

Supporting Children with Medical Needs Policy

for

Canon Popham CofE Primary Academy

(Part of Diocese of Sheffield Academies Trust)



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Vision Statement

Our vision is to work together as a Christian community to nurture our children within a happy, stimulating and caring school.

A place where:

- *Christian values are at our heart: endurance, compassion, thankfulness, forgiveness, justice and hope*
- *Everyone is unique and welcome*
- *We respect and care for everyone and everything around us*
- *High standards are expected and achievements celebrated so that everyone is able to reach their full potential*
- *Self-esteem and confidence are nurtured on a journey of self-discovery*

Everyone Matters!

1. Statement of Intent

Canon Popham Church of England Primary Academy is committed to ensuring that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Key points

- Children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition should be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made.
- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- The Local Governing Body must ensure that arrangements are in place in school to support pupils at school with medical conditions.
- The Local Governing Body should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.
- Some children with medical conditions may be disabled. Where this is the case The Local Governing Body must comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision.
- The focus should be on the needs of each individual child and how their medical condition impacts on their school life.
- The Local Governing Body is responsible for ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.

2. Definitions

“Medication” is defined as any prescribed or over the counter medicine.

“Prescription medication” is defined as any drug or device prescribed by a doctor.

“Staff member” is defined as any member of staff employed at school

For further information on the matters contained in this policy please see the DfE statutory guidance

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf

3. Key roles and responsibilities

3.1 The Local Governing Body is responsible for:

- Overseeing the overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures at the school
- Ensuring that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the Complaints Policy.
- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that staff members who take on responsibility to support children with medical conditions receive appropriate and up to date training.

3.2 The Head teacher is responsible for:

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures in the school.
- Ensuring implementation of the policy is developed effectively with partner agencies.
- Ensuring that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- Ensuring that written records of any and all medicines administered to individual pupils and across the school population.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff, who need to know, aware of a child's medical condition.
- Ensuring Individual Healthcare Plans (IHCPs) are developed as needed.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- Ensuring the school nursing service is contacted in the case of any child who has a medical condition.
- Ensuring a named staff member, who has received appropriate training, is responsible for administering injections.

3.3 Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include pupils with medical conditions in lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

3.4 School nurses are responsible for:

- Notifying the school when a child has been identified as requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.

- 3.5 Parents and carers are responsible for:
- Keeping the school informed about any changes to their child/children's health.
 - Completing a parental agreement for school to administer medicine form before bringing medication into school.
 - Providing the school with the medication their child requires and keeping it up to date.
 - Collecting any leftover medicine at the end of the course or year.
 - Discussing medications with their child/children prior to requesting that a staff member administers the medication.
 - Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Headteacher, SENDCO, other staff members and healthcare professionals.

4. Training of staff

- Teachers and support staff will receive the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.
- Teachers and support staff will receive regular and on-going training as part of their CPD.
- There must be a named clinical lead for this training.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility.
- No staff member may administer drugs by injection unless they have received training in this responsibility.
- The Head teacher will ensure a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy is maintained.
- The SENCO will lead whole staff meetings to update staff about any new or existing medical conditions of pupils.

5. The Role of the Child

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Where possible, pupils will be allowed to carry their own medicines and devices eg inhaler. Where this is not possible, their medicines will be located in an easily accessible location.
- If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

6. Individual Healthcare Plans (IHCPs)

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs Coordinator (SENDCO) and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an Education, Health and Care Plan, the IHCP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education, alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate into school.

7. Managing Medicines on School Premises

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a consent form.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- The school will not administer non-prescribed medication such as paracetamol or similar, unless for a medically diagnosed condition.
- No child will be given medication containing aspirin without a doctor's prescription.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of four weeks supply of the medication may be provided to the school at one time.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under the Drug and Alcohol Policy.
- Medications will be stored safely and securely. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children, supervised by staff and not locked away where the key to the cupboard is not easily available. This is particularly important to consider when outside school premises e.g. on school trips.
- Each class will have a first aid pack which contains IHCP's and any relevant medication. The packs will be readily available in each classroom and must be taken on school trips.
- Any medications left over at the end of the course will be returned to the child's parents.
- The School cannot be held responsible for side effects that occur when medication is taken correctly.

8. Record Keeping

- Written records must be kept of any medication administered to children. Recommended templates are provided in the appendices supporting this document.
- Parents should be informed if their child has been unwell at school.

9. Day Trips, Residential Visits and Sporting Activities

- The school will 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 make arrangements for the inclusion of pupils in such activities with any reasonable adjustments unless evidence from a clinician such as a GP states that this is not possible.
- Prior to any trip, residential visit or sporting event a risk assessment must be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included in planned learning outside the classroom. This will require consultation with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.

10. Emergencies

- Medical emergencies will be dealt with under the school's emergency procedures.
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
 - What constitutes an emergency.
 - What to do in an emergency.
- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

11. Avoiding Unacceptable Practice

The School understands that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the school office alone if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support in the support of longer-term conditions.
- Creating barriers to children with medical conditions participating in school life, including in school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition and/or maintain good health.

12. Insurance

- Staff who undertake responsibilities within this policy are covered by the schools public liability insurance.
- Full written insurance policy documents are available to be viewed at the school

13. Complaints

Any complaints about the operation of this policy will be dealt with by first bringing the complaint to the Headteacher's attention.

If the matter remains unresolved a formal complaint can be put in writing to the Governing Body.

14. Monitoring and Review

This policy will be reviewed every three years or more frequently, if the relevant legislation changes.