



# Supporting children with Medical Conditions Policy

Lead Person: Hazel Elks

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Signatures:

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Chair of Governors

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Executive Headteacher



# Our Joint Christian Values for the Federation

For the Federation process we have drawn on the story of the Road to Emmaus (Luke 24: 13-35). In this story, two disciples are journeying together talking about recent events. Someone, they later recognise to be Jesus, joins them and joins in the conversation reshaping what they know. When they eventually recognise who it is, the risen Jesus disappears; they return transformed to tell their story.

This story reflects the journey that the two schools have been walking together in recent times and how, through the process of Federation, the journey ahead will be one of transformation and growth.

Three values from this story are central to the Federation process for our two schools:

- Recognition - what are we seeing
- Communication - what are we saying
- Transformation - how can we change and grow

These three values will underpin the process towards Federation and the continued working together of the two schools.

## Our Key Principles are:

- All children deserve the best opportunity to succeed and develop as a whole child
- We are committed to ensuring the wellbeing of all children and staff and providing an environment where each child is nurtured
- Children will grow and develop in a Christian setting, developing their individual spirituality
- We will celebrate the diversity and uniqueness of each individual's skills and abilities
- To ensure the highest standards and best possible educational experience for all our children
- Providing a learning climate and culture that is fun and full of challenge, promoting independence, resilience, engagement and high aspirations
- Passionate and effective leadership, supported by great teaching is the key to the continuous drive in raising standards to be the best we can be
- Continuous professional development is a vital part of improving our school and we believe the most effective form of this is learned from the sharing of good practice and working in partnership with others, both in school and with other schools

Both schools have Christian Foundations and Values that underpin everything we do and every policy is written with these in mind:

Minster Christian Foundations	Monkton Christian Values
Creation	Trust
Justice	Friendship
Love	Compassion
Forgiveness	Forgiveness
Peace	Justice

The health and safety of all children at Minster and Monkton Church of England Primary Schools are of the highest importance to all staff. This policy explains the practices in place to address the health needs of the children which may be as a result of an accident or medical conditions.

The school has fully qualified first aiders who are responsible for dealing with any serious first aid matters and can be called upon to offer advice whenever required. A list of all First Aiders is kept in the Care Suite at Minster CEP School and Medical Room at Monkton CEP School

This policy is written in line with the requirements of:

- Children and Families Act 2014 - section 100
- Supporting pupils at school with medical conditions: statutory guidance for governing bodies of maintained schools and proprietors of academies in England, DfE Sept 2014
- 0-25 SEND Code of Practice, DfE 2014
- Mental Health and Behaviour in schools: departmental advice for school staff, DfE June 2014
- Equalities Act 2010
- Schools Admissions Code, DfE 1 Feb 2010

### **Definitions of medical Conditions**

Pupils' medical needs may be broadly summarised as being of two types:

- **Short-term** affecting their participation at school because they are on a course of medication.
- **Long-term** potentially limiting access to education and requiring on-going support, medicines or care while at school to help them to manage their condition and keep them well, including monitoring and intervention in emergency circumstances. It is important that parents feel confident that the school will provide effective support for their child's medical condition and that pupil's feel safe.

Some children with medical conditions may be considered disabled. Where this is the case governing bodies must comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEND) and may have an Education, Health and Care Plan (EHCP). Where this is the case this policy should be read in conjunction with the 0-25 SEND Code of Practice and the school's SEND policy/SEND Information Report and the individual healthcare plan will become part of the EHCP.

## **The statutory duty of the governing body:**

The governing body remains legally responsible and accountable for fulfilling their statutory duty for supporting pupils at school with medical conditions.

The governing body fulfil this by:

- Ensuring that arrangements are in place to support pupils with medical conditions. In doing so we will ensure that such children can access and enjoy the same opportunities at school as any other child. Taking into account that many medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others and therefore the focus is on the needs of each individual child and how their medical condition impacts on their school life
- Ensuring that the arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions, this should reflect an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. We will ensure that staff are properly trained to provide the support that pupils need
- Ensuring that no child with a medical condition is denied admission, or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with safeguarding duties, we will ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases, and the school reserve the right to refuse admittance to a child at times where it would be detrimental to the health of that child or others to do so
- Ensuring that the arrangements put in place are sufficient to meet our statutory duties and ensure that policies, plans, procedures and systems are properly and effectively implemented
- Developing a policy for supporting pupils with medical conditions that is reviewed regularly and accessible to parents and school staff (this policy)
- Ensuring that the policy includes details on how the policy will be implemented effectively, including a named person who has overall responsibility for policy implementation (see section below on policy implementation)
- Ensuring that the policy sets out the procedures to be followed whenever the school is notified that a pupil has a medical condition (see section below on procedure to be followed when notifications is received that a pupil has a medical condition)

