

*'Loving to Learn, Learning to Love'*



## **Policy for Supporting Pupils with Medical Conditions**

**Last Approved:** February 2019

**Reviewed Date:** February 2021

# Supporting Pupils with Medical Conditions Policy

## Introduction

Most children at some time in their lives will have a medical condition, which could affect their attendance or participation in activities. This may be short-term, such as completing a course of medication, or long term, which, if not managed properly, could limit their access to a particular setting and the activities, which are on offer. Other children may require medicine in particular circumstances such as asthma or severe allergies.

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions.

At St. Mark's CE Primary School, we place the needs of each individual child at the heart of their learning. This includes medical conditions.

All relevant staff at St. Mark's CE Primary School will be made aware of a child's condition.

## What happens when a child with a medical condition joins St. Mark's C.E (A) Primary School?

Ideally, we like to be informed about a child's medical condition before they start their first day at our school. This allows us to make an initial assessment and draw up a plan to meet a child's needs where we can prior to their enrolment. When this is not possible, e.g. when a child starts school mid-term, or receives a new diagnosis mid-term, every effort will be made to ensure that suitable arrangements are put into place to support the child within two weeks.

Before a child starts school, we will ensure that sufficient members of staff are trained to support him/her. All relevant staff will be made aware of a child's condition while also maintaining confidentiality.

When a medical condition is unclear, or where there is a difference in opinion, judgements related to the support that will be put into place, will be made based on the medical evidence that is available and consultation with parents.

Once a child starts our school it may be appropriate for a named member of staff to be a support/ main point of contact for a child or their family with a medical condition on a daily basis. At St. Mark's CE Primary School, supporting a child with a medical condition during school hours is not the sole responsibility of one person, even when a named person is their daily support/ point of contact. We are firmly committed to working in partnership with all members of our community, healthcare professionals and other agencies to provide the support that a child with a medical condition may require, to the best of our ability.

Where a child returns to school following a period of hospital education or alternative provision (including home tuition), our school will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.

### **Name of staff member responsible for training**

At St. Mark's C.E (A) Primary School) we are committed to ensuring that sufficient staff are suitably trained before a child with a medical condition starts our school. Miss J. Thomas ensures that this takes place that all relevant staff are aware of the child's medical condition and that training is regularly updated. All training is individual, to meet the needs of the child with the medical condition. Usually training is renewed every twelve months.

All members of staff will have awareness training as relevant. Only staff who have had suitable training will support a child with a medical condition.

When assessing training needs we are mindful that a First Aid Certificate alone does not constitute appropriate training to support a child with a medical condition.

St. Mark's CE Primary School is committed to identifying and reducing triggers that can make common medical conditions worse or that can bring on an emergency both at school and during out-of-school visits. School staff have access to a list of the triggers for each pupil with medical conditions at our school, where this is deemed necessary. St. Mark's CE Primary School actively works towards reducing or eliminating these health and safety risks.

### **Other Roles and Responsibilities**

**The Local Governing Body** will ensure that the policy for supporting pupils with medical conditions in school is developed and implemented.

The Federation Board of Governors will ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life and that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

**The Executive Head Teacher** will ensure that the school's policy is developed and effectively implemented with partners.

**Parents** should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

**Pupils** with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their

medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

**Any member of school 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.

**School Nurses** may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs.

**Local authorities** should work with schools to support pupils with medical conditions to attend full-time. Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from school for 15 days or more because of health needs (whether consecutive or cumulative across the school year).

The Document '*Supporting Pupils at School with Medical Conditions*' (updated August 2017) provides further guidance about roles and responsibilities

## **Cover Arrangements**

If a member of staff, who supports a child with a medical condition, is absent, cover arrangements will be put into place.

## **Arrangements for briefing new teachers, including supply teachers:**

When a new member of staff joins our school, they will undergo an induction process. As part of this, they will be shown where relevant records are. An assessment of any training needs will be conducted before this person commences employment.

