



USWORTH COLLIERY
PRIMARY SCHOOL

Supporting Pupils at School with Medical Conditions Policy

Designated members of staff: Gary Wright

Chair of Governors: Alison Logan

Background

Usworth Colliery Primary School wishes to ensure that pupils with medical conditions and those requiring medication receive appropriate care and support at school. All pupils have an entitlement to a full time curriculum or as much as their medical condition allows. This policy has been developed in line with the DfE statutory guidance (April 2014) "Supporting pupils at school with medical conditions" under a statutory duty from section 100 of the Children and Families Act 2014. The statutory duty came into force on 1st September 2014. The school will have regard to the statutory guidance issued. We take account of it, carefully consider it and we make all efforts to comply.

Key Roles and Responsibilities

The Local Authority (LA) is responsible for:

- Promoting co-operation between relevant partners regarding supporting pupils with medical conditions.
- Providing support, advice/guidance and training to schools and their staff to ensure Individual Healthcare Plans (IHP) are effectively delivered.
- Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

The Governing Body is responsible for:

- Ensuring arrangements are in place to support pupils with medical conditions.
- Ensuring the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
- Ensuring that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/national/ origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.
- Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.
- Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits/ trips/sporting activities, remain healthy and achieve their academic potential.
- Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support pupils with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials.
- Ensuring written records are kept of, any and all, medicines administered to pupils.
- Ensuring the policy sets out procedures in place for emergency situations.
- Ensuring the level of insurance in place reflects the level of risk.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.

The Headteacher is responsible for:

- Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy.
- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy of Usworth Colliery Primary School.
- Liaising with healthcare professionals regarding the training required for staff.
- Identifying staff who need to be aware of a pupil's medical condition and informing them.

- Developing Individual Healthcare Plans (IHPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations. If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy.
- Ensuring more than one staff member is identified, to cover holidays / absences and emergencies.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy and that staff are aware that they are insured to support pupils in this way.
- Continuous two-way liaison with school nurses and school in the case of any pupil who has or develops an identified medical condition that may require support, but has not yet been brought to the attention of the school nurse.
- Ensuring confidentiality and data protection.
- Assigning appropriate accommodation for medical treatment/ care.
- Considering the purchase of a defibrillator.
- Voluntarily holding 'spare' salbutamol asthma inhalers for emergency use.

Staff members are responsible for:

- Taking appropriate steps to support pupils with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help.
- Knowing where controlled drugs are stored and where the key is held.
- Taking account of the needs of pupils with medical conditions in lessons.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
- Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.

School nurses are responsible for:

- Collaborating on developing an IHP in anticipation of a pupil with a medical condition starting school.
- Notifying the school when a pupil has been identified as requiring support in school due to a medical condition at any time in their school career.
- Supporting staff to implement an IHP and then participate in regular reviews of the IHP. Giving advice and liaison on training needs.
- Liaising locally with lead clinicians on appropriate support. Assisting the Headteacher in identifying training needs and providers of training.

Parents/carers are responsible for:

- Keeping the school informed about any new medical condition or changes to their child/children's health.
- Participating in the development and regular reviews of their child's IHP.
- Completing a parental consent form to administer medicine or treatment before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine.
- Carrying out actions assigned to them in the IHP with particular emphasis on, they or a nominated adult, being contactable at all times.

Pupils are responsible for:

- Providing information on how their medical condition affects them.
- Contributing to their IHP

- Complying with the IHP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents.

Training of staff

Newly appointed teachers, supply or agency staff and support staff will receive training on the 'Supporting Pupils with Medical Conditions' Policy as part of their induction.

The clinical lead for each training area/session will be named on each IHP.

No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and signed off as competent.

Lisa Newall has undertaken NVQ Level 3 Managing Medication in a Child Care Setting training, which is kept up to date with regular training.

Lorraine Edmonds has undertaken Level 2 Managing Medication in a Child Care Setting training, which is kept up to date with regular training

The school keeps records of medical conditions supported, training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

Medical conditions register /list

The school's admissions form requests information on pre-existing medical conditions. Parents must inform school at any point if a condition develops or is diagnosed. Consideration could be given to seeking consent from GPs to have input into the IHP and also to share information for recording attendance.

A medical conditions list or register is kept, updated and reviewed regularly by the nominated member of staff (Lisa Newall). Each class teacher has an overview of the list for the pupils in their care, within easy access. Supply staff and support staff have access on a need to know basis. Parents should be assured data sharing principles are adhered to.

For pupils on the medical conditions list, key stage transition points meetings should take place in advance of transferring to enable parents, school and health professionals to prepare IHP and train staff if appropriate.

Individual Healthcare Plans (IHPs)

Where necessary (Headteachers will make the final decision) an Individual Healthcare Plan (IHP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs and Disabilities Coordinator (SENDSCO) and medical professionals.

IHPs will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. Staffrooms are inappropriate locations under Information Commissioner's Office (ICO) advice for displaying IHP as visitors' /parent helpers etc. may enter. If consent is sought from parents a photo and instructions may be displayed. More discreet locations for storage such as Intranet or locked file is more appropriate. However, in the case of conditions with potential life-threatening implications the information should be available clearly and accessible to everyone.

