

# Maidensbridge Primary School



## Supporting Pupils with Medical Conditions Policy

Version 1

Received by Governor Board February 2019 Version 2

Reviewed March 20 Version 3

Reviewed June 21 Version 4

Approved by Governors 8.7.2021

Version 5 January 2023

Next review will be January 24

This school is an inclusive community that welcomes and supports pupils with medical conditions. This school provides all pupils with any medical condition the same opportunities as others at school.

The school makes sure all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

This school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

This school understands the importance of medication and care being taken as directed by healthcare professionals and parents.

The school understands the importance of keeping personal data safe and will follow the General Data Protection Regulations.

All staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils.

The named member of school staff responsible for this medical conditions policy and its implementation is:

Name: Mrs K Thomas

**This policy will be reviewed every year and is next due to be reviewed in January 2024**

It is available on the school website and by request from the school office

Complaints by parents or others should be discussed initially, as appropriate, with the class teacher or Headteacher. It is desirable that complaints should be dealt with informally, but if that is not possible, then a written, formal complaint should be registered with the Headteacher, unless it is a matter concerning the Headteacher, when it should be directed to the chair of governors. Parents may request a copy of the full complaints procedure from the school's website ([www.maidensbridge.net](http://www.maidensbridge.net)) and from the school office.

This school is an inclusive community that supports and welcomes pupils with medical conditions. This school is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same

opportunities and access to activities (both school based and out-of-school) as other pupils.

No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made. This school will listen to the views of pupils and parents. Pupils and parents feel confident in the care they receive from this school and the level of that care meets their needs.

Staff understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.

All staff understand their duty of care to children and young people and know what to do in the event of an emergency.

All staff will ensure they follow the General Data Protection Regulations & Data Retention Policy with regard to the implementation of this policy.

The whole school and local health community understand and support the medical conditions policy.

This school understands that all children with the same medical condition will not have the same needs.

The school recognises that duties in the Children and Families Act and the Equality Act relate to children with disability or medical conditions.

This school's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings. Stakeholders include:

School Health Professionals

School staff

NHS

The medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation.

Pupils, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels for example

All staff understand and are trained in what to do in an emergency for children with medical conditions at this school.

All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.

All staff receive training in what to do in an emergency and this is refreshed at least once a year. This school will, in partnership with parents and health care

professionals, give careful consideration to whether an individual healthcare plan (IHP) is appropriate or proportionate.

The development of a plan will be led by the school Nurse Team and will be contributed to by parents and Mrs S. Mason. Mrs Mason will then ensure that all staff are aware of the necessary details on the IHP

A pupil's individual healthcare plan will explain what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

All staff understand and are trained in the school's general emergency procedures. All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.

If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

This school has clear guidance on providing care and support and administering medication at school.

This school understands the importance of medication being taken and care received as detailed in the pupil's IHP.

This school will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child. This includes escort staff for home to school transport if necessary.

This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.

This school will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent, while respecting their confidentiality.

When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given. Parents will be informed. This school will not give a pupil under 16 aspirin unless prescribed by a doctor.

This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.

This school will not 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.

Parents at this school understand that they should let the school know immediately if their child's needs change.

If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible and the school's managing substance related incidents/behaviour/disciplinary procedures are followed.

This school has clear guidance on the storage of medication and equipment at school.

This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities and is not locked away. Pupils may carry their emergency medication with them if they wish/this is appropriate.

Emergency medication/equipment is stored: Staff Room (locked fridge/cupboards) or Main Office

Pupils may carry their own medication/equipment, or they should know exactly where to access it. Pupils can carry controlled drugs if they are competent, otherwise this school will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at this school can administer a controlled drug to a pupil once they have had specific training eg administering an epipen for anaphylaxis.

This school will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times. Medication will be stored: Main Office/Classroom if Epipen/Classroom for inhalers to allow easy access for child who needs it.

This school will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.

Parents are asked to collect all long-term medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term. Once a course of short-term medication is completed, it should be collected by parents to dispose of appropriately.

This school disposes of needles and other sharps by using yellow sharps boxes. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of appropriately by parents.

This school has clear guidance about record keeping.

Parents at this school are asked if their child has any medical conditions when they are asked to complete/update pupil information forms.

Where appropriate and proportionate, this school uses an IHCP (Individual health care plan) to record the support an individual pupil's needs around their medical

condition. The IHCP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.

This school has a centralised register of IHCPs, and an identified member of staff has the responsibility for this register.

IHCPs are regularly reviewed, at least every year or whenever the pupil's needs change. The pupil (where appropriate), parents, specialist nurse (where appropriate) and relevant Healthcare services hold a copy of the IHCP. Other school staff are made aware of and have access to the IHCP for the pupils in their care.

This school makes sure that the pupil's confidentiality is protected.

This school seeks permission from parents before sharing any medical information with any other party.

This school meets with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's IHCP which accompanies them on the visit.

This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

This school makes sure that all staff providing support to a pupil have received suitable training and on-going support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHCP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence (where appropriate), and this school keeps an up-to-date record of all training undertaken and by whom.

This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

This school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out-of-school activities.

This school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.

All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.

This school understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.

This school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.

This school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.

