

Seven Mills Primary School
Medical Needs Policy
September 2019

Legislation

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRU's to make arrangements for supporting pupils at their school with medical conditions.

In meeting the duty, the governing body, proprietor or management committee must have regard to guidance issued by the Secretary of State under this section. This guidance came into effect when Section 11 came into force on 1st September 2014.

The key points of the guidance are:

- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- Governing bodies **must** ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of the children with medical conditions are effectively supported.

The role of the Governing Body

- The Governing Body must ensure that arrangements are in place to support pupils with medical conditions. In doing so, they should ensure that such children can access and enjoy the same opportunities at school as any other child.
- In making their arrangements, governing bodies should take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others. Governing bodies should therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.
- The Governing Body should ensure that their arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. The arrangements 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. They should ensure that staff are properly trained to provide the support that pupils need.
- The Governing Body must ensure that the arrangements they put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented.
- The Governing Body should ensure that the school develops a policy for supporting pupils with medical conditions that is reviewed regularly and is readily accessible to parents and school staff.

Policy framework

This framework describes the essential criteria for how the school meets the needs of children with medical needs, including long-term conditions.

1. Seven Mills is an inclusive community that supports and welcomes pupils with medical conditions.

- Our 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 is denied admission or

prevented from taking up a place in this school because arrangements for their medical condition have not been made.

- Our school listens to the views of pupils and parents.
- We want pupils and parents to feel confident in the care they received from this school and that 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 an emergency.
- The whole school and local health community understand and support the medical conditions policy.
- The school understands that all children with the same medical condition do not have the same needs.
- The school recognises that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to children with a disability or medical conditions and is anticipatory.

2. The school's medical conditions policy has been drawn up in consultation with a range of local key stakeholders within both the school and health setting.

- Pupils, parents, teachers, teaching assistants, governors and the school nursing team have been consulted for their views in drawing up this policy.

3. This school's medical policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.

- Pupils, parents, the school nursing team, GPs and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels. This policy is available to all parties on the school website.

4. Staff understand and are trained in what to do in an emergency for children with medical conditions at our school.

- This school is committed to ensuring that all school staff are aware of the medical conditions of the children at this school and understand their duty of care to pupils in an emergency. Supply teachers and agency staff will be briefed on the medical needs of the children in their care when they arrive at the school. The senior member of staff who shows the supply teacher into the school makes the supply teacher aware of any special medical needs in their class at the same time as supply teachers are given the safeguarding contacts sheet. Teaching assistants double check with any new teacher in their class (internal as well as external supply) that they are aware of any special medical needs **and** where the class medical box is kept.
- Several members of staff hold First Aid qualifications that are renewed every three years. The names of trained staff are displayed at key points around the school so that all staff would know whom to contact in an emergency.
- All children with a serious medical condition at this school have a Healthcare Plan, which explains what they need in an emergency. The HCP will accompany pupils should they need to attend hospital.
- The Inclusion Lead is responsible for ensuring that sufficient staff are suitably trained to meet the medical needs of the children.

5. 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) stays with them until a parent arrives or accompany a child taken to hospital by ambulance. They do not take pupils to hospital in their own care.

6. Our school has clear guidance on providing support and administering medication at school.

- This school understands the importance of medication being taken and care received as detailed in the pupil's HCP.
- The school has made 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. We have ensured that there are a sufficient number of staff trained to cover any absences, staff turnover and other contingencies. The school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- The school does 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 is made to encourage the pupil to involve their parent, while respecting their confidentiality.
- At the school's discretion, prescription medication can be administered to pupils, if no Healthcare Plan is in place. The school only administers prescribed medicines if these are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. Before prescription medication can be administered, the parents/carers must meet with the Inclusion Lead to give parental permission (see Appendix 2) and dosage and triggers will be discussed. If there are longer-term medical needs, parental permission is sought by the Inclusion Lead to make a referral to the school nursing team so that a Healthcare Plan can be written with healthcare professionals. The Inclusion Lead reserves the right to decide that prescription medication may not be given if the staff have not been suitably trained to safely administer it.
- Medication which has not be prescribed or which is not properly labelled, in-date and in the original container as dispensed by the pharmacist is **not** administered by the school. The only exception to this is travel sickness tablets.
- When administering medication, for example, pain relief, the school checks the maximum dosage and when the previous dose was given. Parents will be informed when medication has been administered. The school does not give a child under 16 aspirin unless prescribed by a doctor.
- The school makes 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.
- Parents at this school understand that they should let the school know immediately if their child's needs change.
- If a child misuses their medication, or anyone else's, their parent is informed as soon as possible and the school's disciplinary procedures are followed.

7. 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 off site activities, and is not locked away. Pupils may carry their emergency medication with them if they wish/if it is appropriate.
- Pupils may carry their own medication/equipment, where appropriate, or they should know exactly where to access it.
- Pupils can carry controlled drugs if they are competent, otherwise the 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 specialist training.

