

# **Leominster Primary School**

## **Supporting Students with Medical Conditions Policy**



### **Statement of intent**

Leominster Primary School wishes to ensure that students with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in December 2015 – "Supporting students at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of students with SEN and Disabilities and this includes children with medical conditions

### **Key roles and responsibilities**

#### **The Local Authority (LA) is responsible for:**

- Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
- Providing support, advice and guidance to schools and their staff to ensure individual healthcare plans can be delivered effectively.
- Making alternative arrangements for the education of students who need to be out of school for fifteen days or more due to a medical condition.

#### **The Governing Body is responsible for:**

- The overall implementation of the 'Supporting Students with Medical Conditions Policy' and procedures.
- Ensuring that the 'Supporting Students with Medical Conditions Policy', as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy. Ensuring that all students with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions.
- Ensuring that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- Keeping written records of any and all medicines administered to individual students and across the school population.
- Ensuring the level of insurance in place reflects the level of risk.

#### **The Headteacher is responsible for:**

- The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy, including on induction.

- Liaising with healthcare professionals regarding the training required for staff.
- Ensuring that staff who need to know are aware of a child's medical condition: Assistant Headteachers will inform any supply staff on arrival.
- Ensuring that Individual Healthcare Plans (IHCPs) are completed where necessary.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.
- Contacting the school nursing service in the case of any child who has a medical condition.
- Making alternative arrangements for the education of students who need to be out of school for up to fifteen days due to a medical condition.
- Working with senior managers to ensure cover arrangements are in place if required

#### **Staff members are responsible for:**

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.
- (An appropriate first aider would be given responsibility for administering injections).

#### **The School nurse is responsible for:**

- Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support, including training.

#### **Parents and carers are responsible for:**

- Keeping the school informed about any changes to their child/children's health.
- Completing a parental agreement for school to administer medicine form before bringing medication into school.
- Providing the school with the medication and/or the equipment their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, developing an Individual Health Care Plan (IHCP) for their child in collaboration with the SENCO, Student Support Team or another member of the school, a first aider and healthcare professionals.

#### **Training of staff**

- Teachers and support staff will receive training on the 'Supporting Students with Medical Conditions Policy' as part of their new starter induction.

- Teachers and associate staff will receive regular and ongoing training as part of their development.
- Teachers and associate staff who undertake responsibilities under this policy will receive relevant training delivered by an appropriately qualified person and the details recorded.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering
- No staff member may administer drugs by injection unless they have received training in this responsibility
- The Deputy Headteacher Ms. Lynch keeps a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.
- The needs of training are assessed by general requirements and specific requirements presenting in the school; training is provided by appropriate providers such as Hoople and Fire and Risk Assessment Services (Ms. Beaumont-Pike maintains a list of providers)

### **The role of the child**

Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.

- Where possible, students will be allowed to carry their own medicines and devices (eg. inhalers). Where this is not possible, their medicines will be located in an easily accessible location.
- Where appropriate, students will be encouraged to take their own medication under the supervision of a teacher or first aider in the school office.
- If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

### **Individual Healthcare Plans (IHCPs)**

IHCPs help to ensure that the school effectively supports pupils with medical needs, providing clarity about what needs to be done, when and by whom.

- The SENCO, Ms. Watts, is responsible for the development of IHCPs
- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Student Support team, Special Educational Needs Coordinator (SENCO) and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a student has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.
- IHCPs must detail cover arrangements in case of staff absence to ensure someone is always available

### **Medicines**

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.

- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.
- No child will be given any medicines without written parental consent except in exceptional circumstances.
- Prescribed medicines MUST be in date, labelled, and provided in the original container as dispensed by a doctor/ pharmacist (except in the case of insulin which may come in a pen or pump) with instructions for administration, dosage and storage. Any side effects of the medication should be noted. Medicines which do not meet these criteria will not be administered.
- A child should never be given medicine containing aspirin and medicine containing aspirin should not be stored in the medicine cupboard or first aid kits; staff should ensure that aspirin for personal use is kept securely so that it is not accessible to children.
- Aspirin should not be given to an adult in case of a heart attack.
- Sharps boxes should be used for the disposal of needles and other sharps.
- A maximum of four weeks supply of the medication may be provided to the school at one time.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence, which will be dealt with under our Behaviour Policy.
- Controlled drugs should be securely stored in a non-portable container and only Mr. Mamak, Ms. Rees and Ms. Lynch should have access; a record of any doses used and the amount held should be maintained.
- Medications will be stored in locked cabinets in the First Aid room: there will be separate cupboards for epi-pens. Medication cabinets should be fixed to the wall.
- Any medications left over at the end of the course will be returned to the child's parents who will be required to sign for them.
- Written records will be kept of any medication administered to children stating what, how and how much was administered, when and by whom.
- Students will never be prevented from accessing their medication under supervision
- Leominster Primary School cannot be held responsible for side effects that occur when medication is taken correctly
- In order to ensure that dosage at school is at an appropriate interval, parents must, if appropriate, provide the time when dosage at home took place in writing on the parental form in the school office every day administration is required.
- If medication is prescribed, the parent should give authorisation for the course at the start rather than every day.
- Prescribed over the counter medication cannot be administered beyond the stated limit
- Parents will be informed when Calpol, Pirriton, asthma pumps or epipens are administered
- All staff or pupils who require epipens should have access to two pens in school or on school trips
- If a child who has not been prescribed an epipen is anaphylactic, only administer an injection if instructed to do so by a medic or 999
- If a parent has not authorised a child to be given Pirriton, it can only be administered if instructed to do so by a medic or 999
- Asthma pumps can only be used by pupils who have been prescribed them; spare pumps can only be used for those who are already authorised to use an asthma pump. If a child has not been authorised to use an asthma pump, it can only be used

by them if authorised by a medic or 999. The emergency inhaler can only be used with written parental consent.

- Children who require medication will not be able to go on trips if medication is not provided.
- Cream should not be applied to wasp bites; credit cards can be used to scrape the sting out and then a cold wet paper towel applied.
- The school will maintain a register of children that have been diagnosed with asthma or prescribed a reliever inhaler
- Two members of staff should supervise the use of the emergency inhaler
- Two members of staff must check on a monthly basis that the emergency inhaler and spacers are present and in working order, and the inhaler has sufficient number of doses available; that replacement inhalers are obtained when expiry dates approach; that replacement spacers are available following use; that the plastic inhaler housing has been cleaned, dried and returned to storage following use, or that replacements are available if necessary
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### **Head Injuries**

Any bump to the head should be reported to a first aider and then a bump note sent home, signed by a qualified first aider, after the child has been looked at. Up to and including Year 4, parents/ carers will be informed by the class teacher and the office will 'phone parents for Yr. 5 and Yr. 6 parents/ carers; if a child in a class up to and including Yr. 4 does is collected by someone other than the parent/ carer, the parent/ carer must be called after school by the class teacher.

### **Emergencies**

- Follow protocol as outlined in Critical Incident Plan if appropriate.
- A nominated First Aider or member of staff who has received emergency first aid training must be on every trip, visit or sporting event and medical needs considered and responded to on every risk assessment prior to authorisation of a trip, visit or sporting event.
- Medical emergencies will be dealt with under the school's emergency procedures.
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail: What constitutes an emergency and what to do in an emergency.
- Students will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a student needs to be taken to hospital, a member of staff will remain with the child until their parent arrives.

### **Avoiding unacceptable practice**

Leominster Primary School understands that the following behaviour is unacceptable:

- Assuming that students with the same condition require the same treatment.
- Preventing children from easily accessing their inhalers and medication
- Ignoring the views of the student and/or their parents.
- Ignoring medical evidence or opinion.

- Sending students home frequently or preventing them from taking part in activities at school.
- Sending the student to the First Aid room/area alone if they become ill.
- Penalising students 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.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow students 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 school's insurance
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact Ms. Sandra Beaumont- Pike.

### **Complaints**

The details of how to make a complaint can be found in the Complaints Policy which is available on the school website.

**Date of review**                      September 2018

**Date of next Review**              June 2019

Ratified by Governors on 26<sup>th</sup> October 2018