

Eyres Monsell Primary School

Medical Conditions Policy: **Supporting Pupils with Medical Needs**



November 2014

"By caring and listening together we learn and grow"

Eyres Monsell Primary School
Medical Conditions Policy
Supporting Pupils with Special Medical Needs

Eyres Monsell Primary School is an inclusive community that aims to support and welcome pupils with medical conditions.

We aim to provide all pupils with all medical conditions the same opportunities as others at school.

We will help to ensure they can through the following:

- Our school ensures all staff understand their duty of care to children and young people (see appendix 7) in the event of an emergency.
- All staff feel confident in knowing what to do in an emergency (see appendix 7).
- This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- Our school understands the importance of medication being taken as prescribed.
- All staff understand the common medical conditions that affect children at this school. This school allows adequate time for staff to receive training on the impact medical conditions can have on pupils.
- Staff receive additional training about any children they may be working with who have complex health needs supported by an Individual Health Plan (IHP).

Definition

Pupils' medical needs may be broadly summarised as being of two types:

- (a) Short-term affecting their participation in school activities whilst they are on a course of medication.
- (b) Long-term potentially limiting their access to education and requiring extra care and support (deemed **special medical needs**).

This policy has been drawn up in accordance with the DfE guidance *Supporting pupils at school with medical conditions*.

This policy will be readily accessible to parents and school staff, and will be reviewed annually by the school SENCO to keep up-to-date with statutory and non-statutory guidance and legislation.

The next review of this Policy Document will be October 2015.

Purpose of policy:

The purpose of this policy is to ensure arrangements are in place to support pupils at school with medical conditions, in light of updated guidance drafted by the Department of Education for governing bodies of maintained schools and proprietors of academies in England.

This policy outlines the correct procedures and protocols Eyres Monsell Primary School will follow to support pupils with long-term and/or complex medical conditions, whilst safeguarding staff by providing clear and accurate guidance for all staff to adhere to.

Rationale

LAs and schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the school is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The school Senior Leadership team are responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. **Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.** However, teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. The school takes advice and guidance from Leicester City Council. Contact details for our School Nurse can be requested from the school office and copies of this policy are available to parents on our website or via the school office.

Aims

The school aims to:

To ensure arrangements are made for children with medical conditions to receive proper care and support whilst meeting our legal responsibilities;

To provide guidance to all teaching and non-teaching staff members, ensuring staff are fully supported in carrying out their role to support pupils with medical conditions, including the procedure in an emergency situation;

To identify the areas of responsibility and roles to all parties involved in the arrangements made to support pupils at school with medical conditions, including pupils, parents, staff, school nurses, Headteachers, Governing Bodies etc.; and

To ensure procedures are followed to limit the impact of pupils educational attainment, social and emotional wellbeing that can be associated with medical conditions, both on site and during off site trips.

Legislation Framework:

This document replaces previous guidance on Managing Medicines in schools and early years published in March 2005. Section 100 of the Children and Families Act 2014 places a duty on Governing Bodies to make arrangements for supporting pupils with medical conditions at school. This is because pupils with long-term and complex medical conditions may require:

On-going support, medicines or care whilst at school to help them manage their condition; monitoring and intervention in emergency circumstances.

Governing bodies must further comply with their duties under the Equality Act 2010 towards disabled children and adults.

Entitlement

Eyres Monsell Primary School is an inclusive community that aims to support and welcome pupils with medical conditions.

Our school understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.

Eyres Monsell Primary aim to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being

Pupils with medical conditions are encouraged to take control of their condition.

Our school aims to include all pupils with medical conditions in all school activities.

Parents/carers of pupils with medical conditions are aware of the care their children receive at this school.

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

All staff have access to information about what to do in an emergency.

Eyres Monsell Primary School understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

All staff have an understanding of the common medical conditions that may affect children at this school. Staff receive annual updates. The Headteacher is responsible for ensuring staff receive annual updates. The School Nursing Service can provide the updates if the school requests.

