

# Beddington Infants' School

## Supporting Children with Medical Needs Policy



**All schools must have a medical conditions policy which states how the school will care for any children with medical conditions, the procedures for getting the right care and training in place and who is responsible for making sure the policy is carried out.**

### Key roles and responsibilities:

#### The Local Authority (LA) is responsible for:

- Promoting co-operation between relevant partners regarding supporting pupils with medical conditions
- Providing support, advice /guidance and training to schools and their staff to ensure Individual Healthcare Plans (IHP) are effectively delivered
- Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

#### The Governing Body of Beddington Infants' School is responsible for:

- Ensuring arrangements are in place to support pupils with medical conditions
- Ensuring the policy is developed collaboratively across services, clearly identifies role and responsibilities and is implemented effectively
- Ensuring that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/national/ origin, religion or belief, sex or disability
- Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs
- Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential
- Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials

- Ensuring written records are kept of, any and all, medicines administered to pupils
- Ensuring the policy sets out procedures in place for emergency situations
- Ensuring the level of insurance in place reflects the level of risk
- Handling complaints regarding this policy as outlined in the school's Complaints Policy

**The Head teacher is responsible for:**

- Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy
- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures of Beddington Infants' School
- Liaising with healthcare professionals regarding the training required for staff
- Identifying staff who need to be aware of a child's medical condition
- Ensuring the Individual Healthcare Plans (IHPs) are completed by relevant staff
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations
- If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy. Ensuring more than one staff member is identified, to cover holidays / absences and emergencies
- Continuous two way liaison with school nurses and school in the case of any child who has or develops an identified medical condition
- Ensuring confidentiality and data protection
- Assigning appropriate accommodation for medical treatment/ care
- Considering the purchase of a defibrillator
- Voluntarily holding 'spare' salbutamol asthma inhalers for emergency use.

**Staff members are responsible for:**

- Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help. A first-aid certificate is not sufficient
- Knowing where controlled drugs are stored and where the key is held
- Taking account of the needs of pupils with medical conditions in lessons
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility
- Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location
- Liaising locally with lead clinicians on appropriate support. Assisting the Head teacher in identifying training needs and providers of training.

**Parents and carers are responsible for:**

- Keeping the school informed about any new medical condition or changes to their child/children's health
- Participating in the development and regular reviews of their child's IHP
- Completing a parental consent form to administer medicine or treatment before bringing medication into school
- Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine
- Carrying out actions assigned to them in the IHP with particular emphasis on, they or a nominated adult, being contactable at all times.

**Pupils are responsible for (as appropriate due to age of children):**

- Providing information on how their medical condition affects them
- Contributing to their IHP
- Complying with the IHP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents.

**Training of staff:**

- Teachers and support staff will receive training on the supporting pupils with medical conditions as courses are available or deemed necessary
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and signed off as competent
- School will keep a record of medical conditions supported, training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

**Medical conditions register /list:**

- Schools admissions forms will request information on pre-existing medical conditions. Parents must have easy pathway to inform school at any point in the school year if a condition develops or is diagnosed. Consideration could be given to seeking consent from GPs to have input into the IHP and also to share information for recording attendance
- A medical conditions list or register will be kept, updated and reviewed regularly by the nominated member of staff. Each class teacher should have an overview of the list for the pupils in their care, within easy access.
- Supply staff and support staff should similarly have access on a need to know basis. Parents should be assured data sharing principles are adhered to
- For pupils on the medical conditions list key stage transition points meetings should take place in advance of transferring to enable parents, school and health professionals to prepare IHP and train staff if appropriate.

## **Individual Healthcare Plans (IHPs)**

- Where necessary (Head teachers will make the final decision) an Individual Healthcare Plan (IHP) will be developed in collaboration with the pupil (as appropriate due to age), parents/carers, Head teacher, Special Educational Needs Coordinator (SENCO) and medical professionals
- IHPs will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. Staffrooms are inappropriate locations for displaying IHP as visitors /parent helpers etc. may enter. If consent is sought from parents a photo and instructions may be displayed
- IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner
- Where a pupil has an Education, Health and Care plan or special needs statement, the IHP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA /AP provider and school is needed to ensure that the IHP identifies the support the child needs to reintegrate.

## **Medicines:**

- Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours, this includes those prescribed three times a day – before school, after school and bedtime
- If this is not possible i.e. medicine prescribed four times a day, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental consent to administration of medicine form
- No child will be given any prescription medicines without written parental consent except in exceptional circumstances
- No child will be given medication containing aspirin without a doctor's prescription
- 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 which do not meet these criteria will not be administered
- Schools should keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access and should be easily accessible in an emergency
- Medications will be stored appropriately and safely
- Any medications left over at the end of the course will be returned to the child's parents
- Written records will be kept of any medication administered to children
- Pupils will never be prevented from accessing their medication.
- Beddington Infants' School cannot be held responsible for side effects that occur when medication is taken correctly
- Staff will not force a pupil, if the pupil refuses to comply with their health procedure, and the resulting actions will be clearly written into the Individual Healthcare Plan which will include informing parents straight away.

**Emergencies:**

- Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms
- Pupils will be informed in general terms of what to do in an emergency using assistance request lanyards
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until his/her parents arrive.

**Day and sporting activities:**

- Unambiguous arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, sports activities and not prevent them from doing so unless a clinician states it is not possible
- To comply with best practice risk assessments should be undertaken, in line with H&S executive guidance on school trips, in order to plan for including pupils with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day IHP requirements for the school day.

**The following behaviour is unacceptable in Beddington Infants' School:**

- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the school office alone or with an unsuitable escort if they become ill
- 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 school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition

**Insurance:**

- Teachers who undertake responsibilities within this policy will be assured by the Head teacher that they are covered by the LA/school's insurance.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the School Business Manager.

**Complaints:**

- All complaints should be raised with the school in the first instance
- The details of how to make a formal complaint can be found in the School Complaints Policy.

**Definitions:**

‘Medical condition’ for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. Being ‘unwell’ and common childhood diseases are not covered.

‘Medication’ is defined as any prescribed treatment.

‘Prescription medication’ is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.

A ‘staff member’ is defined as any member of staff employed at Beddington Infants ‘School.

**Updated and Reviewed: November 2018.**

**Review Date: November 2019.**