IHPs will be reviewed at least annually or when a pupil's medical circumstances change, whichever is sooner. Where a pupil has an Education, Health and Care plan or special needs statement, the IHP will be linked to it or become part of it. Where a pupil is returning from a period of hospital education or

alternative provision or home tuition, collaboration between the LA /AP provider and school is needed to ensure that the IHP identifies the support the pupil needs to reintegrate.

Transport Arrangements

Where a pupil with an IHP is allocated school transport the school should invite a member of LA Transport team who will arrange for the driver or escort to participate in the IHP meeting. A copy of the IHP will be copied to the Transport team and kept on the pupils' record. The IHP must be passed to the current operator for use by the driver /escort and the Transport team will ensure that the information is supplied when a change of operator takes place.

For some medical conditions the driver/ escort will require adequate training. For pupils who receive specialised support in school with their medical condition this must equally be planned for in travel arrangements to school and included in the specification to tender for that pupil's transport.

When prescribed controlled drugs need to be sent in to school, parents will be responsible for handing them over to the adult in the car in a suitable bag or container. They must be clearly labelled with name and dose etc. Controlled drugs will be kept under the supervision of the adult in the car throughout the journey and handed to a school staff member on arrival. Any change in this arrangement will be reported to the Transport team for approval or appropriate action.

Education Health Needs (EHN) referrals

All pupils of compulsory school age who, because of illness, lasting 15 days or more, would not otherwise receive a suitable full-time education are provided for under the LAs duty to arrange educational provision for such pupils. In order to provide the most appropriate provision for the condition the EHN team accepts referrals where there is a medical diagnosis from a medical consultant.

General Illness/Common Childhood Diseases

- Pupils who are unwell should not attend school.
- Pupils who are suffering from vomiting should remain absent for 24 hours.
- If a child becomes unwell at school, the parent/carer will be contacted to collect their child.
- The school will not administer or supply analgesics (pain relievers) unless directed by the parents as part of an agreed IEP.

Medications

- There is a lockable fridge and First aid cupboard in each KS which all first aiders have access to. Medications are allocated to the appropriate member of staff as they come into school. This will give the child a point of contact for their medication.
- Where possible, unless advised it would be detrimental to health, medicines should 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, all parents' requests for the administration of prescribed medications to their child must be in writing on the form provided and must be supported by specific written instruction from the medical practitioner or pharmacist. Medicines MUST be:
 - in date,
 - prescribed/labelled with the name of the pupil,
 - provided in the original container with the dosage and time to be administered (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.

- The quantity of medication must be confirmed and documented and be stored in either the medical room in a locked cabinet or fridge, whichever is most appropriate.
- No pupil will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- Where a pupil is prescribed medication by a healthcare professional without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- No pupil under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- A maximum of four weeks' supply of the medication may be provided to the school at one time.
- It is helpful to know what medication is being taken at home, (that is not necessarily taken at school) because this can affect a student's behaviour at school; for example, in the case of a child with ADHD who is taking Ritalin or Methyphenidate for their condition. This is also important in case of emergency when staff need to know what medications are being taken.
- A pupil who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another pupil for use is an offence. Monitoring arrangements may be necessary. Schools should otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency.
- Staff may administer a controlled drug to the pupil for whom it has been prescribed. Staff administering medication should do so in accordance with the prescribers' instructions. The school will keep a record of all medicines administered to all pupils, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered by the school will be noted.
- Any medications left over at the end of the course will be returned to the parents. If unable to get parents to collect they will be taken to the pharmacy by Lisa Newall.
- Pupils will never be prevented from accessing their medication. Pupils should know where their medication is stored.
- Emergency salbutamol inhalers are kept voluntarily by the school.
- The school cannot be held responsible for side effects that occur when medication is taken correctly.
- Staff will not force a pupil, if the pupil refuses to comply with their health procedure, and the resulting actions will be clearly written into the IHP which will include informing parents.

Emergencies

Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms.

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 pupil until their parents arrive.

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.

Day trips, residential visits and sporting activities

Unambiguous arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.

To comply with best practice, risk assessments should be undertaken, in line with H&S executive guidance on school trips, in order to plan for including pupils with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day IHP requirements for the school day.

A designated person will be responsible to carry and administer any medication for the children on that trip or sporting activity.

Avoiding unacceptable practice

Each case will be judged individually but in general the following is not considered acceptable.

The following behaviour is unacceptable:

- Preventing pupils from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school.
- Sending the pupil to the medical room or school office alone or with an unsuitable escort 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, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

Insurance

Teachers who undertake responsibilities within this policy are covered by the LA/school's insurance. Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Headteacher.

Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

Details of how to make a formal complaint can be found in the School Complaints Policy.

Definitions

'Parent(s)' is a wide reference not only to a pupil's birth parents but to adoptive, foster parents, or other persons who have parental responsibility for, or who have care of, a pupil.

'Medical condition' for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. Being 'unwell' and common childhood diseases are not covered.