The medical conditions policy is understood and followed by the whole school and local health community.

Roles and Responsibilities:

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. Collaborative working between school staff, healthcare professionals, Local authorities, parents and pupils will be critical to ensure that the needs of pupils with medical conditions are met effectively.

Some of the most important roles and responsibilities at Eyres Monsell Primary School are listed below, however this is not an exhaustive list:

The **Headteacher** is responsible for:

- ensuring all staff are aware of this policy;
- implementing this policy effectively and ensuring that **all** relevant staff members are aware of how to support pupils with medical conditions including their role in its implementation;
- the development of individual healthcare plans (IHCP's);
- ensuring there are sufficient trained members of staff available to implement the policy and deliver against all IHCP, including in contingency and emergency situations;
- ensuring all staff who need to know are aware of the child's condition;
- safeguarding school staff by appropriately insuring them and making them aware that they are insured to support pupils with medical conditions; and
- liaising with the school nursing service to inform them of a medical condition that has not yet been brought to their attention, which may require medical support at school.

School Nurses are responsible for:

- supporting staff on implementing a child's individual healthcare plan and providing advice on training; and
- liaising with lead clinicians locally on appropriate support for the child and associated staff training needs.
- Notifying the school when a child has been identified as having a medical condition which will require support in school. This should, where possible, be done before the child starts at the school.

Suitable cover will be provided in the absence of the school nurse/healthcare professional.

School staff (teaching and non-teaching) should:

- provide support to pupils with medical conditions. This can be **any** member of school staff, and could include the administering of medicines, although you cannot be required to do so;
- take into account the needs of pupils with medical conditions that they teach;
- receive sufficient and suitable training to achieve the necessary level of competency before they take on the responsibility to support children with medical conditions; and
- know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Pupils should:

- provide adequate information about how their condition affects them;
- be fully involved in discussions about their medical support needs; and
- comply with their IHCP.

Parents should:

- provide medicine and equipment and ensure they or another nominated adult are contactable at all times;
- provide sufficient and up-to-date information to the school about their child's medical needs; and
- be involved and assist in drafting and developing their child's IHCP.

Other **healthcare professionals**, including GP's and providers of health services are responsible for:

- notifying the school nurse when a child has been identified as having a medical condition that requires school support;

- providing advice on developing healthcare plans; and
- co-operating with schools that are supporting children with a medical condition.

Local Authorities (LA) are responsible for:

- promoting cooperation between relevant partners such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and NHS England, with a view to improving well-being of children so far as relating to their physical and mental health and their education, training and recreation;
- provide support, advice and guidance, including suitable training for school staff to ensure that the support specified within the IHCPs can be delivered effectively;
- working with schools to ensure that schools support pupils with medical conditions to attend full time; and
- making alternative arrangements where pupils would not receive a suitable education in a mainstream school because of their health needs when it is clear that a child will be away from school for 15 days or more because of their health needs.

Procedure when the school is notified of a medical condition:

- It will either be the school nursing service, a healthcare professional, GP or paediatrician who will notify the school nurse when a child has been identified as having a medical condition that requires support.
- The nurse will then notify the Headteacher who should take the necessary steps to co-ordinate a meeting to discuss the child's medical support needs. The meeting will involve key school staff, the pupil, parents, relevant healthcare professionals and other medical/health clinicians as appropriate.
- A decision will be made as to whether an IHCP will be created for the child.
- For children new to the school, support arrangements will be in place in time for the start of the relevant school term.
- In cases where the child moves to the school mid-term or receives a new diagnosis, the school will make every effort to ensure the arrangements are in place within two weeks.

The school will not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be made about what support to provide based on available medical evidence and through consultation with parents.

Expectations

It is expected that:

- Parents will be encouraged to co-operate in training children to self-administer

medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative. The administration of medicine remains a voluntary activity.

