



MARLBOROUGH PRIMARY SCHOOL AND NURSERY

POLICY FOR SUPPORTING PUPILS WITH MEDICAL CONDITIONS

Rationale

Marlborough Primary School fully recognises its responsibility to provide a learning environment in which all pupils can thrive and fulfil their potential. We are therefore committed to ensuring that all our vulnerable pupils, including those with medical conditions, receive appropriate levels of care and support. This policy has been formulated in accordance with the Children and Families Act 2014, which places a duty on schools to make arrangements for supporting children with medical conditions, and the statutory guidance and non-statutory advice set out in the document 'Supporting pupils at school with Medical Conditions' as published by the Department for Education (DFE) in 2014. It has also been developed in line with the other relevant school policies, for example: Inclusion and Special Educational Needs; Safeguarding and Child Protection; Disability Access and Equality; and Health and Safety.

Aims:

- To ensure that children with medical needs are supported in ways that helps them to maximise their: access to the curriculum; participation in extra and additional curricular activities; and progress in learning including emotional and physical development well-being
- To safeguard the needs of all pupils with medical needs

Objectives

- To ensure that all members of staff are fully aware of their roles and responsibilities in respect of the care and support of pupils with medical needs
- To ensure that all relevant medications are stored and administered appropriately
- To facilitate close cooperation between school, parents, health care professionals and other agencies relevant in meeting the medical needs of the pupils
- To maintain accurate record keeping for all medical needs
- To develop and implement Education Health Care Plans (EHCPs) for pupils with short term and long term medical conditions where necessary
- To make appropriate provision in the case of a medical emergency
- To encourage pupils with medical needs to develop self-care strategies where appropriate
- To rigorously implement procedures to ensure high standards of hygiene

Roles and Responsibilities

Governors

- Ensuring that the school complies with relevant legislation and guidance and conducts regular policy review
- Monitoring and evaluating the full implementation of the policy

Headteacher and the School's Leadership Team

- Leading the development and implementation of the policy and the curriculum
- Ensuring that the policy is readily available and brought to the attention of staff and other relevant stakeholders
- Monitoring and evaluating the impact of the policy and reporting back to governors
- Ensuring all staff members and learners are fully aware of, and discharge their responsibilities in meeting the medical needs of pupils
- Providing on-going opportunities for the continuing professional development of staff and ensuring sufficient numbers hold a current Paediatric First Aid Certificate
- Overseeing the development and implementation of all EHC plans

Welfare Assistants

- Taking a lead role in the development and implementation of procedures and strategies for supporting pupils with medical needs
- Contributing towards the development and implementation of relevant EHC plans
- Providing support and guidance to staff, parents/carers and pupils in respect to medical needs and agreed management processes where appropriate
- Liaising with other relevant health care professionals including the NHS and Public Health England
- Developing and maintaining up to date records in regard to pupils' medical details
- Ensuring the safe and secure storage and administration of all medicines
- Providing initial medical support in the case of a pressing medical need or emergency
- Ensuring that parents/carers are contacted and advised in the case of a significant medical need, accident and/or emergency
- Monitoring the attendance and well-being of pupils with medical needs
- Keeping up to date with relevant medical training and DFE/NHS guidance
- Advising the School's Leadership Team in respect to staff training requirements and preventative strategies in the case of outbreaks of communicable diseases e.g. norovirus

All Staff

- Ensuring an understanding of this policy and its implementation and seeking advice and guidance where necessary
- Supporting and helping to manage the implementation of strategies and procedures for children with medical needs in their care e.g. by safeguarding the pupils by ensuring that all medical needs are taken into account when planning and delivering curricular or extra-curricular learning activities
- Monitoring the well-being of all pupils in their care and reporting any concerns to a member of the School's Leadership Team and the School's Welfare Assistant
- Respect and ensure the rights of pupils with medical conditions for confidentiality

Parents and Carers

- Understanding and supporting school values and principles of the policy
- Ensuring that any issues in respect to their child's medical needs are reported promptly to the school
- Contributing to the development and implementation of any EHC plan for their child
- Attending any relevant medical appointment for their child and following any instructions and guidance from health care professionals accordingly

