

St Stephen's Church of England
Multi Academy Trust



**Parkfield
Primary School**

Medical Needs Policy

Policy agreed by staff: April 2017

Policy agreed by Trust Board: July 2017

Policy to be reviewed: April 2020

Contents Page

1	Principles
2	Responsibilities
3	Health Care Plans
4	Medication in School
5	Off-site Activities
6	Special Educational Needs and Pupils with Medical Needs
7	Dual registration
8	Monitoring, Review and Evaluation
9	Appendices

1. Principles

At St Stephen's Church of England Multi Academy Trust, we understand that most pupils will, at some time, have a medical condition that affects their participation in some or all school activities. For most this will be short-term and where medication is required, it will only involve finishing off a prescribed course, such as antibiotic eye drops etc.

A small number of pupils have medical conditions that, if not properly managed, will limit their access to an appropriate education. These pupils are said to have medical needs. Most pupils with medical needs are able to attend school regularly and, with appropriate support, can take part in all, or almost all, school activities.

This policy has been developed in line with the DfE's guidance released in April 2014: Supporting pupils at school with medical conditions.

Ofsted places a clear emphasis on meeting the needs of pupils with special educational needs and disabilities (SEND), and this includes children with medical conditions.

2. Responsibilities

Governing Body

The Governors, Trustees and Members of St Stephens Church of England Multi Academy Trust:

- will ensure that the school has an effective policy on the management of pupils with medical needs and that a summary of the policy is included in the prospectus/school brochure.
- will have delegated day-to-day responsibility for the management of pupils' medical needs to the Head Teacher.
- will ensure the appropriate level of insurance is in place to cover staff providing support to pupils with medical conditions.
- will receive information on issues relating to the management of pupils with medical needs, once a term, via the Head Teacher's report.
- will review the effectiveness of this policy on an annual basis and make any necessary revisions to ensure that it continues to be effective and that it reflects any changes in the law.
- will ensure that parents' cultural and religious views are always respected in managing the medical needs of pupils.
- will ensure that arrangements are clear regarding support for pupils with medical conditions in participating in school trips and sporting activities.
- will ensure procedures are in place to cover any transitional arrangements between schools.
- will ensure written records are kept of all medications administered.

Headteacher / Head of School

Subject to the provisions set out in this policy and guidance document, the Headteacher / Head of School will accept responsibility for the school giving, and/or supervising pupils taking, medication during the school day and:

- will ensure that the school has an effective policy on the management of pupils with medical needs and that a summary of the policy is included in the prospectus/school brochure . This should be read in conjunction with the Department of Education document (DE, 2014/2015) Supporting pupils at school with medical conditions, with particular attention being paid to page 19, Unacceptable Practice section 43 (2014) and page 23, section 25 (2015).
- will ensure school staff are appropriately insured and aware that they are insured to support pupils.
- will ensure that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- will ensure that procedures are in place for formal agreements to be drawn up between the school and parents/carers of pupils with medical needs.
- is responsible for ensuring the effectiveness of this policy in providing pupils with medical needs access to education and all associated activities available to other pupils.
- has an overall responsibility for the development and implementation of individual health care plans.
- will ensure that school staff understand the nature of the condition where they have a pupil with medical needs in their class and that all staff have appropriate access to information and training in order that pupils with medical needs are able to attend school regularly and, with appropriate support, take part in all, or almost all, normal school activities.
- will ensure that trained staff are available wherever and whenever necessary to ensure the safety of pupils with medical needs and deliver against all health care plans.

Named Contact

In order to ensure that parents, staff, the governing body and outside agencies who have contact with pupils with medical needs have an easy route to communication with the school, there will be a named contact. This will usually be the Headteacher / Head of School.

As well as acting as first contact for parents and outside agencies, the Headteacher / Head of School will be responsible for:

- the school's system of record keeping for pupils with medical needs.
- ensuring the confidentiality of all records of pupils with medical needs.
- ensuring that school staff understand the nature of the condition where they have a pupil with medical needs in their class and that all staff have appropriate access to information and training in order that pupils with medical needs are able to attend school regularly and, with appropriate support, take part in all, or almost all, normal school activities.

