

THE CANONS CE PRIMARY SCHOOL



Supporting Pupils with Medical Conditions POLICY

February 2015

This policy should be read in conjunction with the Health and Safety policy.

This policy is written in regard to Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions.

1 Aims

- To ensure pupils at school with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To ensure the needs of children with medical conditions are met in consultation with health and social care professionals, their parents and the pupils themselves.
- School staff are fully supported and appropriately trained to meet the needs of children with medical conditions.

2 Procedures

Short-term medication

When a child requires medication in school on a short-term basis the following procedure is followed:

- All medication **MUST** be handed into reception who will store medication correctly. Children must not keep medication on their person in school.
- The parent/carer must complete the form (APPENDIX I) giving detailed information on the medication, administration, quantities and regularity of administration. This form is then kept in the school office. The child must remember to go to the office at the appropriate time to receive their medication. When medication is administered 2 members of staff are present. Both members of staff sign the record sheet (APPENDIX II) as proof of medication administration.
- School can only administer prescribed medication for a child. Non prescribed medication can be administered by a family member/carer attending school at the appropriate time to administer the medication.
- A child may self administer medication, however a parent/carer must sign the relevant form (APPENDIX I) giving permission for the child to self-administer the medication. The child is monitored by a member of office staff, who then records the taking of the medication (APPENDIX II).

Children with inhalers

Children who have been prescribed an inhaler may keep one in school at all times, together with any aiding device (eg spacer).

All inhalers are kept in a central location and each child should keep their devices in a names bag or box. This will then be kept in the inhaler cabinet in the school entrance area, which is organised into year group boxes. A child may at any time use their inhaler without the need of supervision.

If a child is visibly struggling to breath, a member of staff will assist and aid the child to take their inhaler.

Long-term medical conditions

Parents/carers are asked to complete a pupil registration document when their child starts at our school. Within this document there is a specific area to declare any known medical conditions. When the school is notified that a pupil has a diagnosed ongoing medical condition the following actions are taken:

- Sufficient staff are suitably trained
- All relevant staff are made aware of a child's condition
- Cover arrangements are made in case of staff absence
- Supply teachers are briefed
- Risk assessments for visits and activities out of normal timetable are carried out
- Individual healthcare plans are monitored and reviewed at least annually
- Transitional arrangements between schools are carried out
- If a child's needs change, the above measures are adjusted accordingly

Where children are joining the school at the start of a new academic year, these arrangements should be in place for the start of the term. Where a child joins mid- term or a new diagnosis is given, arrangements should be in place as soon as possible.

Any pupil with a diagnosed medical condition requiring ongoing medication or support in school should have an individual healthcare plan which details the support that child needs. If the parents, healthcare professional and school agree that a healthcare plan is inappropriate or disproportionate, a record of the child's medical conditions and any implications for the child will be kept in the medical file in the front office and in the child's own individual record.

Individual Healthcare Plans (IHPs)

All Healthcare Plans will be written in consultation with medical professionals, parents and the staff involved in providing the support to the child. The following information will always be considered.

- The medical condition, its triggers, signs, symptoms and treatments.
- The pupils 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, 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 and the head teacher for medication to be administered by a member of staff or self administered (children who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision)
- Separate arrangements or procedures required for school trips or other school activities outside the normal school timetable that will ensure the child can participate.
- Confidentiality
- What to do if a child refuses to take their medication or carry out a necessary procedure.
- What to do in an emergency, who to contact and contingency arrangements.
- Where a child has SEN but does not have an Education, Health and Care Plan, their special educational needs should be mentioned in their individual healthcare plan.

3 Emergencies

In case of an emergency the following procedures will be followed:

- A first aider will assess the situation and decide of the appropriate course of action. If classed as an emergency the first aider and/or a member of the Senior Leadership will decide upon ringing for an ambulance, or transporting the child directly to hospital.
- Once this emergency action has been taken, the main contacts of the child will be called and informed of the situation. If the main contacts cannot be contacted, the emergency contacts will be informed.
- Office staff will check the child's records for any important and relevant information which will need to be passed to hospital/emergency team, eg

allergies, medical conditions, regular medication etc. and ensure that copies of documentation (if relevant) are ready for the emergency team.