Learners

- Communicating any concerns in respect of their own medical well-being or that of others
- Showing understanding and sensitivity towards other children with medical needs
- Following instructions and guidance in order to independently manage their medical needs where necessary

The Management of Medicines

Prescribed Medication

We recognise that some children will need to take prescribed medication at school. Mostly this will be for a short period. The school will only administer the prescribed medicines under the following conditions:

- The medicines have been prescribed by a registered doctor or dentist and are in date, clearly labelled with instructions for storage and administration and in the original container as dispensed by the pharmacist
- Where failure to administer medication during school time would be detrimental to a child's health or school attendance
- The prescribed frequency of doses do not enable the medicines to be taken exclusively out of school hours without being detrimental to the child's health or school attendance

Non-Prescription Medication

School staff should not give non-prescribed medication to pupils unless the circumstances are deemed exceptional.

The circumstances will be deemed exceptional when the following applies:

- Where, in the judgement of the school welfare staff, failure to administer non-prescribed medication would be detrimental to a child's health or school attendance
- Where, in the judgement of the school welfare staff, failure to administer non-prescribed medication would result in significant discomfort for the child

Under such circumstances consent from the parent/carer must be confirmed and medication used only to alleviate pain, significant discomfort and/or high temperature.

An appropriate member of staff i.e. designated welfare assistant should always supervise the child taking such medication. The school will keep a supply of non-prescribed 'homely medicines' including antihistamine and paracetamol and ibuprofen-based medicines which are suitable for children in terms of providing pain relief and/or reducing temperature and/or discomfort. No other non-prescribed medicines should be administered.

Administering and Recording

No medicine will be administered to any child without the written consent of the parent/carer.

Any member of staff giving medicine to a pupil should check the:

- Pupil's name
- Written instructions provided by pharmacist or doctor
- Prescribed dose
- Expiry date

Each time medication is given, the Medicine Book, kept in the Welfare Office should be completed accordingly. Parents/carers are responsible for supplying information about medication that their child needs to take at school and for letting school know of any changes to the prescription or the support needed. This is a log of medication taken and includes

- Child's name, class and age
- Medication given including date, time, prescription, non-prescription and reason
- Details of any relevant effects/side effects

Medicine Form

This form will be countersigned by the designated member of staff and parent/carer where appropriate and contain details about:

- Child's name, class and age
- Name of medication
- Recommended maximum dose and dose given

Medicine Form - Continued

- Method of administration
- Time
- Frequency of administration
- Other treatments
- Any side effects and/or checks needed up to one hour after administration of medicine
- Effectiveness of medication or otherwise
- Information shared with parents/carers including time and date

This form will be signed as an agreement to administer medicine, confirming that a member of staff will assist with medication and include the appropriate disclaimer. A copy of each form will be kept on file and a second copy provided to parents/carers.

Self-Management

Children with medical conditions who can be trusted to manage their own medication competently should be encouraged to do so, where parental agreement has been secured. In these cases, some children may be given permission to carry their own medicines. An appropriate level of supervision will also be agreed.

Refusing Medication

If a child refuses to take medication, they should not be forced to do so. The child's parent/carer must be informed. Where the consequence of refusal is likely to cause a severe reaction the Emergency Services will be called.

Safe and Secure Storage of Medicines

- Medicines should be kept in a secure place not accessible to children
- Each medicine container must be labelled with the name of child, the name and dose of the drug, the frequency of administration
- No medicines should be transferred from their original container
- Medicines are to be kept in the secure medicine cupboard in the Welfare Room unless it has been agreed that flexible access should be facilitated e.g. in the case of asthma inhalers
- Keys will be kept labelled in school office
- Medicines that need refrigeration will be kept in the fridge in air-tight containers that are clearly labelled. Where a child needs two or more prescribed medicines each should be in a separate container. The same rigorous procedures also apply when transporting medicines and when storing them off-site e.g. on school journey

Disposal of Medicines

- No staff member will dispose of medicines
- Parents/carers should collect medicine held at School at the end of each term
- Parents/carers are responsible for disposal of date expired medicines
- A record of the expiry date of the long term medicines will be held at the front of the medicine book. Designated 'Sharps Boxes' will be used to ensure the safe disposal of needles and other sharps

Employee's medicines

Staff and other employees may need to bring their own medicine into school. They have clear personal responsibility to ensure that their medication is not accessible to children.