- Ensuring that the policy covers the role of individual healthcare plans, and who is responsible for their development, and in supporting pupils at the school with medical conditions (see section below on individual healthcare plans)
- Ensuring that the school policy clearly identifies the roles and responsibilities of all those involved in arrangements for supporting pupils at school with medical conditions and how they will be supported, how their training needs will be assessed, and how and by whom training will be commissioned. (see section below on staff training and support)
- Ensuring that the school policy covers arrangements for those children who are competent enough to manage their own health needs and medicines (see section below on the child's role in managing their own medical needs)
- Ensuring that the policy is clear about the procedures to be followed for managing medicines, including the completion of written records (see section below on managing medicines on school premises)
- Ensuring that the policy sets out what should happen in an emergency situation (see section below on emergency procedures)
- Ensuring that the arrangements are clear and unambiguous 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 (see section on day trips, residential trips and sporting activities)
- Purchase and train staff in the use of defibrillators
- Ensuring that the appropriate level of insurance is in place and appropriate to the level of risk
- Ensuring that the policy sets out how complaints may be made and will be handled concerning the support to pupils with medical conditions (see section on complaints)

## Policy implementation

The statutory duty for making arrangements for supporting pupils at school with medical conditions rests with the Governing Body. The Governing Body have conferred the following functions of the implementation of this policy to the staff below, however, the governing body remains legally responsible and accountable for fulfilling our statutory duty.

The overall responsibility for the implementation of this policy is given to Hazel Elks and Karon Wilson they will also be responsible for ensuring that sufficient staff are suitably trained and will ensure cover arrangements in cases of staff absences or staff turnover to ensure that someone is always available and on-site with an appropriate level of training.

Hazel Elks and Karon Wilson will be responsible for making sure up to date care plans are in the class files, support teachers with risk assessments for school visits and other school activities outside of the normal timetable and for the updating of individual healthcare plans.

Hazel Elks and Karon Wilson will be responsible in conjunction with parents/carers, for drawing up, implementing and keeping under review the individual healthcare plan for each pupil and making sure relevant staff are aware of these plans.

All members of staff are expected to show a commitment and awareness of children's medical conditions and the expectations of this policy. All new members of staff will be inducted into the arrangements and guidelines in this policy upon taking up their post.

Procedure to be followed when notification is received that a pupil has a medical condition

This covers notification prior to admission, procedures to cover transitional arrangements between schools or alternative providers, and the process to be followed upon reintegration after a period of absence or when pupils' needs change. For children being admitted to Minster and Monkton CEP Schools for the first time with good notification given, the arrangements will be in place for the start of the relevant school term. In other cases, such as a new diagnosis or a child moving to Minster or Monkton CEP Schools mid-term, we will make every effort to ensure that arrangements are put in place within two weeks.

In making the arrangements, we will take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. We also acknowledge that some may be more obvious than others. We will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life. We aim to ensure that parents/carers and pupils can have confidence in our ability to provide effective support for medical conditions in school, so the arrangements will show an understanding of how medical conditions impact on the child's ability to learn, as well as increase their confidence and promote self-care.

We will ensure that staff are properly trained and supervised to support pupils' medical conditions and will be clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them in doing so. We will make arrangements for the inclusion of pupils in such activities with any reasonable adjustments as required, unless evidence from a clinician such as a GP states that this is not possible. We will make sure that no child with a medical condition is denied admission or prevented from attending the school because arrangements for supporting their medical condition have not been made. However, in line with our safeguarding duties, we will ensure that all pupils' health is not put at unnecessary risk from, for example infectious disease. We will therefore not accept a child in school at times where it would be detrimental to the health of that child or others.

Minster and Monkton CEP Schools do not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on available evidence. This would normally involve some form of medical evidence and consultation with parents/carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place. These discussions will be led by the Head of Schools and following these discussion an individual healthcare plan will written in conjunction with the parent/carers by Hazel Elks and Karon Wilson , and be put in place.

## **Individual Healthcare Plans**

Individual healthcare plans will help to ensure that Minster and Monkton CEP Schools effectively support pupils with medical conditions. They will provide clarity about what needs to be done, when, and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex. However, not all children will require one. The school, healthcare professional and parent/carer should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached the Head of School is best placed to take a final view.