- ensuring that risk assessments are carried out wherever necessary, for both in-school and off-site activities (see also HSE Guidance on School Trips).
- ensuring that trained staff are available wherever and whenever necessary to ensure the safety of pupils with medical needs.
- monitoring the attendance of pupils with longer term medical needs.
- assisting in maintaining contact with pupils out of school because of medical needs.
- attending multi-agency reviews as required.
- ensuring that, wherever appropriate, pupils out of school for short periods of time with any medical condition are provided with work to do at home and this work is assessed and recorded appropriately.
- providing appropriate agencies with confidential access to school records in order to ensure that pupils transferred to specialist provision are able to maintain their learning and progress as far as is possible.

Teachers and Other Staff

There is no statutory/contractual duty for teachers to administer medicine in school. Across St Stephen's Church of England Multi Academy Trust, staff will be asked to volunteer if they are happy to take responsibility for administering medicine and to supervise pupils taking medication whenever requested to do so by the Headteacher. However, in an emergency, swift action would need to be taken by any member of staff to secure assistance for any pupil. Teachers and other school staff in charge of pupils have a common law duty to act as any reasonably prudent parent would, to make sure that pupils are healthy and safe on school premises. This duty extends to teachers leading any activities taking place off the school site.

When pupils are out of school for short periods of time with a medical condition, it is the responsibility of the class teacher to:

- Ensure that, wherever appropriate they are provided with work to do at home and that this work is assessed and recorded appropriately.
- Maintain contact with the pupil and his/her family.
- Ensure that the pupil is welcomed back into school with the minimum of disruption.
- Ensure that the pupil has any additional support necessary to catch up with work and maintain best progress.

Responsibilities of the Pupil

Children who are competent are encouraged to take responsibility for managing their own medicines and procedures and this is reflected in the Health Care Plan.

3. Health Care Plans

The School Nurse can be asked to provide support and training for staff, including advice and liaison on the implementation of the health care plan. Consultation should also be undertaken with parents/carers and /or pupils.

An individual nurse specialist for e.g. epilepsy, diabetes sickle cell etc. will contact the school to arrange a visit to complete these individual health care plans. A copy must be sent to the school nurse and the child's GP.

The training of staff will be reviewed annually when completing the working together agreement between the school and the school nurse.

4. Medication in school

- Most medication prescribed for a pupil will be able to be administered once, twice or three times a day. In these circumstances parents/carers will be able to manage this before and after school and there is no need for medication to come into school.
- No medication will be allowed into school unless it is prescribed by a doctor and clearly labelled with:
 - The child's name
 - The child's date of birth
 - The name and strength of the medication
 - The dosage and then the medication should be given
 - The expiry date

This information should be checked each and every time that medication is administered.

- All medication must come into school in the original child-proof contained and be accompanied by the original guidance literature.
- Where two types of medication are required, each should have a separate container.
- Where medication is required long-term, a letter from the pupil's General Practitioner (GP) or consultant must accompany the medication.
- After approval for administration, parents/carers should hand all medication to the Headteacher or Office Manager on arrival at school.
- Medicines will normally be stored in a locked cupboard in the school office or, where necessary, in the refrigerator accessed only by staff
- Certain medicines, such as asthma inhalers will need to be readily available to pupils. As appropriate, these will be kept by:
 - The class teacher
 - A designated teaching assistant
 - The pupil

Prescribed and Non-Prescribed Medication

Medication issued on the instructions of a member of a Primary Care Trust (most usually a GP or consultant) are known as prescribed drugs.

Drugs covered by the Misuse of Drugs Act (1971), otherwise known as controlled drugs (such as methylphenidate) may occasionally be prescribed for pupils. These drugs should be treated in the same careful manner as all other prescribed medication, in line with the procedures agreed by Wolverhampton Local Authority and described within this guidance.

