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Supporting Children with Medical Needs



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1. Introduction

- 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.
- When the school is notified that a pupil has received or is undergoing a diagnosis for a medical condition the school will do all that is reasonable to support the child access school and education.
- Referrals to a range of health and educational specialists will be made to ensure we have the best advice possible. It may also be necessary to involve the school Special Needs Coordinator.

2. Aims

1. To make clear the procedures and processes relating to medical needs.
2. To emphasise the importance of individual healthcare plans in meeting needs and keeping all children safe.
3. Set out roles and responsibilities relating to medical needs.
4. Procedure to be followed when notification is received that a pupil has a medical condition

3. Individual healthcare plans

- Individual healthcare plans help to ensure that schools effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom.
- A collaborative approach will be taken to the development of healthcare plans. Parents, specialists and teaching staff will work together to achieve the best possible support for the identified needs. See appendix 1: The process for writing a health care plan adopted by Streethay school.
- Once complete health care plans will be shared with all relevant members of staff working around the child. We will review health care plans at least once a year.

4. Roles and responsibilities

Governing bodies

The governing body is responsible for ensuring that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life.

They will also ensure 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.

Headteacher

The Headteacher is responsible for the development and implementation of this policy. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.

The Headteacher will ensure that all staff are aware of the child's condition.

They will also ensure adequate training is in place for staff working with pupils that have needs.

They will quality assure healthcare plans, including checking that Medical Coordinators and First Aiders are aware of emergency procedures.

Medical Coordinator

This person has the delegated responsibility from the Headteacher for ensuring that all procedures and records relating to medical needs are up to date.

This key member of staff will work with the Headteacher to communicate with the school staff about the needs, procedures and training related to medical needs.

The Medical Coordinator will monitor class medical boxes every half term, ensuring that medications are in date and removing medication that is no longer needed and returning it to parents/carers. The accompanying medication paper-work will be sent to the office.

Parents

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.

We believe parents are key partners and should be involved in the development and review of their child's individual healthcare plans, and may be involved in its drafting. 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.

School staff

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. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach.

School staff will receive regular and high-quality training matched to the needs of pupils.

5. Staff training and support

- Streethay will liaise with local school nursing services to secure regular training relating to medical needs; such as, annual epipen and asthma training. Refer to First Aid Policy also.
- More specialist training will be provided to relevant staff members as needed. E.g. Diabetes.
- The school will hold a register of training received.
- The child's role in managing their own medical needs
- We will always seek for a child to be as involved as possible in their provision. This will include; involving them in decisions relating to their individual healthcare plan and asking how they would like their needs communicated.
- In some cases, it might be appropriate for a child to self-administer their medication, e.g. inhalers. The school will encourage those with long term medical conditions to take responsibility for administering their own medication but continue to ask staff to supervise so that the appropriate records can be completed for safeguarding purposes.

6. Managing medicines on school premises

- Medicines will be stored securely in accordance with individual product instructions. We can accept medicines prescribed by the doctor. **Please note that we only accept prescribed medication from the GP.** The school will inform parents when medicines are reaching expiry *via a form to be sent home*. It is parent's responsibility to provide the school within date medicine.

- Each classroom will have a medical box containing; inhalers, epipens and eczema creams kept in classrooms. Pupils will have a zipped wallet clearly labelled with their name containing medicine and paperwork. The medical box will also contain a list of pupils with medical needs, including allergies and asthma *and a list of the pupil's medication expiry dates and letters to be sent home informing parents/carers.*
- Medicines which are Controlled Drugs will be inside a separate locked box, kept inside the locked medical cabinet or room. Only named staff will have access to Controlled Drugs.

7. Record keeping

- If any child needs medication, a consent form **must** be completed by parents and kept on record by the office staff.
- Lists of pupil's medical needs (including allergies) will be updated regularly and shared with appropriate staff members. An overview of medical needs (including allergies) across the school will be held at the office.
- Teaching staff are responsible for sharing information relating to medical needs appropriately and sensitively, this includes informing supply staff and adults involved in external visits.
- Administration of any medication should be recorded on the forms provided by the office staff. These forms should be passed back to the office staff to be logged once complete. Staff who volunteer to assist in the administration of medication will receive appropriate guidance.
- Records held in the first aid and accident logs will be retained by the school for a minimum of 3 years, in accordance with the Social Security (Claims and Payments) Regulations 1979 and then securely disposed of.

8. Day trips, residential visits and sporting activities

- The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements are required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed and it is deemed a safeguarding risk.
- Medical needs along with any particular SEND need will be considered as part of the risk assessment for the educational visit. Staffing ratios and reasonable adjustments can be made where practically possible. E.G. reduced walking routes, rest breaks.
- Concerns about trips will be raised and discussed with parents at least 3 days before the event.
- If a child refuses to take their medication, staff will not force them to do so, and will inform the parents as a matter of urgency on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

9. Allergies and Epipens

- The office staff/medical coordinator will inform all relevant members of staff of specific allergies and procedures. Pupils with food allergies wear stickers. Needs are shared appropriately with all staff; an overview of needs is stored in each classroom.
- Pupils with complex allergies and medical conditions will have a care plan detailing the best way to support specific needs. If a pupil is prescribed an epipen and they appear

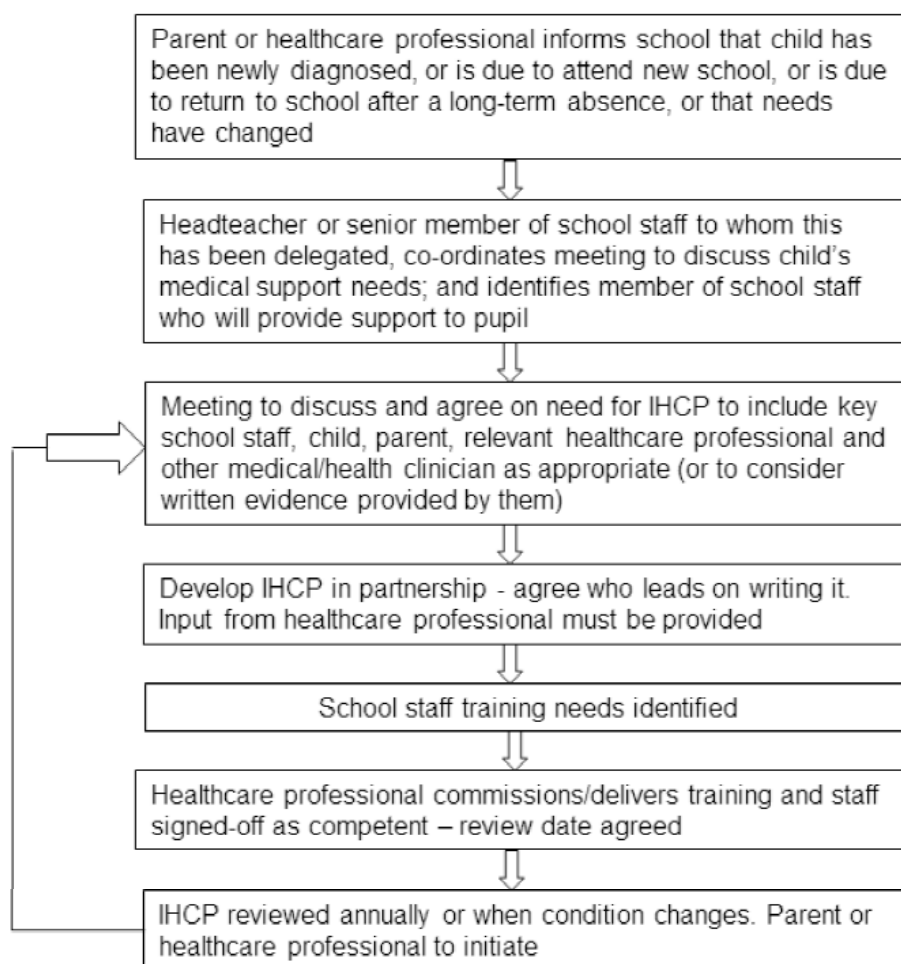
to be having a severe allergic reaction (anaphylaxis) trained staff members should administer the dose. Individual epipens are stored in classrooms.

- There is at least one spare emergency epipen. If someone is showing the symptoms of a severe allergic reaction (anaphylaxis), an ambulance **MUST** be called immediately. The school's extra epipen can only be administered to a pupil at risk of anaphylaxis, where medical authorisation has been provided. Any epipens held by school are a spare/back-up device and not a replacement for a pupil's own device.

Monitoring and review

11.1 This policy will be reviewed annually and updated inline with any updates from the DFE, and/or local healthcare professionals.

Appendix 1 – Process for implementing individual healthcare plans



Individual Healthcare Plan

Child's name

Class

Medical diagnosis or condition

Date

Review date

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

Medication Agreement and Record



This form should be completed by a first aider and SLT should be notified.

Name of child	
Date medicine provided by parent	
Class	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	
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	
Planned review date	

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.

Staff signature

Signature of parent

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

Date			
Time given			
Dose given			