Individual healthcare plans will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will capture the key information and actions that are required to support the child effectively. The level of detail within the plan will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support. Where a child has SEND but does not have an EHC plan, their special educational needs should be mentioned in their individual healthcare plan.

Individual healthcare plans (and their review) should be drawn up in partnership between the school, parents/carers and when necessary a relevant healthcare professional eg school,

specialist or children's community nurse, who can best advise on the particular needs of the child. Pupils should also be involved whenever appropriate. The aim should be to capture the steps which Minster and Monkton CEP Schools should take, to help manage their condition and overcome any potential barriers to getting the most from their education.

Minster and Monkton CEP Schools will ensure that individual healthcare plans are reviewed at least annually or earlier, if evidence is presented that the child's needs have changed. They will be developed and reviewed with the child's best interests in mind and ensure that Minster and Monkton CEP Schools assess and manage risks to the child's education, health and social wellbeing, and minimise disruption. Where a child is returning to school following a period of hospital education or alternative provision, we will work with the local authority and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

### **The child's role in managing their own medical needs**

If, after discussion with the parent/carer, it is agreed that the child is competent to manage his/her own medication and procedures, s/he will be encouraged to do so. This will be reflected in the individual healthcare plan.

Wherever possible children will be allowed to carry their own medicines and relevant devices or should be able to access their medication for self-medication quickly and easily; these will be stored in either the child's classroom or the Care Suite/Medical Room to ensure that the safeguarding of other children is not compromised. Minster and Monkton CEP Schools also recognise that children who take their medicines themselves and/or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, then relevant staff will help to administer medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents will be informed so that alternative options can be considered.

### **Managing medicines on school premises and record keeping**

At Minster and Monkton CEP Schools:

- No child under 16 should be given prescription or non-prescription medicines without their parent's written consent
- Ideally it is preferable that parents, or their nominee, administer medicines to their children, this could be affected by the young person going home during a suitable break or the parent visiting the school. However, this may not be appropriate. In such



cases a request must be made for medicine to be administered to the young person at school using the appropriate form. This must contain clear instructions regarding dosage. At Minster CEP School these are kept in a folder in the First Aid area, At Monkton they are kept in the Medical Room. Each request for medicine to be administered to a young person in school will be considered on its merits. When medicine is administered it will be recorded at Minster CEP School on medical tracker, at Monkton on a medicine record sheet.

- Minster and Monkton CEP Schools will only accept prescribed medicines, with written permission from parent/carer that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must be in-date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container;
- All medicines will be stored safely at Minster CEP School in the Care Suite, at Monkton in the Medical Room. Children should know where their medicines are at all times and be able to access them immediately with supervision. Where relevant, they should know who holds the key to the storage facility, name of key staff and title.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available. Asthma inhalers should be marked with the child's name.
- It is the responsibility of the teacher in charge to ensure that a qualified first aider is taken on any school trips, and that all first aiders take a first aid bag. Small first aid packs are available in all classrooms and every qualified teaching assistant has their own bum bag. At Minster CEP School Hazel Elks will provide first aid kits for residential visits, Please give her plenty of notice, at Monkton Sue Jenks will provide first aid kits for residential visits, please give her plenty of notice. All teachers taking children out of school for a trip or residential visit must be equipped with a first aid pack and will carry any medication (inhalers) needed for individual children. Prior to any residential visit taking place, medical forms will be completed by the parents/carer of all pupils. This will allow the school to consider what reasonable adjustments it may need to make to enable young people with medical needs to participate fully and safely on visits. Arrangements for taking any necessary medicines will need to be taken into consideration. Staff supervising excursions will always be aware of the medical needs and relevant emergency procedures of pupils in their care. If staff are concerned about whether they can provide for a young person's safety, or the safety of others, on a visit, the school will seek parental views and medical advice from the school health service and/or the young person's GP, Specialist Nurse or Hospital Consultant. Prior to the residential visit medication should be handed to the first aider by parents/ carers. Following the visit, the first aider will hand back any medication to the child's parent. Medication should not be handed back to the child.

