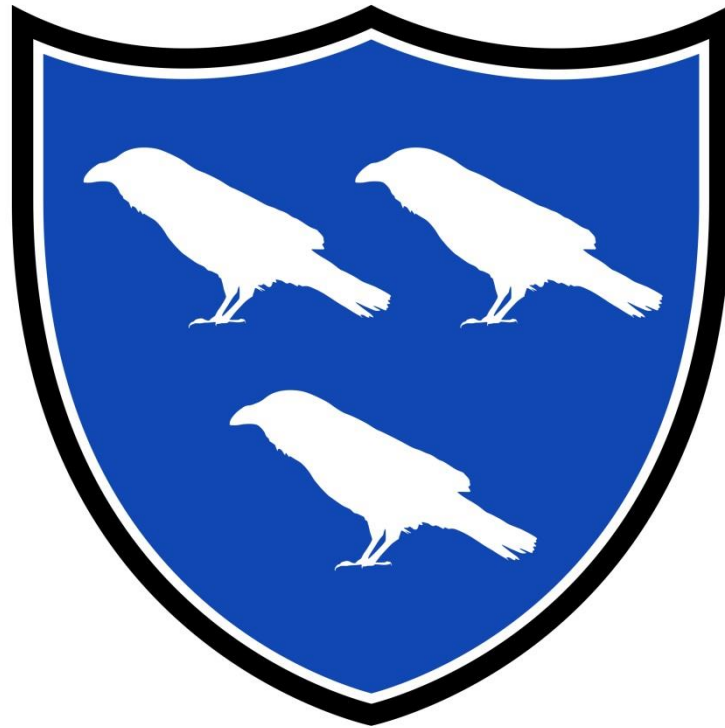


# Valley Primary School



## Supporting Pupils with Medical Needs in School

Updated: January 2024

Review Date: January 2026

## **1. Aims**

This policy aims to ensure that:

- Pupils, staff and parents understand how the Crofton schools will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The Senior Leadership Team will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupil's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring individual healthcare plans (IHCPs)

## **2. Legislation and Statutory Responsibilities**

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on the Senior Leadership Team to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: Supporting pupils at school with medical conditions.

This policy also complies with our funding agreement and articles of association.

This policy also complies with the policy and procedures for supporting children and young people with medical/health needs in education settings in Bromley.

## **3. Roles and responsibilities**

### **3.1 The Local Governing Body**

The Local Governing Body has ultimate responsibility to make arrangements to support pupils with medical conditions.

This responsibility is delegated to the Senior Leadership Team by the Local Governing Body. The Senior Leadership Team will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

### **3.2 The Head Teacher**

The Head Teacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHCPs), including in contingency and emergency situations
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.

### 3.3 Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines. Medicines that are located in the classroom fall under these parameters. Short-term medications such as oral antibiotics, and non-emergency medication is administered and stored by the Administration Team or another appointed staff member.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help. The Senco will ensure that all children's medical records are up-to date and that teachers have clear instruction on how to administer medication kept in the classroom such as inhalers.

### 3.4 Parents

Parents and carers are responsible for:

- Keeping the school informed about any new medical condition or changes to their child/children's health.
- Ensuring asthma cards are signed by the relevant medical professional i.e Asthma Clinic Nurse or GP before asking the school to hold an asthma pump for their child.
- Participating in the development and regular reviews of their child's IHCP.
- 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 and/or the disposal of said medication.
- Carrying out actions assigned to them in the IHCP with particular emphasis on, they or a nominated adult, being contactable at all times.

### 3.5 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be as fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHCPs as their age and stage allows. They are also expected to comply with their IHCPs

## 4. Equal Opportunities

Valley Primary School is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not to prevent them from doing so. The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities. Risk Assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

## 5. Being Notified that a Child has a Medical Condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an Individual Health Care Plan (IHCP). The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

## **6. Individual healthcare plans (IHCP)**

The Head Teacher, with the support of the Senco, has overall responsibility for the development of IHCPs for pupils with medical conditions.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHCP. It will be agreed with a healthcare professional and the parents when an IHCP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHCPs will be linked to, or become part of any education, health and care plan (EHCP). If a pupil has SEND but does not have an EHCP, the SEND will be mentioned in the IHCP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The SENCo will consider the following when deciding what information to record on IHCPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who in the school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents and the Head Teacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements

## **7. Managing Medicines**

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so and
- Where we have parents' / carers' written consent through the completion of Request to Administer Medication in School form (Appendix 1)

