

# MANEY HILL PRIMARY SCHOOL



## Supporting Children with Medical Needs Policy

<b>Reviewed By Staff:</b>	June 2018
<b>Governor Ratification Date:</b>	June 2018
<b>Next Review Date:</b>	June 2021

## INTRODUCTION

This policy has been structured based upon the most recent government advice: Supporting Pupils at School with Medical Conditions (DfE Statutory guidance December 2015).

Maney Hill adheres to the duty as stated in the children and families act 2014 that pupils with medical conditions will have the same right of admission to our school as other pupils and will not be refused admission or excluded from school on medical grounds. Appropriate levels of assessments will be undertaken to establish and determine what support pupils with medical conditions require. This will be done in partnership with parents and health professionals.

The prime responsibility for pupils' health rests with Parents/Carers. It is anticipated that Parents/Carers will ensure that appropriate information is provided for the school that enables proficient management and a good understanding of their child's medical condition; this includes working in partnership in the management of any medicines administered at school.

Maney Hill takes advice and guidance from a range of sources, including the School Nurse, Paediatric Consultants and other health professionals in addition to the information provided by parents in the first instance. This enables us to manage, to support effectively and to minimise any disruption to learning.

### **Key Personnel**

The designated persons with overall responsibility to implement this policy are:

**Mrs Freer DSL**

These persons will also ensure that staff are appropriately aware of the medical condition of children with whom they work and that any confidential information pertinent to the medical condition is entrusted to individual staff.

The person responsible for developing individual healthcare plans is:

**School Nurse Team Birmingham healthcare: 0121 4655457**

The Governor with specific responsibility to oversee the arrangements to support pupils at school with medical conditions is:

Chair of Governors – Andrew Doyle & Melissa Griffiths-Jeavons  
Safeguarding Governor – Robert Barry

## AIMS OF THIS POLICY

The school is committed to assisting children with medical conditions and work in partnership with parents/carers to:

1. Ensure that pupils at school with short or long term medical conditions, are properly supported so that they have full access to education, including off-site activities and residential visits.
2. Make arrangements for staff to ensure that they receive adequate and appropriate training for them to support children with medical needs.
3. Ensure that parents and children have confidence in the medical support arranged at school.
4. Work in partnership with Health Service colleagues.
5. Be fully compliant with the Equality Act 2010 and its duties.
6. Manage medicines within school in accordance with government and local advice.
7. Keep, maintain and monitor records as detailed in this policy.
8. Write and to monitor Individual Healthcare Plans, in partnership with health professionals.
9. Ensure that the pupils in our school are safe and are able to attend school regularly with their medical condition.
10. Support pupils with complex medical conditions and or long term medical needs in partnership with Health professionals and parents to enable their access to education.
11. Ensure all staff have up to date medical information for all children in their care.
12. Adhere to the statutory guidance contained in "Supporting pupils at school with medical conditions" (DfE April 2014) and "Multi-Agency Guidance for the Management of Long Term Health Conditions for Children and Young People" (dscb 2011)
13. Provide onsite an emergency salbutamol inhaler to be used by pupils and staff if an emergency arises. Head Teacher acts as Loco-Parentis in such circumstances.<sup>2</sup>

## SAFE ADMINISTRATION OF MEDICINES AT SCHOOL

- Medicines should only be brought to school when essential, i.e. where it would be detrimental to the child's health if the medicine were not administered during the school day. In the case of antibiotics, **only those prescribed three or four times a day may be administered at school**
- **Only prescribed medicines (including eye drops) in the original container, labelled with the child's name and dosage, with a start and end date will be accepted in school**
- Medicines will not be accepted in school that require medical expertise or intimate contact
- All medicines must be brought to the school office by an adult. Medicines must NEVER be brought to school in a child's possession
- The adult is required to complete a Medicine Registration Form (see appendix) at the school office every time a medicine is brought in or if the dosage changes.