- Staff administering medicines should do so in accordance with the prescriber's instructions. Minster and Monkton CEP Schools will keep a record of all medicines administered to individual children, stating what, and how much was administered, when and by whom. Any side effects of the medication to be noted. At Minster CEP School this will be recorded on Medical tracker, at Monkton on a medicine record sheet.
- In some instances we will administer medicines that have been bought over the counter such as Piriton and Calpol. However, staff will **never** give a non-prescribed medicine to a young person unless there is a specific prior written agreement from parents. Medicines brought into school are kept at Minster CEP School in a lockable fridge in the First Aid area or the lockable first aid cupboard in the First Aid area. At Monkton they are kept in the Medical Room. They are stored strictly in accordance with the product instructions and in the original container in which dispensed. At Minster CEP School Hazel Elks/First Aider on duty will dispense medication at 12pm. At Monkton the Class Teaching Assistant is responsible for dispensing medicines for children in their class. Those responsible must ensure that the supplied container is clearly labelled with the name of the young person, name and dosage of the medicine and the frequency of administration. All medicines given will be reordered at Minster CEP School on Medical Tracker, and at Monkton on a medicine record sheet.
- All Medicines, including controlled drugs, will be returned to the parent, when no longer required, for them to arrange for safe disposal. They should also collect medicines held at school at the end of each term. If parents do not collect all medicines they should be taken to a local pharmacy for safe disposal.

### **Asthma**

- At Minster and Monkton CEP Schools all pupils' medication will be kept in a Medical Bag within class. The class teacher needs to send these home every second term/or earlier if out of date. On return inhaler dates need to be checked.
- Each pupils' medication is clearly marked with their name
- Each pupil has a medication sheet in the Asthma File
- If there is no medication for a specific pupil DO NOT give them another child's medicine or use another child's spacer.
- If there is a child in your class who requires medication and none has been sent in please contact parents.

### **Epi Pens**

- At Minster and Monkton CEP School children's Epi Pens will be kept in a Medical Bag within class or in the Care Suite/Medical Room. The class teacher needs to send these home every second term/or earlier if out of date. On return Epi Pens expiry dates need to be checked. (some Epi Pens may go home daily)
- Each pupils' medication is clearly marked with their name

- Each pupil will have a copy of their care plan within class file
- If there is a child in your class who requires medication and none has been sent in please contact parents.

### **Emergency procedures**

At Monkton Sue Jenks/Fiona Webb will ensure that arrangements are in place for dealing with emergencies for all school activities wherever they take place, including school trips within and outside the UK, as part of the general risk management process.

Where a child has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance. Schools need to ensure they understand the local emergency services cover arrangements and that the correct information is provided for navigation systems.

### **Day trips, residential visits, and sporting activities**

We will actively support pupils with medical conditions to participate in day trips, residential visits and sporting activities by being flexible and making reasonable adjustments unless there is evidence from a clinician such as a GP, that this is not possible.

We will always conduct a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions can be included safely. This will involve consultation with parents\carers and relevant healthcare professions and will be informed by Health and Safety Executive (HSE) guidance on school trips.

Appendix 1

The Federation of Minster and Monkton  
CHURCH OF ENGLAND PRIMARY SCHOOLS

Administration of Medicine Consent Form

In the event that you are unable to come into school to administer medication yourself, as a last resort you can request the school to give medication at the discretion of the Head Teacher.

Dear Head Teacher,

I request that ..... (full name of pupil) Class .....

be given the following medicine (s) while at school. I confirm it is not possible to amend the timings to allow the medicine to be given out of school hours.

Name of medicine: .....

Duration of course: .....

Dose prescribed: .....

Date prescribed: .....

The above medication is clearly labelled indicating contents, dosage and child's name in FULL.

I understand that the medicine must be delivered to the school and collected by me or the under-mentioned responsible adult. **UNDER NO CIRCUMSTANCES MUST CHILDREN BRING MEDICINES INTO SCHOOL.**

!/We accept that this is a service which the school is not obliged to undertake and also agree to inform the school of any change in dosage immediately.

Signed ..... (Parent/Guardian)

Contact telephone no. ....Date:.....

**Note to parents:**

1. Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Head teacher.
2. The agreement will be reviewed on a termly basis

The Federation of Minster and Monkton  
CHURCH OF ENGLAND PRIMARY SCHOOLS

**Administration of Asthma Medication Consent Form**

Dear Head Teacher,

I request that ..... (full name of pupil) be given the following medicine (s)

Class \_\_\_\_\_ DOB \_\_\_\_\_

Name of medicine: ..... Dose prescribed: ..... Date prescribed: .....

The above medication is clearly labelled indicating contents, dosage and child's name in FULL.

I understand the inhaler/s must be delivered to the school and collected by me or the under-mentioned responsible adult. UNDER NO CIRCUMSTANCES MUST CHILDREN BRING MEDICINES INTO SCHOOL.

I/We agree to inform the school of any change in dosage immediately.

Signed ..... (Parent/Guardian)

Contact telephone no. ....

Address: ..... Date: .....

**Note to parents:** Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Head teacher.