Under no circumstances will medication be given to pupils unless written permission has been obtained from parents/carers.

Emergency Medication

This type of medication, such as an adrenaline autoinjector e.g. EPIPEN, must be readily available.

A copy of the health care plan (Emergency action plan) should be kept with the medication.

If emergency services/medical intervention is necessary the plan should accompany the pupil with details of what has been done and when already.

For this type of medication, the school's procedures should identify:

- where the medication is stored
- who should collect the medication in an emergency
- who should stay with the pupil concerned
- supervision of other pupils in the vicinity
- support other pupils witnessing the incident
- arrangements/requirements for an ambulance/other medical support
- recording systems
- arrangement for regular staff training.
- the policy of the use of the emergency asthma inhaler

Refusal to take medication

If pupils refuse to take medication, school staff will not force them to do so unless deemed life threatening. The school will inform the child's parent/carer as soon as possible and seek medical advice as a matter of urgency. If the child's parent/carer is not contactable, advice may be sought from a Community Paediatrician or another suitably qualified practitioner at the Gem Centre (School Nurse Administration Team – (01902) 444161). Parents must always be notified, even when professional advice has been sought.

5. Off-Site Activities

Special arrangements may need to be made whenever pupils with medical needs are engaged in off-site activities. This includes such activities as a visit to the local swimming pool, a visit to another school, an educational day visit or a residential experience for example.

A risk assessment on the specific needs of the pupil in the particular activity should be carried out. All reasonable adjustments should be considered to ensure that the pupil can access all parts of the activity alongside their peers, in the safest possible way. Where it is not possible to eliminate all risk for the particular pupil, a meeting will be requested with the parents/carers in order to agree the best way forward. A written agreement will be reached before the activity takes place.

6. Special Educational Needs and Pupils with Medical Needs

On occasion, pupils with medical needs may need provision that is different from or additional to that made for other pupils in the school, in order to make adequate progress in their learning. In this case an education health care plan (EHCP) will be written that specifies the targets for the pupil and the special teaching strategies required to ensure their progress.

The SENCO, Mrs J. Price, has responsibility for overseeing provision for pupils with SEN.

Where responsibility for the education of a pupil with medical needs transfers to another school, home tuition service or pupil referral unit, the named contact will ensure that relevant school records, including up-to-date assessment information is made available to the receiving establishment within five days of a request being received.

When a pupil receives education other than at school because of medical needs they remain on roll of (name of your school). In these cases, the named contact will attend review meetings and provide materials for agreed work programmes on a termly basis.

When a student is unable to attend school because of medical needs the school will endeavor to provide access to public examinations, possibly as external or transfer candidates.

Dual Registration

Where responsibility for the education of a pupil with medical needs transfers to another school, home tuition service or pupil referral unit, the Headteacher / Head of School will ensure that the relevant school records, including up-to-date assessment

information, is made available to the receiving establishment within five days of a request being received.

When a pupil receives education other than at school (e.g at the Orchard PRU), because of medical needs, they remain on the roll the school. In these cases, the Headteacher / Head of School will attend review meetings and provide materials for agreed work programmes on a regular basis.

For attendance purpose, the EWO will advise of how this should be recorded.

Monitoring, Review and Evaluation

This implementation of this policy will be monitored by the Executive Headteacher and issues will be reported to the Governing Body on a termly basis through the Headteacher / Head of School and/or Executive Headteacher's report.

The success of this policy will be evaluated once a year by the Executive Headteacher, staff and Governing Body and reported to parents, with any proposals for improvements.

Individual Healthcare Plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Parental Agreement for Setting to Administer Medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Record of Medicine Administered to an Individual Child

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Record of medicine administered to an individual child (Continued)

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Staff Training Record – Administration of Medicines

Name of school/setting

Name

Type of training received

Date of training completed

Training provided by

Profession and title

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer’s signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Contacting Emergency Services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

Model Letter Inviting Parents to Contribute to Individual Healthcare Plan Development

Dear Parent

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed. A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely