



## **The Federation of Kirkroyds Infant and Wooldale Junior Schools**

### **Supporting Children with Medical Conditions and Managing Medicines in School Policy**

**Reviewed and amended: February 2016**

**Designated teacher with responsibility for children with medical needs:  
Mrs Christine Wood (Head teacher)**

**This Policy has been written in accordance with the DFE's statutory guidance for governing bodies, 'Supporting Pupils at School with Medical Conditions', issued in December 2015.**

Most children will, at some time, have a medical condition that may affect their participation in education and other activities. For many, this will be short-term perhaps finishing a course of medication. However, some children have complex, longer term or permanent medical needs and may require medicines on a long-term basis. Some children may require medicines only in particular circumstances e.g. because of severe allergic reactions and some may need special or modified diets to keep them well. Some children may need an individual health care plan to identify the necessary safety measures to support the child and ensure they and others are not put at risk. This policy aims to outline how the Federation of Kirkroyds Infant and Wooldale Junior Schools support children in school with medical conditions and administer medicine to children who require it either for short term, or long term medical needs.

#### **The SEN and Disability Act 2001 and Equalities Act 2010**

The SEN and Disability Act 2001 (SENDA) and subsequently the Equality Act of 2010, reinforced the right of pupils with special educational needs (SEN) to be educated in mainstream schools, unless it is incompatible with the wishes of the pupil's parent, or with the provision of efficient education for other children. The expectation is that all pupils with SEN but without a Statement of SEN or Education and Health Care Plan (EHCP) will be educated in mainstream schools, as will many pupils with Statements/EHCPs. Therefore, mainstream schools will make

appropriate provision for pupils with a wide variety of needs, which might include pupils requiring medication on a long or short-term basis.

The SEN and Disability Act 2001 amended the Disability Discrimination Act (DDA) 1995 to make sure that pupils and students who are disabled can access school and further and higher education. Disabled pupils cannot be treated less favourably, without justification, for a reason relating to their disability. At Kirkroyds Infant and Wooldale Junior School we shall make all reasonable adjustments for disabled children, including those with medical needs.

### **Short-term Medical Needs and the Administration of Medicines in School**

The administration of medicines by teachers and school staff is not a part of standard contracts. This is a voluntary role. Close co-operation between school, parents, health professionals and other agencies are essential to ensure that staff supporting children with medical needs have access to information and training to create a supportive environment enabling pupils to maximise their access to education within the school setting.

Many children may need to take medicines during the day. This will usually be for a short period only, perhaps to finish a course of antibiotics.

- **The nominated member of staff will only give Doctor prescribed medicines to the children at lunchtimes.**
- **If medicine is to be given 3 times per day, we ask parents to administer it in the morning, at 3.15pm and in the evening.**
- **Kirkroyds: An adult should first complete a permission form, which are available from the classroom. Parents then need to take the medication and their child to the First Aider responsible for giving medicines, Mrs Taylor. The dosage etc. will be discussed. Where appropriate the parent or carer will be given a plastic syringe, so that the specific dosage can be taken from the medicine bottle. Additional syringes may be given to the parent or carer for the correct dosage to be brought to school for the remaining time that medication needs to be given.**
- **Wooldale: Permission forms are available from the office. The dosage etc. will be discussed. Office staff will then pass this on to the First Aider responsible for giving medicines, usually Mrs Barber.**
- **Medication needing to be kept in the fridge will be stored in the staffroom fridge.**
- **The nominated member of staff will file the permission form in the medicines book. At Kirkroyds, due to the age of the children, the name of the pupil requiring medication will be highlighted on the staffroom notice board.**

- Pupils at Kirkroyds Infant School will also be given a wristband stating that they require medication.

NB Parents have the responsibility for clearly labelling the medicine with their child's name.

