

## John F Kennedy Primary School



### Policy for Supporting Pupils with Special Medical Needs in School

#### Rationale

J.F. Kennedy Primary School endeavours to ensure that all of its pupils achieve success in their academic work, in their relationships and in their day to day experiences at school. It is possible that some of our pupils will have medical needs which mean that additional measures are required to ensure that they are able to have full access to the curriculum, that the impact of their medical difficulties upon their life is minimized as far as possible, and that all staff who work with them understand the nature of their difficulties and how best to help them.

Whilst there is no legal or contractual duty on staff to administer medicines or supervise pupils taking their medicine, we would wish to support our pupils wherever we can.

Pupils with special medical needs have the same right of admission to school as other children and cannot be excluded from school on medical grounds alone.

Teachers and support staff are in loco parentis and may need to take swift action in an emergency, both in school and off site, for example during school trips.

The prime responsibility for a pupil's health lies with the parent or carer who is responsible for the pupil's medication and should supply the school with any relevant information.

#### Aims

Our school aims to:

- Assist parents/carers in providing medical care for their children
- Educate staff and pupils in respect of medical needs
- Adopt and implement any national or LEA policies in relation to medication in schools
- Arrange training for staff who volunteer to support individual pupils with special medical needs
- Liaise as necessary with medical services in support of the pupil
- Ensure that pupils with special medical needs are enabled to access the full life of the school where possible
- Maintain appropriate records

#### Entitlement

The school accepts that pupils with medical needs should be assisted where necessary, and that they have a right to the full education available to all other pupils.

The school believes that pupils with medical needs should be enabled to achieve full attendance where possible, by receiving the necessary proper care and support.

The school accepts that all employees have rights in relation to supporting pupils with medical needs in relation to:

- Choosing whether or not to become involved
- Receiving appropriate training
- Working to clear guidelines
- Concerns about legal liability
- Bringing any concerns they may have about supporting pupils with medical needs to the management team

### **Expectations**

We expect all staff and visitors on the premises to be responsible for the secure storage of any medication they bring onto the premises for their own use.

We do not expect parents to ask staff to administer medication unless it is absolutely essential that:

- medication is needed during school hours
- the pupil is unable to do so him/herself, either because of the complexity of the procedure or because the pupil would not normally have access to prescription medications without supervision

Where parents/carers have asked the school to administer medication for their child, we expect them to ask the pharmacist to supply medication to be dispensed in a separate container, containing only the quantity required for school use. The prescription and dosage regime should be printed clearly on the outside packaging and the name of the dispensing pharmacist should be clearly visible. Any medications not presented properly will not be accepted by school staff.

The school will deal with each request to administer medication or offer other support to a pupil with special medical needs, separately.

Only prescription drugs will usually be considered for administering.

The school will liaise with the School Health Service for advice and information about a pupil's medical needs, and will seek support from relevant medical practitioners where necessary and in the interests of the pupil. An Individual Healthcare Plan (IHP) will be produced to support the appropriate care of the individual where appropriate.

### **Practice**

When a parent/carer requests that we administer medication in school, we will:

- Ask the school's identified person to consider whether or not they are prepared to administer the medication.
- If they are in agreement, we will calculate the risks and consider the viability of administering the medication in school.
- If it is viable for the school to administer the medication, we will then work with the parent/carer to set up a care plan for the pupil.

- We will ensure that the medication is kept in a secure place during the school day: that it is only accessed by the identified person, and that each time the medication is administered, the school's medication record is completed.
- At the end of the school day, week or at the end of term (whichever is appropriate) we will ensure that any leftover medication is handed back to the parent/carer by the identified person and this is recorded on pupil's medication record.
- When the pupil comes to the end of a course of treatment or medication is no longer required, the care plan will be marked 'treatment completed' or 'medication no longer required' but a record will be retained in the medication file should it be needed for future reference.
- The school will keep medication records so that any future queries can be resolved.
- Antibiotics will only be administered in extreme circumstances.
- For children who are able to administer their own medication (usually asthma inhalers), a permission form will be obtained from parent/carer and a record will be kept by the child or teacher each time the pupil takes medication. Medication such as inhalers will be kept in a marked box in the classroom so that the pupil has immediate access. The box will be taken by the teacher to all activities outside the classroom.
- The medication register contains a record of expiry dates for inhalers. Inhalers will be returned to parent/carer before this date for disposal and a new inhaler requested. All inhalers will be sent home at the end of the school year.

### **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 that:**

- Arrangements are in place to support pupils with medical conditions.
- The policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
- 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.
- The policy covers arrangements for pupils who are competent to manage their own health needs.
- 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.

- Relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials.
- Written records are kept of, any and all, medicines administered to pupils.
- The policy sets out procedures in place for emergency situations.
- The level of insurance in place reflects the level of risk.
- Complaints regarding this policy as outlined in the school's Complaints Policy are handled appropriately.

**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 and Procedures.
- Liaising with healthcare professionals regarding the training required for staff.
- Identifying staff who need to be aware of a child's medical condition.
- 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.
- Facilitating (if necessary) 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.
- Continuous two way liaison with school nurses and school in the case of any child who has or develops an identified medical condition.
- Ensuring confidentiality and data protection.
- Assigning appropriate accommodation for medical treatment/ care
- Voluntarily holding 'spare' salbutamol asthma inhalers for emergency use.

**Staff members are responsible for:**

- Taking appropriate steps to support children 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 child with a medical condition starting school.

- Notifying the school when a child 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 and 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, and support staff will receive training on the 'Supporting Pupils with Medical Conditions' Policy as part of their induction.
- Supply or agency staff will be made aware of children in their charge who have medical needs and the appropriate steps to take for their care.
- 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.
- School will keep a record of medical conditions supported, training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

**Medical conditions register /list**

- Schools admissions forms should request information on pre-existing medical conditions. Parents must have easy pathway to inform school at any point in the school year if a condition develops or is diagnosed. Consideration could be given to seeking consent from GPs or other medics involved to have input into the IHP and also to share information for recording attendance.
- A medical register should be kept, updated and reviewed regularly by the nominated member of staff. Each class should have an overview of the list for the pupils in their care, within easy access.
- Supply staff and support staff should similarly 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 Coordinator (SENCo) and medical professionals.
- IHPs will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality.
- IHPs will be reviewed at least annually or when a child'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 child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the provider and school is needed to ensure that the IHP identifies the support the child needs to reintegrate.

### **Transport arrangements**

- Where a pupil with an IHP is allocated school transport the school should invite a member of DCC 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 pupil 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 be planned for in travel arrangements to school and included in the agreement for that pupil's transport.

### **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 local authority's 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.

### **Emergencies**

- Medical emergencies will be dealt with under the school's emergency procedures (as detailed in the IHP) 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 child until their parents arrive.

### **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 Health and Safety 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.

### **Avoiding unacceptable practice**

(Each case will be judged individually but in general the following is not considered acceptable in John F Kennedy Primary School).

- Preventing children 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.

### **Complaints**

- All complaints should be raised with the school in the first instance.
- The details of how to make a formal complaint can be found in the School Complaints Policy.

Signed:  
SENCo

Signed:  
Mrs Nesbitt (Nominated Person)

Signed:  
Headteacher

Signed:  
Chair of Governors

Date: December 2015  
Review date: November 2017

Model process for developing IHPs (DfE September 2014)