## **Risk Assessments**

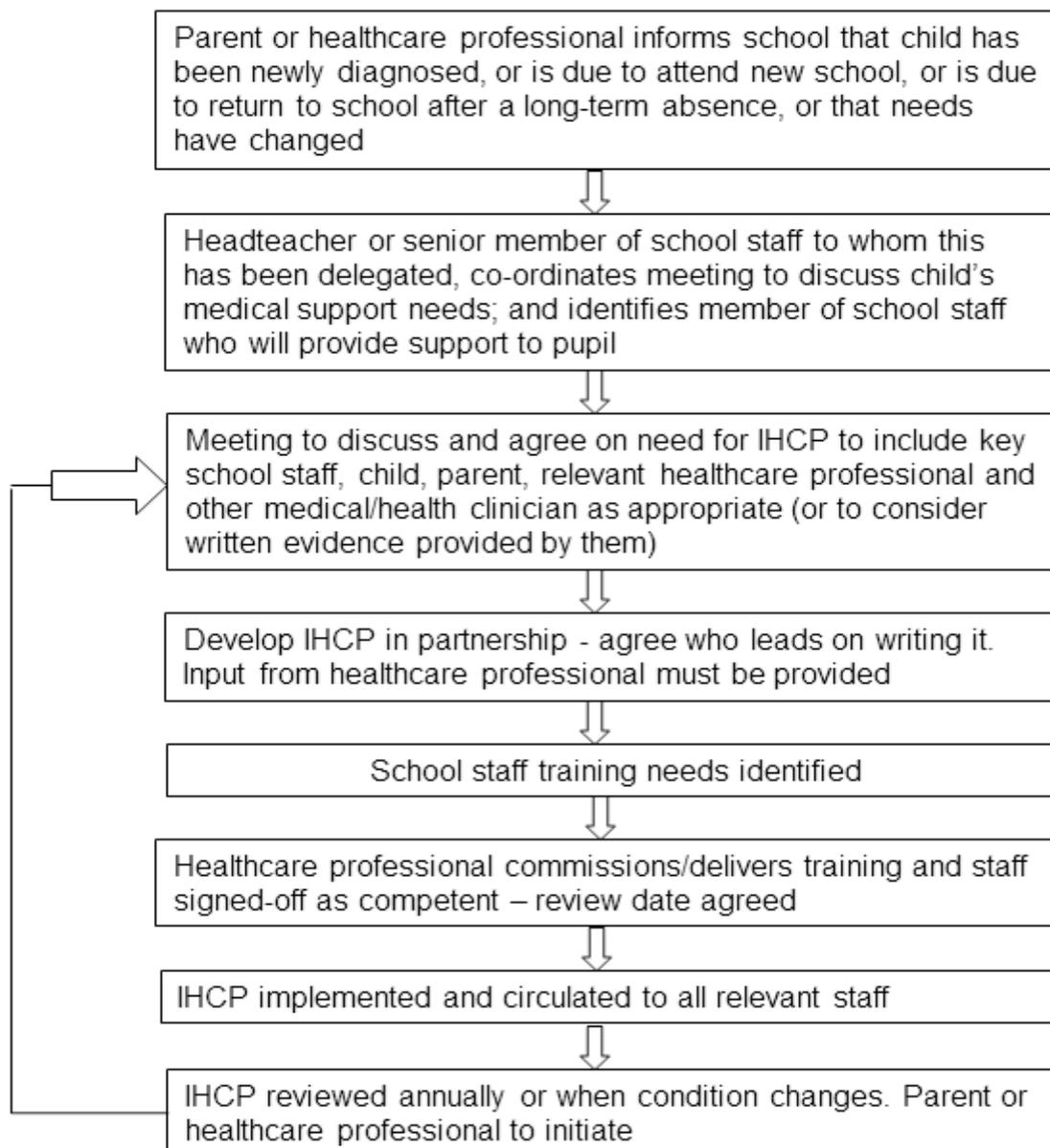
At St. Mark's CE Primary School ongoing risk assessments are carried out for every classroom/ area of the school that children may frequently access including the playground, lunchroom and school hall. Separate risk assessments are carried out for school visits (on and off-site) holidays and other activities that are outside the normal school timetable, including after school clubs. Specific risk assessments are carried out for individual children where appropriate.

## **Individual Healthcare Plans (IHCPs)**

At St. Mark's CE Primary School, all children may have medical needs from time to time. When a child has a medical condition that is long term, s/he will have an Individual Healthcare Plan. IHCPs are written in partnership with pupils, parents, school staff and any outside agencies that are involved including nurses. They are reviewed on an annual basis, unless a child's needs change before this date. In this case, a plan is reviewed as soon as a mutual date can be arranged for all stakeholders to meet and review it. The Inclusion Leader is responsible for the development of IHCPs in supporting a child at school with a medical condition.

When an IHCP is created, the best interests of the child are central to this. At St. Mark's CE Primary School we try our best to ensure that all risks to a child's education, health and social wellbeing have been assessed, managed and that any disruptions are minimised. At St. Mark's C.E (A) Primary School) all members of our teaching staff are aware that it is not the sole responsibility of one person to ensure that an IHCP is carried out.