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents / carers.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed when medicine has been administered via Medi-Tracker. The school will only accept prescribed medicines that are:

- In-date
- Labelled (in English)
- Provided in the original container, as dispensed by the pharmacist, and includes clear instructions for administration, dosage and storage
- The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

## **Antibiotics**

Staff will administer anti-biotics to pupils once parents have completed Appendix 1. Parents are asked to ensure the second daily dose of antibiotic is scheduled to be taken between 12.30 and 1.30pm to minimise disruption to pupils' learning. An afternoon dose of antibiotic will be administered to those pupils who have been prescribed 4-dose daily antibiotic and who are attending After-School Club.

## **Storage**

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and staff and not locked away. Medicines will be returned to parents to arrange for safe disposal when no longer required. Where necessary, medicines will be stored in the medicine fridge in the Main Office and regular temperature checks are undertaken to ensure the correct temperature is maintained.

Valley Primary School carries an emergency epi-pen and asthma inhaler.

The school carries a supply of over the counter medicines such as Calpol (for both the younger and older age-ranges) and Piriton. These will only ever be administered to a pupil after consultation and subsequent permission of the parent / carer. The dosage instructions on the box will be followed at all times and the dosage recorded on Medi-Tracker with notifications sent to parents.

## **7.1 Controlled Drugs**

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or Ritalin. Controlled drugs are kept in a secure cupboard in the main office and only named staff have access, if deemed appropriate by the prescribing medical professional. Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

## **7.2 Pupils managing their own needs**

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures especially the administration of asthma inhalers. This will be discussed with parents and it will be reflected in their IHCPs.

Asthma inhalers are kept in a box in the child's classroom and, depending on the age and ability of the child, they will have free access to their inhaler to self-administer as and when required. Pupils in the Early Years and Key Stage 1 will be supported by staff in the administration of an asthma inhaler. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse but will follow the procedure agreed in the IHCP and inform parents so that an alternative option can be considered, if necessary.

## **7.3 Unacceptable practice**

School staff should use their discretion and judge each case individually with reference to the pupil's IHCP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHCPs
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

## **8. Emergency procedures**

Staff will follow the school's normal emergency procedures (for example, calling 111 and 999). All pupils' IHCPs will clearly set out what constitutes an emergency and will explain what to do. If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance

In the unlikely event of medication errors, parents will be informed immediately as well as staff seeking professional medical advice. The pupil affected by a medication error will be supervised closely by a staff member and, should their condition deteriorate, staff would follow their normal emergency procedures.

## **9. Training**

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so. The training will be identified during the development or review of IHCPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHCPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

## **10. Record keeping**

The SLT will ensure that written records are kept of all medicine administered to pupils. Parents will be informed if their pupil has been unwell at school. Parents are contacted if their child has had medication administered or if their child is unwell and consulted about next courses of action.

IHCPs will be readily accessible to all staff. In addition, teachers have a copy stored in cupboards in their classroom.

When children are moving to another class, for example at the end of the school year, a transition meeting will be held to ensure that the new teacher is aware of any medical needs in the class. Copies of IHCPs will be shared with new teachers, adults covering classes (eg sports coaches and music teachers). It is the responsibility of the parents/carers to share this information with BASCs and Extra-Curricular Activities Leads.

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

### **11. Liability and Indemnity**

The Head teacher and the Local Governing Body will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk. All schools within the Connect Schools Academy Trust are members of the Department for Education's risk protection arrangement (RPA).

### **12. Complaints**

Parents with a complaint about their child's medical condition should discuss these directly with the Head Teacher in the first instance. If the Head Teacher cannot resolve the matter, they will direct parents to the school's complaints procedure.