- Any medicines that are required for a longer period of time will be subject to a Care Plan.
- The Headteacher must be informed of any controlled drugs required by children, e.g. Equasym.
- Tablets/liquids should be counted/measured and recorded when brought to the office and when collected again
- Painkillers, such as paracetamol or ibuprofen, may NOT be brought into school
- Administration of medicines at school must be recorded on the Medical Registration Form by one of the trained First Aiders in School and witnessed by a second member of staff. This form will be stored with the medicines until completion of course and then filed for future use
- Parents may come to the school office to administer medicines
- Some children may self-administer medication, e.g. insulin, if this has been directed by the parents when filling in the school care plan
- If a child refuses to take medicine, staff must not force them to do so. The refusal should be recorded and parents informed

### **STORAGE OF MEDICINES**

- Antibiotics (including antibiotic eye drops) must be stored in the fridge situated in the staffroom.
- Tablets must be stored in the first aid box in the staffroom.
- Epipens should be stored in a named box in the staffroom.
- Asthma inhalers should be stored in the child's classroom within the child's reach and labelled with their name and should be taken with the child during physical activities
- No medicines, other than asthma inhalers or those authorised by the Headteacher, may be kept in the classroom.
- Parents are responsible for the safe return of expired medicines to a pharmacy.

### **MEDICINES ON SCHOOL TRIPS**

Children with medical needs are given the same opportunities as others. Staff may need to consider what is necessary for all children to participate fully and safely on school trips. Staff should discuss any concerns about a child's safety with parents.

- The Senior Leadership Team are responsible for designating a school First Aider for the trip
- The Senior Leader in charge is responsible for ensuring that arrangements are in place for any child with medical needs prior to a trip taking place, including ensuring that asthma inhalers are carried as required. A copy of any relevant health care plan should be taken on the trip
- The designated school First Aider on the trip will administer any medicines required.

## **INDIVIDUAL HEALTHCARE PLANS**

Individual Healthcare Plans will be developed for pupils with medical conditions. These will set out the support that is needed so that the impact on school attendance, health, social well-being and learning is minimised. Not all conditions will require an Individual Healthcare Plan. In some cases, the agreement request to administer medicines will be sufficient to cover short term conditions and treatment. The plan will include the name of the member of staff who is appropriately trained and will provide the agreed support.

Maney Hill will use the recommended Templates (DfE) to capture relevant information that will enable an appropriate plan to be structured. The Templates cover a range of issues for which governors have responsibility. Health professionals will be involved in the development of Individual Healthcare Plans in addition to parents and pupils.

The Individual Healthcare Plans will be tailored to meet the needs of short term, long term and/or complex medical conditions. The plans will be kept under review by the designated person and revised as required, or at least annually, to ensure that they reflect current medical needs (e.g. changes in medication). Individual Healthcare Plans will include details on emergency arrangements and these will be shared with all relevant staff, First Aiders and school office staff as applicable.

## **ROLES AND RESPONSIBILITIES**

### Parents/Carers

Parents/carers are asked to provide the school with sufficient and up-to-date information about their child's medical needs using a standard form (See appendix-Medical Registration form) so that arrangements to manage their short or long term medical conditions can be implemented in partnership.

Parents are asked to deliver medicine to school if it is not possible for this to be administered outside the school day. Medicine should be provided in the original container(s) ensuring that the medicine is not out of date and that it has been stored correctly. All medicines must be prescription only and have the following information clearly indicated:

- the child's name on the medicine;
- when the medicine should be given;
- the prescribed dose and pharmacist's instruction, e.g., after meals.
- Start and end dates.

Parents are expected to notify the school immediately (in writing) of any changes or alteration to a prescription or recommended treatment made by a doctor so that adjustment can be made to Individual Healthcare Plans or previous agreement. It is important that the school is aware and informed by parents about other issues or symptoms their child may have experienced over night or before school; this is particularly important for asthma conditions.

It must be remembered that the prime responsibility for a child's health rests with parents/carers.