- The school will make sure that all medication is stored safely, and that all pupils with medical conditions know where they are at all times and have access to them immediately.
- This school only accepts, stores and administers prescribed medicines if these 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 though it must be in date, will generally be supplied in an insulin injector pen or a pump.
- Medication which has not be prescribed is **not** administered or stored by the school. The only exception to this is travel sickness tablets, which can be administered on school visits with prior written permission (see Appendix 2). This is to ensure that no child is prevented from participating in any aspect of school-life, such as school trips, by unnecessary barriers. This is in line with the Department for Education statutory guidance (2015) for supporting pupils at school with medical conditions.
- Parents are asked to ensure medication is up-to-date and to provide new medication when needed.
- The school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with LA procedures.

8. The school has clear guidance about record keeping.

- On admission to the school, parents are asked to complete an enrolment form that asks them to disclose any medical conditions their child may have. If the child has a medical condition, their name is added to the school's Medical Needs Register which is kept by, the Inclusion Lead then disseminates this information to each class so that everyone who works with a child is aware of their medical needs.
- Children with more severe conditions, or children who are required to take medication at school, requires a Healthcare Plan which records the support an individual pupil needs around their medical condition. The Healthcare Plan is developed with the pupil (where appropriate), parent, school staff, school nurse or specialist nurse and relevant healthcare services. This school has a centralised register of Healthcare Plans. Healthcare Plans are regularly reviewed, at least every year or whenever the pupil's needs change by the school nursing team. The pupil (where appropriate), parents, specialist nurse (where appropriate) and relevant health care services hold a copy of the Healthcare Plan. Other school staff are made aware of and have access to the Healthcare Plan for the pupils in their care.
- The school makes sure that the pupil's confidentiality is protected.
- Unless there is a clear legal responsibility or safeguarding duty to share information, the school seeks permission from parents before sharing any medical information with any other party.
- The 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 Healthcare Plan which accompanies them on the visit.
- The school is required to keep an accurate record of all medication administered including the dose, time, date and supervising staff.
- The school makes sure that all staff providing support to a pupil have received suitable training and ongoing support, to make sure that they have the confidence to provide the necessary support to a child. The specialist nurse/school nurse/other suitably qualified healthcare professional confirms their competence.

- The school keeps an up-to-date record of all training undertaken and by whom. This includes details of staff with a full First Aid at Work certificate, those with a Paediatric First Aid Certificate and those with more specialist training to support a particular child's needs.

9. 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.

- The school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. The 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 Behaviour 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 swimming, out of school clubs and team sports.
- The 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. Whilst sympathetic to the needs of individual children and their medical condition, the school does request a letter from a medical practitioner for any child whose parent regularly asks for them to be excused from taking part in PE lessons.
- This school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity, including off-site activities and swimming lessons.
- 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 does not penalise pupils for their attendance if their absences relate to their medical condition.
- This school refers pupils with medical conditions who are finding it difficult to keep up educationally to the SENDCO who then liaises with the pupil (where appropriate), parents and the pupil's healthcare professional.
- The 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 the 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.
- Some children with medical conditions may be considered to be disabled according to the Equality Act 2010. Some may also have special educational needs (SEN) and may have an Education, Health and Care (EHC) plan. For pupils who have medical conditions which require EHC plans, following the SEND code

of practice will ensure compliance with this guidance with respect to those children. For more information, please refer to the SEND Learning Support Policy.

10. This school is aware of the common triggers that can make common medical conditions worse of can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks.

- 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.
- A child's Healthcare Plan details an individual pupil's triggers (if there are any) and details how to make sure that the pupils remain safe throughout the whole school day and on out-of-school activities. Common triggers include:
 - a sudden change in temperature – sending an asthmatic child from a warm classroom to a cold playground can trigger an asthma attack
 - aerosols – staff are advised not to use aerosols when children are in the classroom, eg. spray paints, air fresheners etc.
 - smoking – our school is a non-smoking environment
 - animals – we do not have any animals as pets in school.
- 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.

11. 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), parents, governing body, all school staff, employers and healthcare professional to ensure that the policy is planned, implemented and maintained successfully.

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

- In evaluating the policy, the 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 LA. The views of the pupils with medical conditions are central to the evaluation process.

Policy written: September 2019
Review date: September 2022

Appendices

Appendix 1 – Individual healthcare plan

Appendix 2 – Parental agreement for setting to administer medicine

Appendix 3 - Record of medicine administered to an individual child

Individual healthcare plan

Name of school/setting

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Child's name

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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.

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Who is responsible for providing support in school

--

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

Parental agreement for setting to administer medicine

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

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
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?	
Self-administration – y/n	
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	[agreed member of staff]

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

Record of medicine administered to an individual child

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Name and strength of medicine	
Expiry date	
Dose and frequency of medicine	

Staff signature

Signature of parent

Date	/	/	/
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date	/	/	/
Time given			
Dose given			
Name of member of staff			
Staff initials			

Record of medicine administered to an individual child (Continued)

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			