



Ashleworth C of E Primary School
Supporting Pupils with Medical Needs Policy

Approved by:	Full Governing Body
Date:	15 May 2020
Next review due by:	May 2022

This policy was reviewed and updated by staff and governors in March 2020.

Introduction

Most pupils will at some time have a medical condition that may affect their participation in school activities. This may be a short term situation or a long term medical condition which, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. Most of these children will be able to attend school regularly and take part in normal school activities.

This policy outlines the responsibilities and procedures for supporting pupils at Ashleworth C of E and Churcham Primary Schools who have medical needs.

Parents and Guardians

- Parents, as defined in the Education Act 1994, are a child's main carers. They are responsible for making sure that their child is well enough to attend school. Children should be kept at home when they are acutely unwell.
- Parents are responsible for providing the Headteacher with sufficient information about their child's medical condition and treatment or special care needed at school.
- With the Headteacher, they should reach agreement on the school's role in helping their child's medical needs.
- Where parents have difficulty understanding or supporting their child's medical condition themselves, the School Health Service can often provide additional assistance. However, the head should seek parent's agreement before passing on information about their child's health to other school staff.
- Parents religious and cultural views should always be respected.

The Governing Body

The governing body has a duty to ensure that their insurance arrangements provide cover for staff to act within the school of their employment, that the procedures outlined in this policy are followed, and that any necessary training is made available to staff.

The Headteacher

The Headteacher is responsible for implementing the governing body's policy in practice and for developing detailed procedures. When teachers volunteer to give pupils help with their medical needs, the head should agree to their doing this, and must ensure that teachers receive proper support and training where necessary. Day to day decisions about administering medication will normally fall to the Headteacher. The head is also responsible for making sure parents are aware of the school's policy and procedures for dealing with medical needs. The head is responsible for arranging back

up cover when the member of staff responsible for a pupil with medical needs is absent or unavailable.

Teachers and other School Staff

Teachers who have pupils with medical needs in their class should understand the nature of the condition, and when and where the pupil may need extra attention. They should be aware of the likelihood of an emergency arising and what action to take if one occurs. If staff are to administer medication, they may only do so if they have had appropriate training.

Other Health Professionals

The school will receive support and advice as necessary from the following in conjunction with meeting the needs of pupils with medical needs:

- The Local Health Authority
- The School Health Service
- The School Nurse
- The General Practitioner (with the consent of the child's parents)
- The Community Paediatrician

Equal opportunities

Ashleworth C of E and Churcham Primary Schools 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 schools 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.

Being notified that a child has a medical condition

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

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.

Short Term Medical Needs

At times, it may be necessary for a child to finish a course of medication at school. However, where possible, parents will be encouraged to administer the medicine outside school hours.

School staff will not give non-prescribed medication to children except in special cases at the complete discretion of the Headteacher. In the case of children suffering regularly from acute pain, such as migraine, the parents will authorise and supply appropriate painkillers together with written instructions about when the child should take the medication. A member of staff will supervise the pupil taking medication, keep a log of all medication taken and notify the parents on the day painkillers are taken.

Long Term Medical Needs

The school needs to have sufficient information of any pupil with long term medical needs. The school will then draw up a written health care plan for such pupils, involving the parents and relevant health professionals.

Children Who Cannot Attend School because of Health Needs

The governors acknowledge that the Local Authority has a duty to arrange suitable full-time education for a pupil who is unable to attend school due to a medical condition. Where it is clear that a child will be absent for 15 days or more the school will liaise with the Local Authority and other agencies (medical professionals) to ensure appropriate provision is put in place.

