



Supporting Pupils with Medical Conditions Policy

Please read in conjunction with the following policies:

- First Aid
- Equalities Objectives
- SEND
- Educational Visits

Adopted: Summer 2017

Review: Spring 2018

Next review: Spring 2022

Moulsham Junior School

Supporting Pupils with Medical Conditions Policy

Definition

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

- (a) **Short-term**, affecting their participation in school activities when they are on a course of medication.
- (b) **Long-term**, potentially limiting their access to education and requiring extra care and support.

School Ethos

Moulsham Junior School is an inclusive community that welcomes and supports pupils with medical conditions. This school ensures all pupils with any medical condition enjoy the same opportunities as others at school. We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution.

Schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. Moulsham Junior School is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) may need.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. **Pupils with medical conditions have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.** However, teachers and other school staff in charge of pupils have a common law duty to act 'in loco parentis' and must ensure the safety of all pupils in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including the School Nurse, Health Professionals and the child's GP, in addition to the information provided by parents in the first instance. This enables us to ensure we assess

and manage risk and minimise disruption to the learning of the child and others who may be affected, for example: peers.

Our Aims

- The school makes sure all staff understand their duty of care to children and young people in the event of an emergency.
- All staff feel confident in knowing what to do in an emergency.
- All staff will respond sensitively, discretely and quickly to situations where a child with a medical condition requires support.
- This school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood and therefore writes Individual Healthcare Plans, as necessary.
- This school understands the importance of medication and care being taken as directed by healthcare professionals and parents.
- Staff receive relevant training on the impact medical conditions can have on pupils.
- Staff support pupils with medical conditions, so that they have full access to education, including physical education and educational visits, both on and off the school site.
- School staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support and/or prescribed medication.
- This school fully complies with the Equality Act 2010 for pupils who may have disabilities or special educational needs.

Unacceptable Practice

While school staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent children from accessing their medication.
- Assume every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents / carers; ignore medical advice.
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare Plan.
- Penalise children for their attendance record where this is related to a medical condition.
- Prevent children from eating, drinking or taking toilet breaks, when this is part of effective management of their condition.
- Require parents to administer medicine where this interrupts their working day.
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part.

Entitlement

Moulsham Junior School provides full access to the curriculum for every child wherever possible. We believe that pupils with medical needs have equal entitlement and must receive

necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows:

Employees may:

- Choose whether or not they wish to be involved.
- Receive appropriate training.
- Work to clear guidelines.
- Bring to the attention of Senior Leadership any concern or matter relating to the support of pupils with medical conditions.

Expectations

It is expected that:

- Parents will inform school of any medical condition which affects their child.
- Parents will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container.
- Parents will ensure that medicines to be given in school are in date and clearly labelled.
- Parents will co-operate in training their children to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible.
- Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the school life of that individual.
- Moulsham Junior School will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare Plan (for example, an inhaler).
- School staff will liaise as necessary with Healthcare professionals and services, in order to access the most up-to-date advice about a pupil's medical needs and will seek support and training in the interests of the pupil.
- Transitional arrangements between schools will be completed in such a way that Moulsham Junior School will ensure full disclosure of relevant medical information, healthcare plans and support needed, in good time for the child's receiving school to adequately prepare.
- Individual Healthcare Plans will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals.

Procedures for Supporting a Pupil with a Medical Condition

Individual Healthcare Plans

Individual Healthcare Plans (and their review), may be initiated with the parent, by a member of the school staff or a healthcare professional involved in providing care to the child.

Putting together an Individual Healthcare Plan is the responsibility of the Head Teacher/SENCO and is done so in partnership with health professionals. At Moulsham Junior School this would usually involve the school nurse/relevant health professional and wherever appropriate, pupils/families are involved also. The Individual Healthcare Plan provides clarity about what needs to be done, when and by whom.

Individual Healthcare Plans are often essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex. An Individual Healthcare Plan is however not always needed and the school, healthcare professional and parent should agree if one is required (Appendix A). If consensus cannot be reached, the Head Teacher will take a final view.

Moulsham Junior School has an agreed format for an Individual Healthcare Plan (see Appendix B). This can however, be adapted to meet the needs of the individual child.

The plan usually includes:

1. The medical condition
2. The triggers, signs, symptoms and treatments
3. The pupil's needs including medication (dose, side effects, storage)
4. Other requirements such as dietary and environmental factors
5. Emergency procedures and contacts
6. Specific support for the pupil's education, social and emotional needs
7. Level of support
8. Who will provide the support
9. Arrangements, if necessary, for any trips or activities outside the normal timetable

As part of the process in developing the Individual Healthcare Plan, the school will also consider what training needs will be required and for which members of school staff. This is usually carried out with the school nurse or a relevant healthcare professional as they will normally lead on identifying and agreeing with the school, the type and level of training required and how this can be obtained (Appendix F). Where appropriate, the child's parent will also be invited to the training session. The Head Teacher is responsible for ensuring that all training is kept up-to-date.

