **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 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.

## **Liability and Indemnity**

Staff at the school are indemnified under the County Council self-insurance arrangements. The County Council's is self-insured and have extended this 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, Lucy Howe. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.