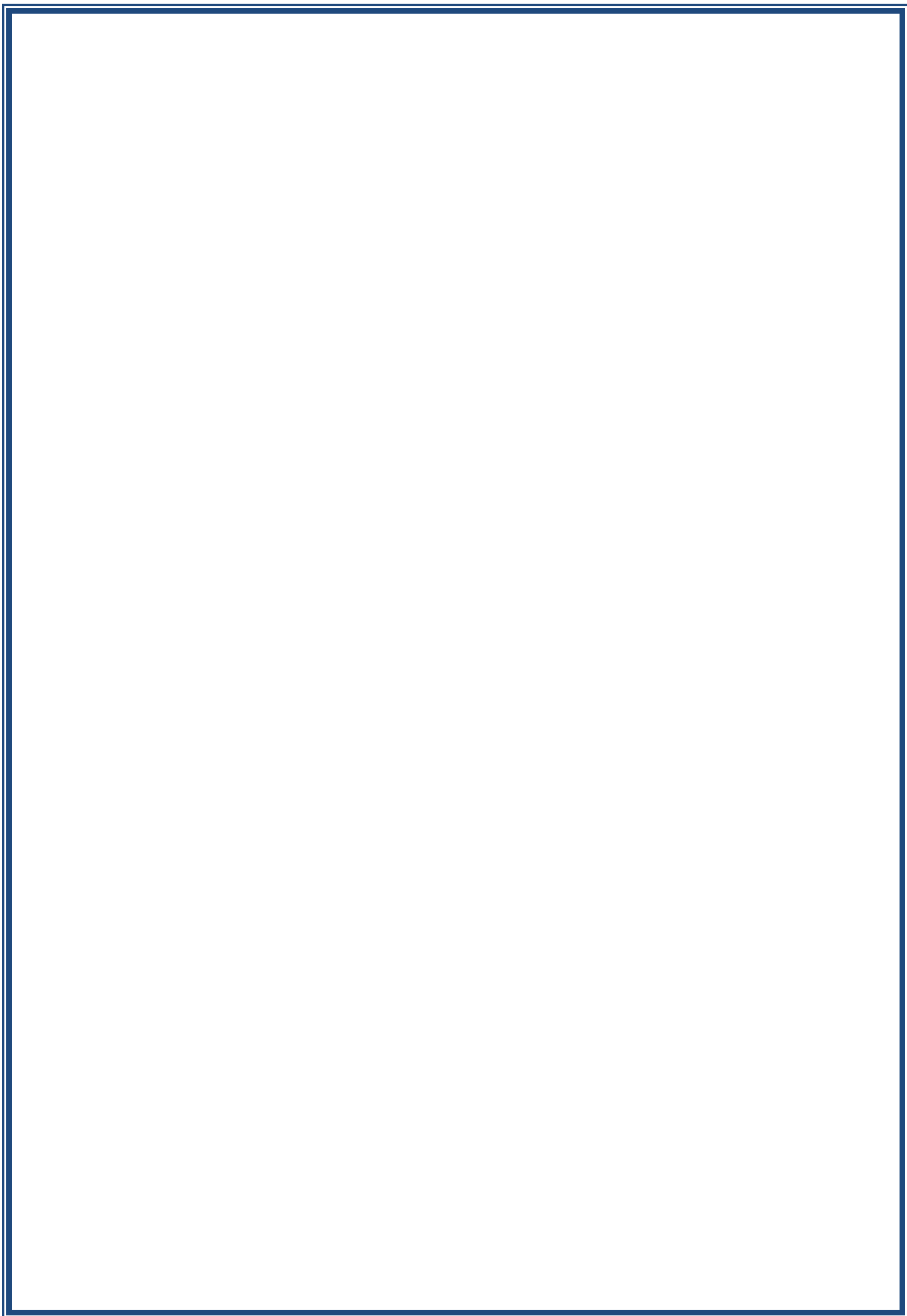
### **13. Monitoring arrangements**

This policy will be reviewed by the Local Governing Body every 2 years.

### **14. Links to other policies**

This policy links to the following policies:

- Accessibility plan
- Complaints Handling
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy
- Supporting children with medical needs who cannot attend school
- The LBB Policy and procedures for supporting children and young people with medical/health needs in education settings in Bromley





## Appendix 1: Request to Administer Medicine in School



### Request to Administer Medication in School

Dear Parent,

We appreciate that it is not always possible for the parent/carer at various times during the school day to administer medicines such as antibiotics if there needs to be 4 doses in a day. On these occasions, we will administer medicine provided we have received this form duly completed and signed. The medicine **MUST** be prescribed by a doctor and be in the original container, in date and clearly labelled with your child's name.

Child's Name and Date of Birth	
Date	
Name of Medicine	
Reason for Prescribed Medicine	
Dosage and Time(s) required	
Duration of treatment	
Expiry Date of Medicine	
Recommended Storage of Medicine	
Staff Member Medicine handed to	
Precautions (possible side effects)	

I understand that the school will not accept any liability in relation to the administration of the medication.

Parent/Carer Signature: ..... Date: .....

Parent/Carer Name: .....

**This form is available for parents to download from the school website under the tabs:**

**Parents / Useful Forms**