'Medication' is defined as any prescribed or over the counter treatment.

'Prescription medication' is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.

Agreed Date: September 2015

Implementation Date: September 2015

Last reviewed: May 2019 (then every three years unless a change in legislation/personnel)

Signed:
Head Teacher

Signed:
Chair of Governors

Date:

Date:

Record of Medicine Cabinet Key Holders

All staff are aware where the key is kept for the medicine cabinets and fridges at both KS1 and KS2.

Written Signed Order for Salbutamol Inhalers and Guidance

FAO Pharmacy

Written Signed Order for Salbutamol Inhalers for Emergency Use

Usworth Colliery Primary School would like to order/purchase 2 salbutamol inhalers (we are a two form entry school with 400 pupils) to hold in stock in school for emergency use, to be administered only by persons trained to administer them to pupils who are known to require such medication in school.

Yours sincerely

Mr Gary Wright
Headteacher



Medical Register

Dear Parent/Carer

It is very important that we hold up to date medical information about your child's health. Please fill in the form below even if you have no medical issues. We ask that if any medical problems do occur over the year that you keep us informed. Many Thanks

Child's Name..... Date of Birth.....

Details of any medical conditions

.....

Medication needs (please give details)

.....

Medication to be kept at school (complete request to administer medication form)

.....

Any comments or further information

.....

Permission for Emergency Medical Treatment

I agree to a senior member of staff taking the necessary steps to ensure that my child receives the most appropriate care, attention and treatment if there were an emergency or accident in school or on trips.

I understand that I will be contacted as soon as possible, but a member of staff may have to accompany my child to hospital in case of serious accident/emergency.

I give permission for the member of staff to authorise hospital staff to administer essential treatment until my arrival.

Any special comments on declaration above

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Adult with parental responsibility

Signed..... Date.....



Request to Administer Medication Form

Child's Name	
Class	
Date of Birth	
Name of Parent/Carer	
Telephone	Home: Work: Mobile:
Prescribing Dr contact details	
Name of medication	
Amount Supplied	
Form (liquid, tablets)	
Dosage (how much to give) and over what period of time?	
Time of the day medication is to be given	
How it is to be given? – orally, eye drops etc	
How is medication to be stored?	
Expiry date on medication	
Any side effects, precautions or special instructions?	

Any other important information

.....

.....

The above information is accurate to the best of my knowledge at the time of writing and I give consent to the school to administer the medication in accordance with the school's policy.

I will inform the school in writing of any changes to the above information.

Signature of parent/carer _____ Date _____



Guidelines for Parents Bringing Medication into School

We recognise that sometimes your child may need to take prescribed medication whilst at school. Whether this is for a short period of time due to a bout of illness or because your child has special medical needs where medication is required for longer periods.

Should your child require prescribed medication during school hours, we would be grateful if you could follow the guidelines below to ensure your child receives the support they need.

A request is to be made for the prescribed medication to be administered on a
'request to administer medication form'
(available from the school office, and to be returned to the school office with the medication).

Should an individual health plan (IHP) be required for your child, a meeting with the school will be arranged. You will be notified of this if an IHP is required.

We cannot administer any kind of medication which has not had the relevant documentation completed.

Once all required documentation is authorised then the medication is to be presented to the agreed identified member of staff and **MUST** be in date, prescribed/labelled with the name of the pupil, provided in the original container with the dosage and time to be administered (except in the case of insulin which may come in a pen or pump) with dosage instructions.

We cannot accept any medication which does not show this or has been altered in any way.

It is preferable for parents/carers to request a 'split prescription'
(eg. sufficient medication prescribed by the doctor to be retained in school to meet your child's needs.)

Parents/cares are required to keep the school informed of any changes to treatment regime or side effects caused by the medication.

Any medications out of date or left over at the end of the course will be returned to the parent/carer.

We understand that it can be a worrying time for both you and your child whilst they are taking medication and we hope that by working together we can ensure that your child's needs are met causing minimum disruption to their school day.

A copy of our Supporting Pupils in School with Medical Conditions Policy is available on the website or from the school office.

Should you require any further information or wish to discuss your child's individual needs we can arrange a meeting for you.



CONTACTING EMERGENCY SERVICES

Request for an ambulance

Dial 999, ask for an ambulance and provide the following information:

Your phone number – 0191 417 88 88

Your location and postcode

Usworth Colliery Primary School

Manor Road

Sulgrave

Washington

NE37 3BL

Be prepared to give the exact location using local landmarks

Identify the best entrance and ensure that the crew are met at the entrance:

Car park entrance on Manor Road, will be met in car park and allowed to drive onto yard (padlock key in key cabinet)

Give your name

Give pupil's name and a brief description of symptoms



AMBULANCE RECORD FORM

Use this form when you have called an ambulance for a pupil and keep a copy on the pupil's individual health care plan or medical record.

Name of pupil: _____ Pupil's Date of Birth: _____

Date on which ambulance called: _____

Who called the ambulance: _____

Reasons for the call (list pupil's symptoms)

Outcomes:

Action taken as a result / changes to care:

Name of person completing this record: _____

Date: _____