Short-Term and Long-Term Medical Needs

Sufficient information from relevant health care professionals and parents/carers about the medical condition of any child with short-term or long-term needs should be made available before a child starts school or when a child develops a condition. These details will be circulated to relevant staff to raise awareness and support the development of an EHC plan where necessary.

Short-Term and Long-Term Medical Needs - Continued

The School needs to know:

- Details of a pupil's condition
- Special requirements, e.g. dietary needs, any necessary precautions to be taken prior to an activity
- Medication and any side effects
- What to do and who to contact in an emergency
- The role the school can play in meeting the needs of the pupils

Acceptable Practice

Although school staff should use their discretion and judge each case on its merit, the following principles of good practice apply unless circumstances are exceptional and to do so will increase the level of risk:

- Facilitating easy access for children in terms of using their inhalers and medication
- Understanding and respecting the fact that children with the same condition may require different treatments
- Listening to and taking full account of the views of the child or their parents/carers
- Only sending children with medical conditions home or preventing them from accessing school activities when absolutely necessary
- Ensuring that children who are unwell and/or injured are accompanied by a responsible adult or child when attending the school's Welfare Office
- Ensuring children are not penalised for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- Providing opportunities for pupils with medical needs to drink, eat and/or take toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Making provision for staff members to provide medical support for children, without the requirement of parental support during the school day or on school trips/journeys

Special Arrangements for Pupils with Medical Needs

In order to promote the inclusion of pupils with medical needs in all learning activities including PE lessons and trips and visits, key professionals and parents/carers will liaise to complete a full risk assessment and implement the necessary controls. This will include an Education Health Care Plan (EHCP) if appropriate and may include adaptations to the learning environment and/or the procurement of special equipment in order to meet the needs of pupils with disabilities. The plan will be subject to regular review, ongoing monitoring and be flexible to adapt to changing needs and/or unforeseen circumstances.

Hygiene/Infection Control

All basic hygiene procedures are to be followed when staff are dealing with potentially communicable medical conditions. This will include wearing of protective disposable gloves and ensuring the utmost care when dealing with spillage's of blood and other body fluids and the disposal of dressings or equipment. A specified bin for this purpose is kept in the Welfare Room.

Emergency Procedure

All staff must be aware of the school's Emergency Plan/Critical Incidents Policy. Designated Welfare Assistants are responsible for carrying out medical emergency procedures and must be contacted immediately. A pupil taken to hospital by ambulance must be accompanied by a member of staff who should remain with the child until parent/carer arrives. A member of staff should not take a child to hospital in their own car unless there is no other safe alternative. In such cases the member of staff should be accompanied by another adult and have public liability vehicle insurance. All teaching staff will be trained to use an 'EpiPen' in an emergency where a child has developed a severe allergic reaction.

Intimate or Invasive Treatment

The school is prepared to undertake intimate or invasive treatment in order that the child can regularly attend school with the consent and guidance of relevant health care professionals and parents/carers. Designated staff will receive appropriate training and support. No member of staff will be expected to administer treatment against their will.

Social and Emotional Implications of Medical Conditions

In addition to the educational impact, there are social and emotional implications associated with medical conditions. Children may be self-conscious about their condition and some may be vulnerable to bullying and/or associated emotional disorders such as anxiety or depression. It is therefore essential that the governors, staff and other stakeholders at Marlborough Primary School discharge their responsibilities with the utmost sensitivity and rigour and ensure that the needs of these pupils are afforded the highest priority.

This Policy was:

- Written on 26.01.15
- Revised on 07.02.16 and emailed to Governors
- Shared with Governors on 11.02.16 as a draft document
- Amended on 12.02.16
- Fully adopted at the Full Governing Body Meeting TBC

This Policy will be reviewed in Spring Term 2018 or earlier in the event of new legislation.

Gary Murrell – 26.01.15