The school cannot accept responsibility for the following:

- dangerous tablets or medicines;
- eye drops or ointments;
- cases requiring medical knowledge or expertise;
- cases requiring specific timing where serious consequences may result from non-dosage;
- medicines that have been taken out of their original container or changes made to dosages etc. on parental instructions will not be accepted. *NB After a member of staff has seen the original container of medicine, a plastic syringe may be given to parents or carers at Kirkroyds, so that the specific dosage can be taken from the medicine bottle.*

Parents may come into school to give the above medicines to their children with agreement from the headteacher.

Some children with specific medical needs have medical care plans agreed with parents and staff are made fully aware of these.

### **Long-term Medical Needs**

When a child is admitted to school, or when they first develop a medical need a written *individual medical health care plan* will be developed for the child, involving the headteacher, parents and when appropriate relevant health professionals e.g. pupils at risk of anaphylaxis. These plans will include details about the condition, symptoms and triggers, the pupil's resulting needs, including medication, dietary requirements and where appropriate instructions about how to manage a child in an emergency with clearly identified individual responsibilities. When a health care plan is completed all staff are made aware of a child's condition and staff are updated regularly in staff meetings. Health care plans are easily accessible by staff and one copy is kept with any medication.

**It is the responsibility of the child's parents to confirm all the medical information, in writing, and, in cases of complex or serious conditions the GP and/or consultant, also in writing, should verify this.** It may be necessary to involve the catering provider in determining suitable meal arrangements for a food allergy sufferer.

In some situations it may be necessary to involve specialist nursing support or the community nursing team. In some circumstances it may also be appropriate to involve the child/young person.

All health care plans are reviewed **annually** and when the school is notified of changes to the child's condition. Where a child has a new diagnosis or moves school mid term, all relevant information will be passed on as appropriate and arrangements put in place within **two weeks**. Parents and the school share the responsibility to make sure that this happens.

Support can be provided before a pupil receives a formal diagnosis. Where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will need to be made about what support to provide based on the medical evidence available.

***NB It is a parent's responsibility to ensure that any medication given to school is***

- ***Clearly labelled;***
- ***In the original container;***
- ***In-date;***
- ***Include instructions for administration, dosage & storage.***

### **Chronic Medical Conditions**

Where children suffer from chronic medical conditions, which may require urgent action to prevent a possible life-threatening situation from developing for example:

- Anaphylaxis (severe allergic reaction)
- Epilepsy
- Asthma
- Diabetes.

**An individual health care plan will be completed.** In addition the following procedures will be followed:

- **For Anaphylaxis**, advice and training will be provided by the school nurse on an annual basis and a health care plan will be provided by the hospital doctor/GP. In addition to this the head teacher, or nominated member of staff and parents will complete a care plan to include details regarding school meals and educational visits.
- **For Epilepsy and Diabetes**, the appropriate specialist nurse will be contacted to help draw up the plan.
- **For Asthma**, the head teacher, or nominated member of staff and parents will write individual health care plans. These will state when and how often an inhaler is needed. For severe asthma conditions health care professionals will be contacted to help draw up the plan.

The School Nursing Service will be requested to give staff training on the correct usage of inhalers and how to support pupils in using them effectively.

Where a child has special educational needs, but does not have a statement or Education and Health Care Plan (EHC), their special educational needs will be mentioned in their individual medical health care plan.

Where a child has a special educational need identified in a statement or EHC, the individual health care plan will be linked to, or become part of that statement or EHC.

A pupil's, **individual health care plan** will include detailed instructions about how to manage a child in an **emergency** and will clearly identify individual responsibilities.

The emergency instructions will include:

- a clear procedure for summoning an ambulance
- access to telephones and clear instructions on what and what not to do
- contingency plan in case the normal routine for treatment breaks down, e.g. the trained staff members are absent.

### **Severe Food Allergies**

Food allergies, especially to nuts, are now quite common in children and likely to be severe. Therefore, all children with a diagnosed severe food allergy must have an individual health care plan. The plan will include food and meal arrangements. The head teacher and the parents will complete the health care plan. Meal arrangements will be discussed at the same time and it may be necessary for an additional meeting with the School Cook if parents wish their child to have a school lunch.

