

# MANOR LEAS INFANT SCHOOL



## Learning for Life

### Supporting Pupils with Medical Needs Policy

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Authors	Headteacher

## Supporting Pupils with Medical Needs Policy for Manor Leas Infant School

Children with medical needs have the same rights of admission to our school as other children. Most children will at some time have short-term medical needs, while other children may have longer term medical needs and may require medicines on a long-term basis to keep them well. Other children may require medicines in particular circumstances, such as children with severe allergies.

**The person with responsibility for implementing this policy is the SENCO**

**There is no legal duty that requires any member of school staff to administer medicines.**

### 1. Aims

This policy aims to ensure that:

- Pupils, staff, parents and carers understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities
- Pupils, staff, parents and carers understand our procedures for managing prescription medicines which may need to be taken during the school day;
- Pupils, staff, parents and carers understand our procedures for managing prescription medicines on school trips;
- Pupils, staff, parents and carers understand the roles and responsibilities for the administration of prescription medicines.

### 2. Legislation and statutory responsibilities

- This policy meets the requirements under [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. It is also based on the Department for Education's statutory guidance: [Supporting pupils at school with medical conditions](#). This policy also complies with our funding agreement and articles of association.

### 3. Roles and responsibilities

#### The Board of Trustees

- The Board of Trustees has ultimate responsibility to make arrangements to support pupils with medical conditions. The Board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

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## The Headteacher

The Headteacher will work with the SENCO to:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Ensure that staff receive support and appropriate training where necessary;
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Support the SENCO to liaise with external agencies such as the school nursing service in the case of any pupil who has a medical condition that may require support at school
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- To share information, as appropriate, about a child's medical needs;
- Ensure that parents are aware of the school's policy on the administration of medicines;
- Ensure that medicines are stored correctly.

## Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines. Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so. This will be provided for new staff during their induction.

The training will be identified during the development or review of IHPs and will fulfil the IHP requirements. It will enable staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Headteacher and SENCO. Training will be kept up to date.

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Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

Staff will:

- On receipt of medicines, check the child's name; medicine name; prescribed dose; method, time and frequency of administration; any side effects; expiry date and written instructions provided by the prescriber
- Ensure that the parent/carer completes a consent form for the administration of medicines following the prescriber's instruction;
- Ask the Headteacher (or Assistant Headteacher) to sign to authorise its use
- Ensure that a second member of staff is present when medicines are administered;
- Complete the 'administration of medicines' record sheet each time medication is given and ensure the witness also signs their name.

### Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs and/or treatment
- Be involved in the development and review of their child's IHP and may be involved in its drafting.
- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment.
- Deliver all medicines to the School Office in person;
- Take responsibility for collecting medicines from the School Office in person;
- Complete and sign the parental agreement form;
- Update the Individual medicine record form with the details of the most recent administration of medicine given at home;
- Keep staff informed of changes to prescribed medicines;
- Keep medicines in date - particularly emergency medication, such as adrenaline pens

### Pupils

- Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

### School nurses and other healthcare professionals

- The school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible.
- Healthcare professionals, such as GPs and paediatricians, will liaise with the schools' nurses and notify them of any pupils identified as having a medical condition.

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### **4. Equal opportunities**

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted. The Education Visit co-ordinator will be responsible for tabulating medical information for each child and one member of staff will be nominated as having responsibility for the administration of all medication. Roles and responsibilities of parents/carers as outlined below will apply.

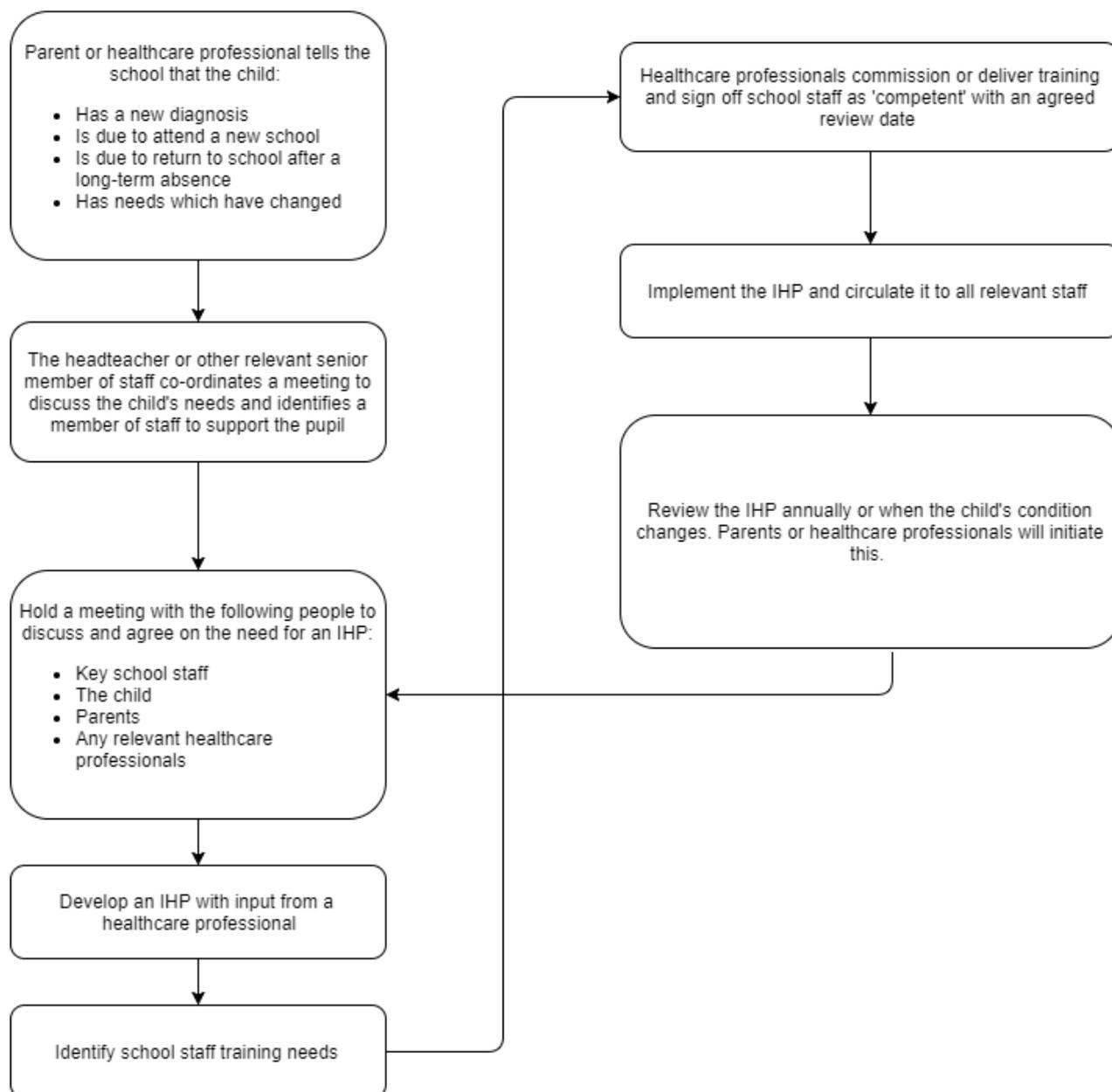
### **5. Being notified that a child has a medical condition**