## **THE GOVERNING BODY WILL:**

- Ensure that arrangements are in place to support children and young people with medical conditions and that support is tailored to individual medical needs.
- Review this policy annually.
- Monitor the arrangements associated with Individual Healthcare Plans so that they are managed appropriately, reviewed and maintained in partnership with Health professionals.
- Ensure that staff receive appropriate training enabling them to provide bespoke and purposeful support to pupils with medical needs and that the training is refreshed regularly.
- Ensure that specific arrangements are made for the self-management of medicine where applicable and how this will be both monitored and managed by staff.
- Oversee the school's management of medicines to ensure that Health and Safety standards are met and that parents have confidence in the school's ability to support their child's medical needs.
- Ensure that insurance arrangements cover staff in carrying responsibility for medical procedures.
- Have 'due regard' to the rights of pupils who are disabled as set out in the Equality Act 2010.
- Ensure that appropriate arrangements are made to include pupils with medical conditions on off-site activities.
- Ensure that parents/carers are aware of the school's complaints policy.

Where pupils have been issued with an Education and Health Care Plan (EHC) by the local authority, any Individual Healthcare Plan will be linked to, or become part of that EHC.

## **STAFF TRAINING AND SUPPORT**

Most medicines to be administered will not require professional training; however the school will ensure that staff supervising the administering of medicines will understand that accurate records are to be kept and are completed at the time of medicine being administered. Staff who maintain these records should be clear about what action to take, (such as referring to the Designated Senior Leader) if they become concerned about the welfare of an individual pupil. If an Individual Healthcare Plan is applied to particular children/young people, additional training must be given by a nominated Health professional, e.g. use of a nebuliser, using Epipens. Training received or cascaded from parents will not be accepted unless otherwise instructed by a health professional. Record of Training Forms must be completed and maintained.

## **REASONABLE ADJUSTMENTS**

The school understands its duties under the Equality Act 2010 to make reasonable adjustments and enable children and young people to have equitable access to education. Children and young people with complex or significant medical needs will be included in activities for as much as their health permits.

## **LIABILITY AND INDEMNITY**

Maney Hill is covered by the local authority's medical malpractice insurance policy. This covers all staff in the arrangements made to support pupils with medical conditions for whom particular training has been given. Staff must follow the guidance, procedures and administer of medicines accurately.

## **COMPLAINTS**

Maney Hill holds a complaints policy details of which can be found on the website or requested through the school office. Should any complaint be received in respect of the support provided for individual medical conditions, it will be dealt with in accordance with the Complaints Policy.

## **EQUALITY STATEMENT**

Maney Hill is mindful of its equality duties; respecting religious belief and ensuring that support is provided for those with disability needs that might be affected by this policy. Where there are language or communication issues, and to avoid any misunderstanding, the Parents/Carers and Headteacher will agree an appropriate course of action. The Headteacher will engage interpreters or signers when required to ensure that full understanding of pupil's medical needs are determined accurately.

With regard to off-site visits and residential opportunities, Maney Hill will ensure that reasonable adjustments which enable pupils to be included are appropriate and made in consultation with parents/carers.

## **REVIEW, MONITORING AND EVALUATION**

This policy will be kept under review by the School's Senior Leadership Team. This policy is a working document and therefore is open to change and restructuring as and when the need arises. This policy will be reviewed annually and consideration given to the implications for future whole school development planning.



## Medicine Registration Form

Child's name and Surname: \_\_\_\_\_ Class \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_

GP name, Practice and phone  
number \_\_\_\_\_

Date	Name of Person who brought it in	Name of medication	Amount supplied	Form supplied <small>Liquids/tablets</small>	Expiry date	Dosage regime	Parent/Guardian signature

My signature is permission for a member of staff to administer the above medication(s). I accept that they are acting on my instructions and they cannot be held responsible if the medicine is not given or given wrongly.

### Register of Medication Administered

Date	Medication	Amount given	Amount left	Time	Administered by	Comments / Action Side effects

Headteacher Authorisation \_\_\_\_\_