- The appropriate accident/illness forms will be completed, recording the course of action taken.

4 Roles and Responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the child.

Who is the named person responsible for this policy's implementation?

Mrs S. Richards (Learning and Pastoral Manager)

Who is responsible for ensuring that sufficient staff are trained?

The Head teacher (Mrs M. Fallon), The Learning and Pastoral Manager (Mrs S. Richards)

Who is responsible for ensuring that all relevant staff are made aware of children with medical conditions?

The Head teacher (Mrs M Fallon), The Learning and Pastoral Manager (Mrs S. Richards), The Office Manager (Mrs T. Windross), The Senior Lunchtime Supervisor (Mrs T. Brine)

Who will ensure that cover arrangements are in place to cover staff absence and/or staff turnover (including briefing new staff)?

The Head teacher (Mrs M. Fallon), The Office Manager (Mrs T. Windross), The Receptionist (Mrs S. Burton)

The Governing Body

- Must make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented.
- Must ensure sufficient staff are suitably trained and are competent to support children with medical conditions.

The Head teacher

- Should ensure all staff are aware of this policy and understand their role in its implementation.
- Should ensure all staff who need to know are informed of a child's condition
- Should ensure that sufficient numbers of staff are trained to implement the policy and deliver IHPs, including in emergency and contingency situations and ensure they are appropriately insured.
- Is responsible for the development of IHPs.
- Should contact the school nursing service in the case of any child with a medical condition who has not been brought to the attention of the school nurse.

School staff

- Any member of staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.
- Should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions.
- Any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

School Nurses

- Are responsible for notifying the school when a child has been identified as having a medical condition that will require support in school.
- May support staff on implementing a child's IHP and provide advice and liaison.

Other healthcare professionals

- Should notify the school nurse when a child has been identified as having a medical condition that will require support in school.
- May provide advice on developing healthcare plans.
- Specialist local teams may be able to provide support for particular conditions (e.g. Asthma, diabetes)

Pupils

- Should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP

Parents

- Must provide the school with sufficient and up to date information about their child's medical needs.
- Are the key partners and should be involved in the development and review of their child's IHP.
- Should carry out any action they have agreed to as part of the IHP implementation.

5 Notes

- The school does not have to accept a child identified as having a medical condition at times when it would be detrimental to the health of that child or others to do so.

- The following practice is considered unacceptable.
 - Preventing children from easily accessing their medication and administering it when and where necessary.
 - Assuming children with the same condition require the same treatment.
 - Ignoring the views of the child, their parents.
 - Ignoring medical advice or opinion.
 - Sending children with medical conditions home frequently or preventing them from staying for normal school activities (unless specified in IHP)
 - Penalizing children for their attendance record if their absences are related to their medical condition that is recognized under this policy.
 - Preventing children from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively.
 - To require parents to attend school to administer medication or provide medical support to their child, including toileting issues.
 - Preventing children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips (such as requiring parents to accompany the child)

6 Complaints

Should parents be dissatisfied with the support provided they should discuss their concerns directly with the school. If this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

This Policy was ratified on 3 March 2015:

and will be reviewed every 3 years thereafter.

Signed by the Headteacher

Chair of Governors

APPENDIX I - Agreement for School setting to administer medicine

Name of School	Canon Maggs CE Junior School
Name of Child	
Date of Birth	
Medical Condition or illness	

Medicine

Name/Type of medicine (as described on the container)	
Date dispensed	
Expiry Date	
Agreed review date to be initiated by	

Dosage and method	
Timing	
Special precautions	
Are there any side effects that the school needs to know about?	
Self Administration	YES/NO (delete as appropriate)
Procedures to take in an emergency	
Contact Details	
Name	
Daytime Telephone number	
Relationship to child	
Address	

- I understand that I must deliver the medicine personally to the school office and that Medicines should be in the same container as dispensed by the pharmacy.
- The above information is to the best of my knowledge accurate at the time of writing and I understand that I must notify the school of any changes in writing.
- I consent to staff administering the above for me.

Signed (parent) _____ Date _____