Transitional Arrangements

If a child with medical needs is starting at Moulsham Junior School at the beginning of the school's academic year, or at the beginning of a term, the child's current teacher; next teacher; parent or carer; Inclusion Leader and relevant health professionals, if appropriate, will meet prior to the child starting in order to ensure that all the relevant information is shared with school. If they are coming from another school, where possible a member of the child's previous school will be invited to the meeting. These meetings prior to the child starting the school will support the writing of the child's Individual Healthcare Plan at Moulsham Junior School.

In other cases, such as a new diagnosis or children moving to a new school mid-term, every effort is made to ensure that arrangements, including an Individual Healthcare Plan are put in place within two weeks.

Reintegration

Where a child needs to be reintegrated into school following a period of hospital education or alternative provision, including home provision, or when a pupil's needs change, Moulsham Junior School 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.

Reintegration back into school will be fully supported so that pupil's with medical conditions quickly engage with learning and do not fall behind when they are unable to attend. Short term and frequent absences, including those for appointments connected with a pupil's medical condition, will also be effectively managed and appropriate support put in place to limit the impact on the pupil's educational attainment and emotional and general well-being.

Day Trips, Residential Visits and Sporting Activities

When planning a visit or trip, teachers will consider how a child's medical condition will impact on their participation, and ensure there is enough flexibility for all children to participate according to their own abilities and with reasonable adjustments. Moulsham Junior School will make arrangements for the inclusion of pupils in such activities, with any adjustments as required, unless evidence from a clinician such as a GP states that this is not possible.

The school will consider what reasonable adjustments may need to be made to enable children with medical needs to participate fully and safely on visits. Part of this will include the carrying out of a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are safely included. Any steps/adjustments made will be recorded on the risk assessment and taken to the Head Teacher to be signed prior to the visit/activity taking place.

Liability and Indemnity

The Governing Body of Moulsham Junior School ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions.

Dissemination of Medical Information

Children with serious medical conditions will have their photo and brief description of condition, along with any other relevant information, in the staffroom and school office. A medical folder containing this information is kept in the first aid room. Kitchen staff are also made aware, whereby food allergies may adversely affect a medical condition. Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible in their classroom, and all adults dealing with the child will have their attention drawn to this information. All other medical conditions will be noted from children's SIMs records and this information will be provided to class teachers annually.

In an Emergency

Where a child has an Individual Healthcare Plan, this will 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 are also made aware in general terms, such as informing the teacher immediately if they think help is needed.

In a medical emergency, support staff have been appropriately trained to administer emergency first aid if necessary. If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.

Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

Administration of Medicines

Only essential medicines will be administered during the school day for children with medical conditions (Appendix D). These will be only those prescribed by a doctor. Parents must submit a written permission slip before any medicine is administered (Appendix C). Medicines to be given during the school day must be in their original container. Controlled drugs can also be administered, subject to all other conditions as described in the Policy.

Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

Named staff members will give medicines (as per trip risk assessment). Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct, and that written permission has been given. Any child refusing to take medicine in school will not be made to do so, and parents will be informed

about the dose being missed. All doses administered will be recorded in the Administration of Medicines Book and signed by two staff members (Appendix E).

All medicines will be stored safely. Medicines needing refrigeration will be stored in the small kitchen fridge. Some medicines (inhalers, etc) will be kept in the child's classroom and carried with the children, for ease of access during outside activities. All medicines must be clearly labelled and in date.

Controlled drugs or prescribed medicines will be kept in medical room or in the classroom under lock and key, unless they need to be refrigerated. Access to these medicines is restricted to the named persons. Staff will record any doses of medicines given in the Administration of Medicines book. Children self-administering asthma inhalers do not need to be recorded.