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an Individual Healthcare Plan.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

An individual health care plan will be written for children with long term medical needs, involving the parents and relevant health professionals.

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### 6. Individual healthcare plans

The Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to the SENCo. Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will

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be based on evidence. If there is not a consensus, the Headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has SEN but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Board, the Headteacher and the SENCo, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements

### **7. Managing medicines**

Prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so  
**and**
- Where we have parents' written consent

The school will only accept prescribed medicines that are:

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- In-date
- Labelled
- Prescribed by a qualified medical practitioner
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed. **Medicines that have been prescribed in dose frequencies should be taken outside school hours (eg. medicines that need to be taken three times a day could be taken in the morning before school, after school hours and at bedtime.** If a parent wishes to adapt the timing of medicine administration, written confirmation of this must accompany the medication.

Pupils under 16 will not be given medicine containing aspirin or ibuprofen unless prescribed by a doctor.

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

### **Controlled drugs**

All controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

### **8. Exceptions**

Prescribed medicine will not be given:

- where the timing of the dose is vital and where mistakes could lead to serious consequences;
- where medical or technical expertise is required (unless staff are specifically trained by medically qualified persons);
- where intimate contact would be necessary.

### **9. Storage of Medicines**

All medicines should be delivered to the School Office by the parent or carer. In no circumstances should medicines be left in a child's possession. Teachers and Teaching Assistants should not take receipt of any medicines.

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All medicines should be stored in accordance with product instructions (paying particular attention to temperature).

Medicines will normally be kept in the medical room or staffroom fridge and should not be kept in classrooms, with the exception of adrenaline pens and inhalers. All medicines must be stored in the supplied container and be clearly labelled with the name of the child; the name and dose of the medicine and the frequency of administration.

All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and staff and kept in an agreed place in the classroom. Children may carry their own inhalers, when appropriate.

### **10. Disposal of Medicines**

Staff should not dispose of medicines. Parents are responsible for ensuring that date expired medicines are returned to the pharmacy for safe disposal. They should collect medicines at the end of the agreed administration time period.

### **11. Refusal of Medicine**

If a child refuses to take medicines, staff should not force them to do so, but should note this in the records and inform parents immediately or as soon as is reasonably practicable.

### **12. Record Keeping**

Parents will be informed if their pupil has been unwell at school. IHPs are kept in a readily accessible place which all staff are aware of.

Medicines should be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions.

A parental agreement form must be completed and signed by the parent, before medicines can be administered. Parents must record the details of the latest dose of medicine that was given at home prior to the child attending school on the medicine record form. At the time of administering medicines, the member of staff must complete the medicines record form. No medication should be given unless it has been checked by a second person.

### **13. Confidentiality**

The Headteacher and staff should always treat medical information confidentially. The Headteacher should agree with the child/parent who else should have access to records and other information about a child.

### **14. Children with Asthma**

Children who have inhalers should have them available where necessary. Inhalers should be kept in a safe but accessible place such as the teacher's cupboard. Depending on the needs of the individual, inhalers should be taken to all physical activities. Inhalers must be labelled and include guidelines on administration.

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It is the responsibility of parents to regularly check the condition of inhalers and ensure that they are working and have not been completely discharged.

**See asthma policy for more information**

### **15. Pupils managing their own needs**

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

### **16. Unacceptable practice**

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

### **17. Emergency procedures**

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

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If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

### **18. Liability and indemnity**

The Board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk. The school ensures that we are a member of the Department for Education's Risk Protection Arrangement (RPA).

### **19. Complaints**

Parents with a complaint about their child's medical condition should discuss these directly with the SENCo in the first instance. If the SENCo cannot resolve the matter, they will direct parents to the Headteacher and if the matter can still not be resolved the parents will be directed to the school's complaints procedure.

### **20. Links to other policies**

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs and disabilities

### **21. Policy Review**

This policy will be reviewed annually and approved by the trustee board.