- Any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate secure place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.
- Medicines should only be taken to schools when **essential** – that is where it would be detrimental to a child's health if the medicine were not administered during the school day.
- Only medicines that have been prescribed by a doctor, dentist and nurse prescriber or pharmacist prescriber should be administered. Medicines from any other source, e.g. **over the counter medicines, will not be administered by staff**. It will be necessary for parents/carers to administer this prior to the child's attendance at the school.
- Medicines must always be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration.
The school will not accept any medication that has been taken out of the original container.
- Children who are acutely ill and who require a short course of medication e.g. antibiotics, will normally remain at home until the course is finished. If it is felt by a **medical practitioner** that the child is fit enough to return to school, the dosage can be adjusted so that none is required at lunchtime.
- **No Medicine** will be administered unless clear **written** instructions to do so have been obtained from the parents or legal guardians and the school has indicated that it is able to do so. (See attached proforma – **Appendix A**). If for any reason the school is unable to administer the medication, you will be contacted.
- **All medicines** must be clearly labelled with the child's name, mode of administration i.e. oral, the dosage, frequency and name of medication being given – this should be on the printed label from the prescriber and also needs to be written on Appendix A. The parents or legal guardians must take responsibility to update the school of **any** changes in the administration for routine or emergency medication and maintain an in-date supply of the medication.
- **All emergency** medicines such as asthma reliever inhalers/adrenaline pens should be readily available to students. A set of the medication should be carried by staff during outdoor activities and trips and a spare handed in to the school to store in the school office along with instructions.
- All medication will be kept securely and in accordance with the product instructions i.e. not in direct sunlight, in the fridge.
- If a student refuses to take medicines, staff will not force them to do so, a note will be made in the first aid book and the parents/carer informed on the same day. If the refusal to take medicines results in an emergency, the school emergency

procedures will be followed, this is likely to be calling an ambulance to get the child to hospital.

- Any unused or out of date medication will be handed back to the parents/carers of the student for disposal.

Staff training and support:

Eyres Monsell Primary School will provide the following support to all staff involved in supporting pupils with medical needs:

- Any member of school staff providing support to a pupil with medical needs will receive suitable training. Staff training needs will be identified during the development or review of the pupils IHCP. Staff who already have some knowledge of the specific support needed by a child with a medical condition may not require extensive training.
- Staff who provide support to pupils with medical conditions will, when possible, be included in the meetings where this is discussed.
- The school nurse will lead on identifying and agreeing with the school the type and level of training required. It will be the school's responsibility to arrange training and ensure that this remains up-to-date.
- The training will be sufficient to ensure all staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements set out in the IHCP.
- Staff will be made aware of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff must not give prescription medicines or undertake health care procedures without appropriate training (including amendments to the IHCP). A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.

- The Healthcare Professional, including the school nurse, will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.
- As well as individual training, the school will make arrangements for whole school awareness training and induction arrangements for new members of staff. This will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

Pupils role in managing their own medical needs:

Pupils may be competent to manage their own health needs and medicines. Eyres Monsell Primary School will discuss individual competencies with parents and ensure the IHCP reflects the pupil's competencies for managing their own medicines and procedures.

Competent pupils will be allowed to carry their own medicines and relevant devices, or will have access to their medicines from the school office for self-medication quickly and easily, wherever possible. Pupils who can take their medicines themselves may require an appropriate level of supervision. When it is not appropriate for the pupil to self-manage, staff will help to administer medicines and manage procedures for them.

If a pupil does refuse to take their own medicine, or refuses to carry out necessary procedures relating to their medical needs, staff will not force them to do so, but will follow the procedure agreed within the pupils IHCP. A senior member of staff will be responsible for informing the pupil's parents, so that alternative options can be considered for future situations.