Individual Health Care Plans (IHCP)

The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This can be delegated to the SENDCO

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 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 statement of special educational needs (SEN) or education, health and care (EHC) plan. If a pupil has SEN but does not have a statement or 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 governing board and the headteacher, 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

Administering Medication

No pupil will be given medication without the parent's written consent using the school forms. This consent will also give details of the medication to be administered including:

- Name of medication
- Dose
- Method of administration
- Time and frequency of administration
- Other treatment
- Any side effects
- School will provide written consent for agreeing to administer the medication (form available via the office)
- If pupils can take their medication themselves, staff will supervise this, bearing in mind the safety of other pupils. Written parental consent is necessary for this.
- Staff who have had training will be able to administer medication

When non-prescription medicines are to be administered, the Headteacher must agree this. At Ashleworth C of E and Churcham Primary Schools, the only non-prescription medicines we will administer are paracetamol (including Calpol) and Ibuprofen. These will only be administered for a maximum of three days in any two-week period. Parents will still be required to complete a consent form including all the information listed above.

Refusing Medication

If a child refuses to take medication, the school staff will not force them to do so. The school will inform the child's parents as matter of urgency. If necessary, the school will call the emergency services.

School Trips

Staff supervising excursions should be aware of any medical needs, and relevant emergency procedures. Sometimes an additional supervisor or parent might accompany a particular pupil. If staff are concerned about whether they can provide for a pupil's safety, or the safety of other pupils on the trip, they will seek medical advice from the School Health Services or the child's GP.

Sporting Activities

Children with medical needs will be encouraged to take part in sporting activities appropriate to their own abilities. Any restrictions on a pupil's ability to participate in PE will be included in their individual health care plan. Some pupils may need to take precautionary measures before or during exercise and/or need to be allowed immediate access to their medication if necessary. Teachers should be aware of relevant medical conditions and emergency procedures.

Confidentiality

The school will treat medical information confidentially. The head will agree with parents who will have access to records and information about a pupil. If information is

withheld from staff they cannot be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

Strong Medication

- Where practical, the parent or child will be asked to bring in the required dose each day. When the school stores medicine it will be labelled with the name of the pupil, the name of the drug, the amount of dose to administer and the frequency of the administration.
- Where a pupil needs two or more prescribed medicines, each should be kept in a separate container.
- Pupils should know where their medication is stored.
- Asthma inhalers are allowed to be carried by the pupils.
- Other medicines are to be kept in a secure place not accessible to pupils

Disposal of Medicines

Parents must collect medicines held at school at the end of each term. Parents are responsible for disposal of date-expired medicines.

Hygiene/Infection Control

Staff should follow basic hygiene procedures. Staff should use protective disposable gloves and take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

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

Emergency Procedure

Allocated staff will have regular First Aid Training and know how to call the emergency services. A pupil taken to hospital by ambulance will be accompanied by a member of staff until the pupil's parents arrive.

Administration of rectal diazepam in epilepsy and febrile convulsions, and the anaphylaxis procedure

The administration of medication for these medical conditions requires specific training and procedures.

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. 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. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

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

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. This will be provided for new staff during their induction.

Record keeping

The governing board will ensure that written records are kept of all medicine administered to pupils. 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.

Liability and indemnity

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the headteacher in the first instance. If the headteacher cannot resolve the matter, they will direct parents to the school's complaints procedure.

Monitoring arrangements

This policy will be reviewed and approved by the governing board every 2 years.

Designated member of staff with responsibility for administering medication:

Ashleworth CofE Primary School: Mrs Elaine Huggins and Mrs Sara Noyes

Paediatric First Aid Trained: Mrs Elaine Huggins, Mrs Andrea Williams, Mrs Philippa Parker, Miss Autumn Barnes

Churcham Primary School: Miss Victoria Asher and Miss Sharon Tippins

Paediatric First Aid Trained: Mrs Emma Shakespeare, Mrs Linda Carlton, Miss Victoria Asher, Miss Sharon Tippins

Links to other policies

This policy links to the following

- Accessibility plan
- Complaints
- Equal Opportunities
- Health and Safety
- Safeguarding and Child protection
- SEND information Report and Policy

In all aspects of our work at Ashleworth C of E and Churcham Primary schools, the safety and well-being of our pupils is paramount. We expect all staff, visitors and volunteers to share in this commitment.