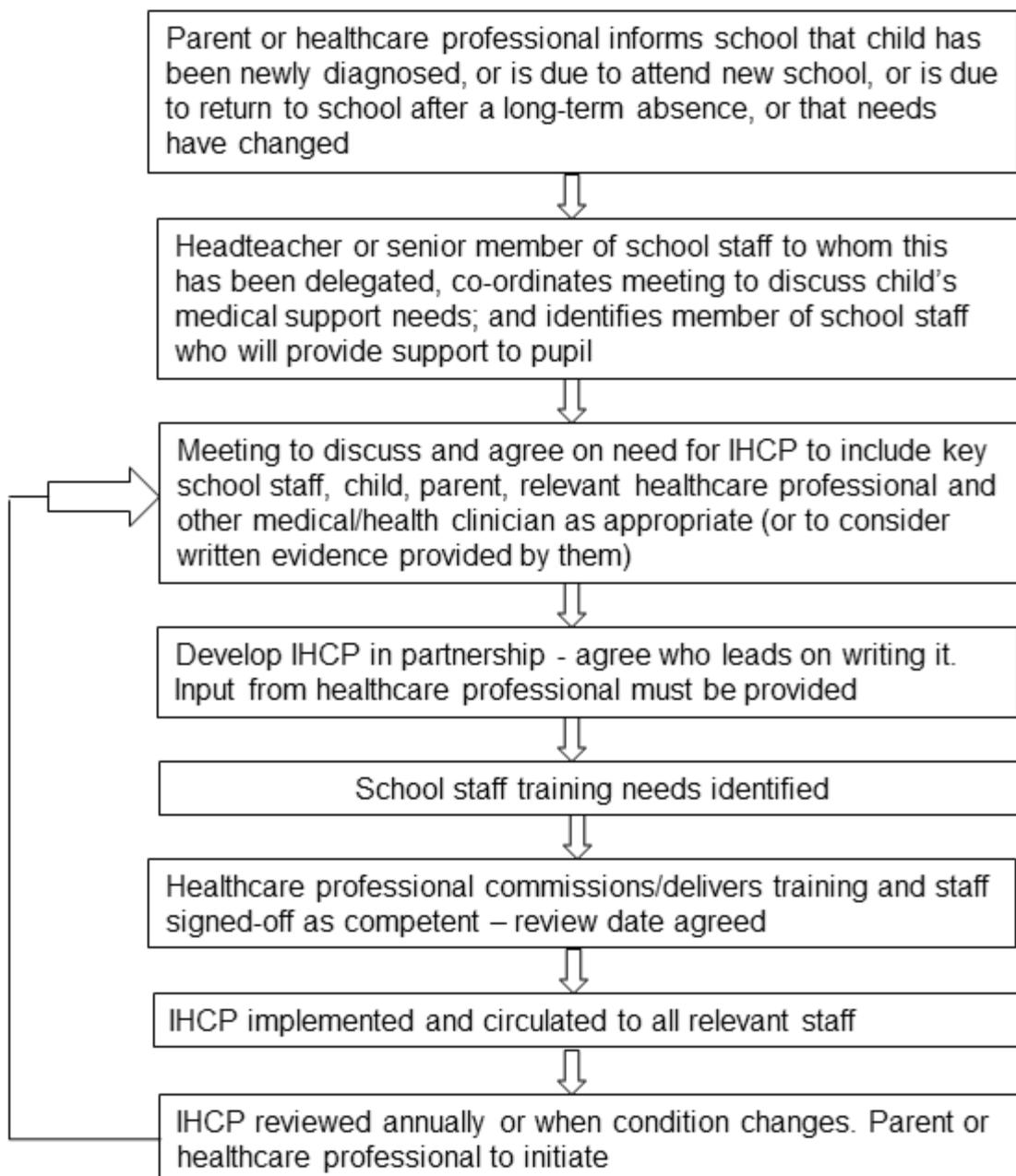
Adrenaline Auto-Injectors (commonly referred to as an Epi-Pen) are kept in the medical room for use in an emergency and are clearly labelled with both the child's name and photograph. Any member of staff can administer an adrenaline auto-injector in an emergency and an ambulance should be called immediately. The child's parents should then be informed. All staff are trained annually in recognising the signs of anaphylactic shock and administering treatment.

Antihistamine, as supplied by parents may be given according to the directions, if slight tingling of the lips occurs following ingestion of possible irritants for food allergy sufferers. This liquid medicine is stored with the adrenaline auto-injector. If this becomes more severe an adrenaline auto-injector should be administered immediately and an ambulance called. Parents should be contacted immediately, irrespective of whether antihistamine or an adrenaline auto-injector is administered.

Inhalers are kept in the child's classroom. Children have access to these inhalers at all times, though must inform a member of staff that they are taking a dose. All inhalers are marked with the child's name. All children with an inhaler must take them on educational visits and to Physical Education lessons, however short in duration.

Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term. This school disposes of medical waste via medical waste bins kept in the medical room and disabled toilet. They are collected and disposed of in line with medical waste collection regulations.

Appendix A: Model for Developing Individual Healthcare Plans



Appendix B: Individual Healthcare Plan

Name of school/setting

Child's name

Child's class

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

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

Appendix C: Parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

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

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

<u>[agreed member of staff]</u>

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.

Signature(s)

Date

Template D: Record of medicine administered to an individual child

<u>Name of school/setting</u>	
<u>Name of child</u>	
<u>Date medicine provided by parent</u>	
<u>Group/class/form</u>	
<u>Quantity received</u>	
<u>Name and strength of medicine</u>	
<u>Expiry date</u>	
<u>Quantity returned</u>	
<u>Dose and frequency of medicine</u>	

Staff signature _____

Signature of parent _____

<u>Date</u>			
<u>Time given</u>			
<u>Dose given</u>			
<u>Name of member of staff</u>			
<u>Staff initials</u>			

<u>Date</u>			
<u>Time given</u>			
<u>Dose given</u>			
<u>Name of member of staff</u>			
<u>Staff initials</u>			

D: Record of medicine administered to an individual child (Continued)

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Appendix F: Staff training record – Administration of medicines and/or medical procedures

Name of school/setting

Name

Type of training received

Date of training completed

Training provided by

Profession and title

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____