This school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.

All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This school will not penalise pupils for their attendance if their absences relate to their medical condition.

This school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO/Additional Learning Needs Co-ordinator/Special Educational Needs Advisor who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.

All pupils at this school learn what to do in an emergency.

This school makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating health and safety risks and has a written schedule of reducing specific triggers to support this.

This school is committed to identifying and reducing triggers both at school and on out-of-school visits.

School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. It has a list of the triggers for pupils with medical conditions at this school, has a trigger reduction schedule and is actively working towards reducing/eliminating these health and safety risks e.g. if a pupil has a severe nut allergy, school may consider asking staff/parents of other children not to bring in peanut butter sandwiches.

The IHCP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.

This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy. This school works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

The roles and responsibilities for all relevant parties are (outline briefly specific responsibilities):

- Headteacher
- Governors
- Teachers and other staff
- Trained designated staff
- SENCO/Additional Needs Co-ordinator, Inclusion Manager
- School nurse

The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.

In evaluating the policy, this school seeks feedback from key stakeholders including pupils, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors and the school employer. The views of pupils with medical conditions are central to the evaluation process.

#### Parent/carer responsibilities

Parents should provide the setting with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the setting that their child has a medical condition. This information should always be confirmed by the child's relevant healthcare professional.

If the setting staff agree to administer medication on a short term or occasional basis, the parent/carer is required to complete a consent form (Appendix A). Verbal instructions should not be accepted.

Only one parent (defined as those with parental responsibility) is required to agree to, or request, that medicines are administered by staff.



If it is known that pupils are self-administering medication in a setting on a regular basis, a completed written consent form is still required from the parent/carer.

Parents are key partners and should be involved in the development and review of their child's individual health care plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

For administration of emergency medication (sometimes known as rescue medication) an individual health care plan (appendix B) must be completed by the parent/carer in conjunction with the school nurse/health visitor and school staff. Minor changes to the health care plan can be made if signed and dated by the school nurse or health visitor. If, however, changes are major, a new health care plan must be completed. Health care plans should be reviewed at least annually. It is the parents' responsibility to notify the setting of any changes required to the plan e.g. treatment, symptoms, contact details. Any changes should be received in writing from the consultant or prescriber.

The parent/carer needs to ensure there is sufficient medication and that the medication is in date. The parent/carer must replace the supply of medication at the request of relevant school/health professional. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal.

Prescribed medication should always be provided in an original container with the pharmacist's original label and the following, clearly shown:-

- Child's name
- Name and strength of medication
- Dose
- Any additional requirements e.g. in relation to food etc.
- Expiry date whenever possible
- Dispensing date

For non-prescribed medication purchased over the counter, it must be in its original container with the doses clearly visible (for further information please see page 18).

## **Children**

Children with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

## APPENDIX A

### Consent Form to Administer Medicines

The school staff will not give any medication unless this form is completed and signed. Dear Headteacher

I request and authorise that my child \*be given/gives himself/herself the following medication: (\*delete as appropriate)

Name of child		Date of Birth	
Address			
Daytime Tel no(s)			
School/setting			
Class (where applicable)			
Name of Medicine:			
Circle as appropriate:	Prescription / Over the counter		
Special precautions, e.g. take after eating			
Are there any side effects that the school/setting need to know about?			
Time of Dose		Dose	
Start Date		Finish Date	

This medication has been prescribed for my child by the GP/other appropriate medical professional whom you may contact for verification (where applicable).

Name of medical professional:	
Contact telephone number:	

I confirm that:

- It is necessary to give this medication during the school/setting day
- I agree to collect it at the end of the day/week/half term (delete as appropriate)
- This medicine has been given without adverse effect in the past.
- The medication is in the original container indicating the contents, dosage and child's full name and is within its expiry date.
- The medication does not contain aspirin.

Signed (parent/carer)		Date:	
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## APPENDIX C

A health care plan is a written agreement that clarifies for staff, parents and the child the help that the school can provide and receive. A health care plan is for a child with individual medical needs, but not all pupils with medical needs will require a full health care plan. For some pupils with medical needs, the school may simply require a written agreement in which parents authorise the school to administer medicine (see Appendix A).

### Health Care Plan for Child with Medical Needs – Part 1 of 2

Name of child:	Photo:  (Do not use photo as ID of child in an emergency)
Address:	
Date of birth:	
Condition:	

Name of school/setting	Year /Group	Date
Review Dates		

Describe condition and give details of child's individual symptoms:

Daily care requirements where relevant (e.g. before sport/at lunchtime):
Describe what constitutes an emergency for the child and the action and follow up required if this occurs:
Training required:

CONTACT INFORMATION		
Family Contact 1	Name:	Tel Work:
		Tel Home:
		Tel Mobile:
Relationship		
Family Contact 2	Name:	Tel Work:
		Tel Home:
		Tel Mobile:
Relationship		

CLINIC/HOSPITAL CONTACT	
Name	
Clinic/Hospital	
Tel No	
Name of GP	
Tel No	

Completed by		Date	
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Linked Policies

[Data Protection Policy](#)

[General Data Protection Regulations](#) [Data Retention](#)

[Child Protection and Safeguarding Policy](#)