Record Keeping

- Written records of all medicines administered to individual children will be kept in the school office, detailing what, how and how much was administered, when and by whom. These accurate records offer protection to staff and children, whilst providing evidence that agreed procedures have been followed.
- Incorrect Administration of Dosage – individual protocols/health plans will contain emergency actions in respect of this happening. The incident must be notified to Leicester City Council using Form SO2. In the event of an excess dose being accidentally administered or the incorrect procedure being carried out, the child concerned must be taken to hospital as a matter of urgency.

Long Term Medication

- It is important to have sufficient information about the medical condition of any child with long term medical needs.
- Schools need to know about any particular needs before a child is admitted, or when a child

first develops a medical need. For students who attend hospital appointments on a regular basis, special arrangements may also be necessary. An Individual healthcare plan should be in place for children with more severe and complex conditions.

- With parental/carer permission, it is sometimes necessary to explain the use of medication to a number of pupils in the class in addition to the affected child so that the peer group can be given the necessary information.

Injections

- There are certain conditions e.g. diabetes, bleeding disorders or hormonal disorders which are controlled by regular injections. Students with these conditions are usually taught to give their own injections. Where this is not possible, they should be given by their parents.

Emergency Treatment / Procedures

As part of general risk management processes, Eyres Monsell Primary School has the following arrangements in place for dealing with emergencies situations:

- All pupils in the school should inform a teacher immediately if they think help is needed;
- The pupils IHCP will clearly define what constitutes an emergency and will explain what to do, including ensuring that all relevant staff are aware of the emergency symptoms and procedures for the individual pupil;
- When a pupil needs to be taken to hospital, staff will stay with the child until the parent arrives. If a child is taken to hospital by ambulance, staff will accompany the pupil;

All staff need to understand the local emergency services cover arrangements and ensure that the correct information is provided for navigation system.

- If it is known that an individual student is hypersensitive to a specific allergen e.g. wasp stings or peanuts, a supply of antihistamines or adrenaline injections i.e. EpiPen (when specifically prescribed) should always be made available. **Immediate treatment needs to be given** before calling an ambulance. Notes regarding the protocol for establishing the administration of adrenaline injections and a consent form are included in **Appendix B**
- A supply of glucose (gel, tablets, drink, Hypostop etc.) for the treatment of hypoglycaemic attacks should be provided by parents/carers and kept in schools where any student suffers from diabetes. If a second attack occurs within 3 hours, the treatment should be repeated and the student must go to the nearest hospital receiving emergencies.

Health Care Plans

Individual Health Plans (Appendix C)

Drawing up Individual Health Plans

A pupil's IHCP provides clarity about what needs to be done, when and by whom. When deciding whether an IHCP is appropriate and proportionate, schools should follow the steps below:

