



Keskowethyans
Multi Academy Trust

Date reviewed by the committee	04.10.16
Date adopted by the Board	18.10.16
Review Period	Annual
Circulation of Policy	
Signed by the Chair	

Supporting Pupils with Medical Needs at School

Policy sent to:	Date
Administrators	15.11.16
Lead Teachers	15.11.16
G Sealey for Website	15.11.16
Relevant other i.e. All staff members/H & S Director	15.11.16

The Keskowethyans MAT recognises its duty to make arrangements to support pupils with medical conditions, and will ensure that those children with a medical condition can access and enjoy the same opportunities at school as any other child.

This policy has been developed in line with the DfE guidance “Supporting Pupils at School with Medical Conditions (December 2105)”.

Pupil’s medical needs can be summarised as being either:

Short-term – affecting their participation in school activities while they are on a course of medication

Or:

Long-term – potentially limiting their access to education and requiring extra care and support

Responsibilities

The Directors are responsible for:

- Ensuring that arrangements in place are sufficient not only to meet the statutory responsibility, but to provide parents with the confidence that the MAT can provide effective support
- Policies and procedures are effectively implemented
- Ensuring Individual Healthcare Plans (IHCP) are reviewed at least annually

The Executive Headteacher is responsible for:

- Ensuring that all staff are aware of this policy
- Ensuring that all staff who need to know are aware of a child’s condition
- Developing IHCPs
- Ensuring when required that sufficient numbers of staff are trained to deliver IHCPs
- Establishing and working with partner agencies

Staff are responsible for:

- Familiarising themselves with this policy
- Supporting children with medical conditions

Parents are responsible for:

- Completing a parental consent form to allow medication to be administered at school
- Participating in the implementation and regular review of their child’s IHCP
- Providing the school with the medication their child requires and ensuring it is in date

Whilst Directors are legally responsible and accountable for fulfilling the statutory role, functions of the policy can be conferred to a relevant member of staff.

Medication

Where possible and unless it would be detrimental to a child's health, medication should be prescribed in frequencies that allow the pupil to take the medication outside of school hours.

Should this not be possible, prior to staff members administering any medication the parent/carer must complete and sign a "parental consent to administration of medicines" form. *Appendix (a)*
No child will be given any medication without written consent.

Asthmatics, diabetics and those children with EpiPens need only submit one form.

Prescribed 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 that do not meet this criteria will not be administered.**

No child will be given medication that contains aspirin without a prescription.

Written records will be kept of any medication administered. *Appendix (b)*

All medicines will be kept in a secure location and refrigerated if necessary.

Medicines and devices such as asthma inhalers, blood testing meters and adrenaline pens will always be available to children and not locked away.

Individual Health Care Plans

The process for developing an IHCP is as follows:

1. Parent or Healthcare professional informs the school that a child has a medical condition
2. Executive Headteacher co-ordinates a meeting to discuss the child's medical needs and identifies the member of staff who will provide support
3. Meeting with key school staff/parents and relevant Healthcare professionals to discuss and agree the need for an IHCP
4. Develop IHCP in partnership with healthcare professional and agree the lead agency
Appendix (c)
5. School staff training needs identified and training delivered by healthcare professional
6. IHCP implemented and circulated to all relevant staff
7. IHCP reviewed annually or when conditions change. Parent or Healthcare professional to initiate

Information to consider when developing an IHCP:

- The medical condition, its triggers, signs, symptoms and treatments

- The pupil's resulting needs, including medication and other treatments, times, facilities, equipment
- Testing, 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 support, their training needs, expectation of their role and confirmation of their proficiency and cover arrangements
- Who in school needs to be aware of the child's condition and the support required
- Arrangements for written permission from parents/carers and the Headteacher for medication to be administered by a member of staff or self administered. If a child is managing their medication themselves this should be clearly stated and arrangements made for this
- Separate arrangements or procedures required for educational visits or other activities outside of the normal school timetable that will ensure the child can participate
- Confidentiality
- What to do if a child refuses to take medicine or carry out a necessary procedure
- What to do in an emergency, who to contact and contingency arrangements
- Where a pupil has SEN but does not have an Education, Health and Care plan, their special educational needs should be mentioned in their Individual Healthcare Plan

Educational Visits and Sporting Activities

Arrangements will be such that pupils with medical needs can participate in educational visits and sporting activities and not be prevented from doing so unless a Health Professional states it is not possible.

Risk Assessments will be carried out in order to plan sufficiently.

Emergencies

If a pupil needs to be taken to hospital, a member of staff will remain with them until their parent/carer arrives.

If an IHCP is in place, it should detail what constitutes an emergency and what to do.

Record Keeping

A written record of medical conditions will be kept at each school in the MAT. Class Teachers will have an overview of the children in their class. Support staff and supply staff will have access to relevant information on a need to know basis.

Facilities for Medical Procedures

If necessary a room will be provided for medical treatments to be administered. This may vary according to the activities taking place at the time.

Unacceptable Practice

The Keskowethyans MAT understands that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment
- Ignoring the views of the pupil and/or their parents
- Sending pupils home frequently or preventing them from taking part in activities at school
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition
- 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 educational visits
- Refusing to allow children to eat, drink, use the toilet when they need to in order to manage their condition

Complaints

In the first instance, parents/carers should raise their concerns directly with the relevant school.

If the response is not satisfactory the complaint should be made following the MAT Complaints Procedure.

Appendix (a)

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Date for review to be initiated by	Parent /Healthcare professional			
Name of school				
Name of child				
Date of birth				
Class				
Medical condition or illness				
Medicine				
Name/type of medicine <i>(as described on the container)</i>				
Expiry date				
Dosage and method				
Timing				
Special precautions/other instructions				
Are there any side effects that the school/setting needs to know about?				
Procedures to take in an emergency				
NB: Medicines must be in the original container as dispensed by the pharmacy				
Contact Details				
Name				

Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	The School Office

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Appendix (c)

Template for Individual Health Care Plan

Name of school/setting				
Child's name				
Group/class/form				
Date of birth				
Child's address				
Medical diagnosis or condition				
Date				
Review date				
Family Contact Information				
Name				
Phone no. (work)				
(home)				
(mobile)				
Name				
Relationship to child				
Phone no. (work)				
(home)				
(mobile)				
Clinic/Hospital Contact				
Name				
Phone no.				
G.P.				
Name				
Phone no.				

Who is responsible for providing support in school	
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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Name of medication, dose, method of administration, when to be taken, side effects, contra-
indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to