The flow chart below outlines how our school identifies and agrees the support that a child may need when developing an IHCP:



(Source: Supporting Pupils at School with Medical Conditions Department for Education December 2015 Annex A.)

Teaching staff who have daily contact with a pupil with a medical condition are given a copy of their IHCP. These staff will be asked to acknowledge that they have read and understood the IHCP as well as any risk assessments associated with it.

### **Procedures for Managing Medicines**

At St. Mark's CE Primary School, medicine is only administered if it would be detrimental to the child's health or school attendance, if this was not administered and where it is not clinically possible to arrange doses to be taken solely outside of school hours.

**Therefore, this school will normally only administer medication in cases where a child has been instructed to take 4 doses of the prescribed medicine per day.** Any

form of medication will only be administered when written consent has been received by the child's parent(s).

All medication must be in date, labelled, provided in the original container as dispensed by the pharmacists and include instruction for administration, dosage and storage (except insulin). This includes aspirin, which we will not administer to children under 16 years of age unless it has been prescribed by a doctor. Medication will be stored in a safe place throughout the school day, usually via the school office.

When a child at St. Mark's CE Primary School is required to take medicine during school time parents should contact the school office in the first instance. The school office will provide parents with the necessary form to complete before any medication can be administered. Non-prescribed medication will only be given if the parent has signed consent and has given the same medication before. If the medication is required for more than one day, a consent form must be signed each day.

All pupils will know where their medicine is kept at all times. In the first instance, this is the responsibility of the parent. Children at this school will not administer their own medication, unless they have received appropriate training and it is the wish of the child and their parent. This will be recorded on their IHCP. Where children are able to administer medication themselves e.g. asthma inhalers, blood glucose testing machines, a member of staff must be present to supervise and be prepared to intervene if necessary to ensure the child's health and safety are not compromised. Whilst children will be encouraged to keep themselves healthy, and self-care is to be promoted, this school recognises that some children's needs may be complex and some medical conditions can be fatal if not managed well.

When medication has been administered, parents will be informed that their child has received this, including the date and time, by a member of the school office or the child's class teacher. All medication that is administered is recorded. Each record states what is administered, how much, when and by whom (any side effects are also noted).

Medicines are returned to parents as soon as they are no longer required.

In some instances, a child may refuse to take their medication. When this happens, staff will follow the procedure in the child's IHCP and inform parents so that alternative options can be considered. A member of staff will never force a child to take medication.

### **Procedure for the administration of medication**

- Teaching staff will be advised as and when a medication consent form is completed by the parent/guardian by the office staff.
- When it is time for the medication to be given the Teacher/Support staff are to take the child to the school office where the medication will be released by Karen Ball and a member of the SLT notified. The medicine should not leave the school office. Stay with

the child whilst the medication is being administered carrying out the checks on the medication log i.e. checking the child's identity, the medication and dosage and sign to witness the medication has been given.

- If a child has been prescribed cream then if appropriate the child will apply their own cream. It may be that a member of the SLT supplies them with the correct amount squeezed from tube / tub into child's hand for their own application.
- Only members of the SLT (Mrs Johnstone, Mrs Bloore, Mrs Bradbury, Mr Nicholls, Mrs Nicholls, Mrs Goodwin, and Miss Thomas) to administer medication as per instruction on consent form.
- Complete the Medication Consent and Log form including: date, time and dosage given. This form needs to be signed by the person administering the medication and then countersigned by the witness.

### **Emergency Arrangements**

When it is necessary to contact the emergency services, the Executive Head Teacher, Head of School or, in their absence, a member of the SLT must be informed immediately. Every child's IHCP will contain further details about what constitutes an emergency procedure and what procedures should be carried out in these circumstances.

When an emergency procedure arises, a member of staff will remain with a child at all times, until their parent arrives.

### **Acceptable and Unacceptable Practice:**

At St. Mark's CE Primary School, it is generally acceptable practice to:

- Allow children easy access to their inhalers, medication and administering their medication when and where necessary.
- Assume that every child has a unique treatment plan.
- Listen to the views of the child and their parents and that of medical evidence/professionals.
- Keep children in school who have medical conditions as much as possible, unless it is otherwise specified on their IHCP.
- Send a child to the office with a suitable person.
- Allow children to drink, eat, and take toilet breaks or other breaks whenever they need to in order to manage their medical condition effectively.
- Administer medication in accordance with the procedures set out above.
- Support children with toileting issues when reasonably appropriate.
- Remove barriers for children with medical conditions, so far as is reasonably appropriate, to allow them to participate in all aspects of school life including school trips.