Stage 1 – Gathering the information

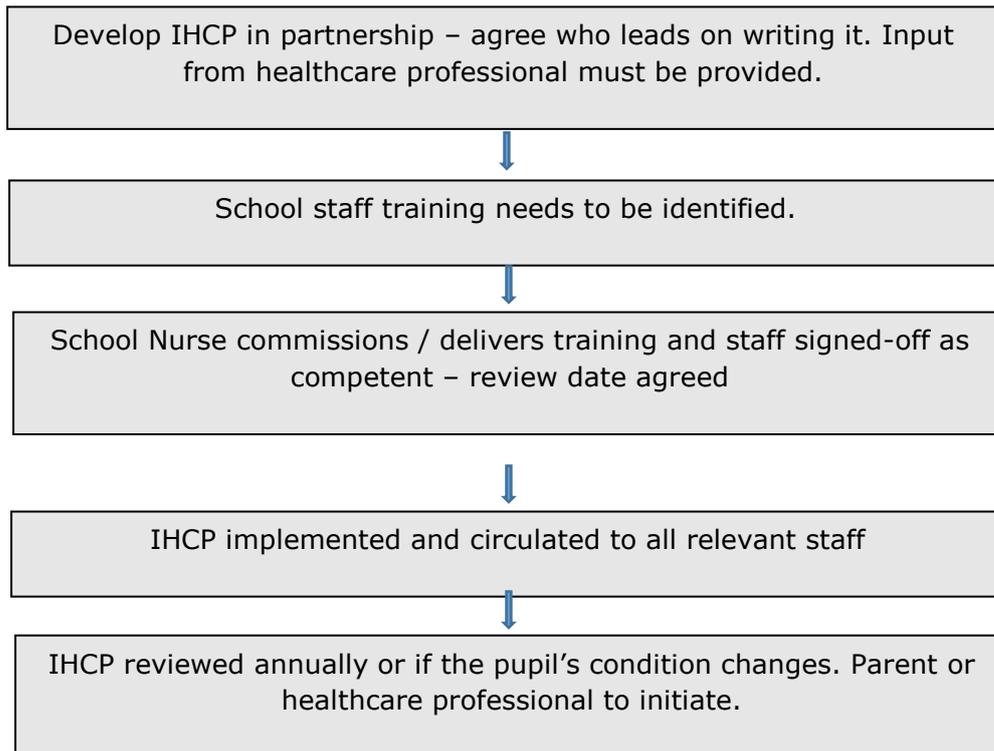
- The Headteacher or senior member of staff co-ordinates a meeting between the school, healthcare professional and parent to discuss the medical support needs of the pupil.
- Pupils should be involved when possible.
- The meeting should ascertain whether an IHCP is appropriate, as not all children will require one.
- All parties should agree, based on the evidence, as to whether an IHCP would be suitable. However, the Headteacher is best placed to take the final view if consensus cannot be reached.
- The decision should be based on:
 - whether there is a high risk that emergency intervention will be needed;
 - whether the medical condition is long-term and/or complex;
 - whether the child is returning to school following a period of hospital education or alternative provision (including home tuition);
 - whether medical conditions are likely to fluctuate.

A member of the school staff will be identified as being the person who will provide support to the pupil.

Stage 2: Developing an IHCP

The purpose of an IHCP is to capture steps which the school will take to help the child manage their condition and overcome any potential barriers to getting the most from their education.

Once the decision has been made to create an IHCP the outlined process should be followed: See appendix A for the schools IHCP.



Trips

The school will encourage and make reasonable adjustments to allow students with medical needs to participate in safely managed visits.

- A risk assessment will be carried out by the class teacher prior to the off-site trip taking place to ensure pupils with medical conditions can participate safely. This will require consultation with parents and pupils and advice from the relevant healthcare professionals.
- Staff supervising the excursions need to be aware of any medical conditions and the relevant emergency procedures. This information must be given to the school **prior** to participation in any school trip. **Any** medical condition **must be** highlighted by the parents/carer on the consent form.
- Arrangements for taking any relevant medicines will also be taken into consideration. A named person will be identified to supervise the storage and administration of medication if required. A copy of individual health care plans, where available, will be taken on trips in the event of the information being needed in an emergency.
- For residential trips, details of storage and administration of medicines will be provided at the time.

Unacceptable Practice

- We will not prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- We undertake to never assume that every child with the same condition requires the same treatment;
- We will not ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- We commit to not 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, we will not send them to the school office or medical room unaccompanied or with someone unsuitable;
- We will not penalise children for their attendance record if their absences are related to their medical condition, eg hospital appointments;
- We will never prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;

- We understand the needs of parents and will endeavour to 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.
- We endeavour to not prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

Insurance/Complaints procedure:

- Insurance/ Indemnity:
- The school provides the appropriate level of insurance to cover staff providing support to pupils with medical conditions. The schools insurance arrangements are detailed within Zurich and held by the local authority.

Complaints:

Should parents or pupils be dissatisfied with the support Eyres Monsell Primary School has provided, the initial concern should be raised with the headteacher. If the concern cannot be resolved with the school directly, a formal complaint can be made via the schools complaints procedure, which is accessible from the school office.

Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after the above attempts at resolution have been exhausted.