It is not acceptable practice for a member of staff to not adhere to the acceptable practice set out above.

We do not penalise children where they are absent from school for a genuine reason related to their medical condition such as a hospital appointment.

### **Asthma Inhalers**

Asthma Inhalers are kept in school for emergency use only. Before allowing the use of an Asthma Inhaler in school the procedure for managing medicines, mentioned earlier in this policy, must be followed.

A child's Asthma Inhaler will be kept within accessible reach of the child at all times (this will usually be in their classroom). When this is administered a trained member of staff, usually First Aid trained, will supervise or administer this.

Parents should be aware that the storage of inhalers at school is entirely voluntary.

### **Liability and Indemnity**

St. Mark's CE Primary School has the following insurance in place:

- Employer's liability and public liability cover provided by Zurich Municipal.

This insurance covers all staff who provide support to pupils with medical conditions, including the administration of medicines.

Where necessary individual insurance will be arranged by the school for any healthcare procedures.

### **Complaints**

if a parent, child or other member of our school community feels that they are dissatisfied with the support that we provide as a school they have the right to make a complaint. In the first instance, this should be discussed with the child's class teacher. For further details of our complaints procedure, please see the school's Complaint's Policy.

Complaints may be asked for in writing. We aim to resolve a complaint within the time scale set out in the Complaints Policy.

This policy should be read in conjunction with the following documents:

- Supporting Pupils at School with Medical Conditions (December 2015).
- School checklists for Headteacher's, SENCO's, Senior Leadership Teams to support putting policy in place.
- Templates for Supporting pupils with medical conditions May 2014
- SEND Code of Practice 2015

## Individual Healthcare Plan Proforma

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

--

## St Mark's CE Primary School

### Multiple Annual Consent and Medical Update Form

**Child's Name**

**class**

**1. Medical Update:** (Please tick as appropriate)

Medical Condition	Tick if applicable	Comments where necessary
Asthma (if applicable, please ensure an asthma plan is completed for your child)		
Diabetes		
Eczema		
Allergies (give details)		
Physical impairment		
Hearing Impairment		
Visual Impairment		
Other (please give details)		

- I give permission for my child to have a plaster applied when necessary.  
 Yes     no

#### **2. Food in the curriculum**

Design and Technology, Science and Religious Education sometimes involve handling, preparing and tasting food stuffs as an integral part of the curriculum:

- I give permission for my child to take part in any lessons involving handling, preparing and tasting foodstuffs.  
 Yes     no

**B.** My child has a known allergy as indicated in the previous table and therefore will only be able to take part in lessons involving handling,

**3. Local off site Educational Visits**

There are occasions in the year when lessons or worship are enhanced by short visits to local sites within walking distance of the school e.g. the Police Station, Church, Park, Museum or Library etc. You will be advised that such visits are taking place, either verbally or in writing, but to avoid the administration of collecting individual consent slips each time, please complete the consent below:

**I give permission for my child to take part in all local visits within walking distance of the school during this school year:**

**YES  NO**

**4. Change of Clothing**

If you cannot be contacted and your child needs to be changed or washed, do we have permission to do this? (This is normally only applicable to the children in KS1 and Reception)

**YES  No**

**5. Mini-Bus**

We occasionally use the Federation Mini Bus to transport children to local events, driven by a member of staff with the relevant license. This may be without prior notice. Do you give consent for this?

**YES  No**

**Signed.....**

**Parent/Carer name in full.....**

**Date.....**

**THIS FORM WILL BE RELEVANT TO YOUR CHILD DURING THEIR ENTIRE SCHOOL LIFE AT ST. MARK’S C OF E (A) PRIMARY. IF YOU WISH TO ALTER THE PERMISSIONS AT ANY TIME, YOU MUST DO SO IN WRITING. IT IS YOUR RESPONSIBILITY TO NOTIFY US OF ANY NEW MEDICAL CONDITIONS.**



## 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 \_\_\_\_\_

## Staff Acknowledgement of a Student's Individual Healthcare Plan

I have read the accompanying Individual Healthcare Plan and risk assessment (if applicable). I understand the medical risks to this student and the resulting support measures that are in place. I am aware of my responsibilities as a member of staff at St. Mark's CE Primary School in supporting:

(Student's name)..... (Class).....

Name	Signature	Date

## **Contacting the 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

**St. Mark's CE Primary School**

**Wood Terrace**

**Shelton**

**ST1 4LR**

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