If it is agreed that meals are to be provided, the head teacher must make sure that:

- the child's health care plan is fully complete and signed by all relevant parties and a copy of a GP/consultant's diagnosis of the allergy is available.
- the head of kitchen has a copy of the child's health care plan, including a photo of the child. This will be displayed in the kitchen area.
- relevant personnel are made aware of individual pupils with severe food allergies e.g. lunchtime supervisors. They may need training in recognising symptoms and emergency procedures etc.

### **Nuts**

*The KMC Catering DSO position is that they have taken positive steps to reduce the likelihood that nuts will be found in any recipes/menus. Nuts are not used as ingredients. However, due to production methods of suppliers of raw ingredients, it is not possible for them to guarantee the child will not come into contact with allergens.*

At specific times of the year e.g. Christmas, when children are given additional food/treats at school, parents of children with food allergies will be informed and

may be required to check the food available to ensure it is suitable for their child to eat or they may be asked to supply ingredients/foods from home.

### **Food Technology**

All reasonable steps will be taken to ensure that children with food allergies can participate in food technology activities and that they do not come into contact with allergens that may put them at risk. However, while school staff will endeavour to ensure that a pupil does not come into contact with a particular allergen, this cannot ever be guaranteed.

***NB Parents are regularly requested in school newsletters not to send nuts or nut products in their child's packed lunch.***

### **Emergency Procedures**

All staff are aware how to call the emergency services and who is responsible for carrying out emergency procedures in the event of need.

A member of staff should always accompany a child taken to hospital by ambulance, if parents are not available and should stay until the parent arrives.

Any staff accompanying a child to hospital will take with them appropriate information i.e. date of birth, name and number of GP and any other relevant information e.g. a health care plan or religious or cultural wishes i.e. blood transfusions. However, it is the health professionals who are responsible for taking any decisions on medical treatment when the parents are not available.

**Staff will not take children to hospital in their own car when conditions could rapidly deteriorate. An ambulance will be called (keeping in regular telephone contact with the ambulance service).**

### **Storage of Medicines**

Medicines should be stored strictly in accordance with product instructions and in the original container in which dispensed.

Medicines must be kept in the container supplied, which must be clearly labelled with the:

- name of the child
- dose/frequency of administration
- instructions for administration
- date of dispensing
- cautionary advice
- expiry date.

Alternatively, parents or carers at Kirkroyds will be provided with a plastic syringe to bring the required dose of medication to school each day. These will be clearly labelled and if appropriate, stored in the staffroom fridge.

It is the responsibility of parents to ensure medicines do not exceed their expiry date. Health care plans and any instructions regarding any specific requirements for the disposal of equipment/waste product, e.g. syringes, gloves, should be kept with the medication and equipment.

Medicines e.g. inhalers, Epipens will be stored in the First Aid boxes on a high shelf in class storerooms at Kirkroyds and at Wooldale in a labelled box in the staffroom, or in the case of inhalers in the teacher's storeroom in the pupil's classroom. The exception to this is:

- a) medicines needing refrigeration. The refrigerator is located in the staffroom.
- b) medicines that may be dangerous to others. These will be stored in a locked container in the Head Teacher's office, with the key or digital code readily available for access at Kirkroyds or a similar locked container in the staffroom at Wooldale.

**Children should know where their medicines are at all times and be able to access them immediately. This is particularly important when pupils are outside of school premises e.g. on educational visits or trips.**

### **Disposal of medicines**

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. Parents should also collect medicines at the end of each term.

Sharps boxes should always be used for the disposal of needles. Boxes can be obtained on prescription from the child's GP. Collection and disposal should be arranged with KMC Environmental Waste Services.

### **Hygiene and infection control**

All staff should be familiar with precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and take care when dealing with spillages of blood or other bodily fluids and disposing of dressings or equipment.

### **Off Site Activities/Educational Visits**

A school first aider will accompany any pupils making an off site or educational visit. The first aider will take all appropriate medicines and health care plans on the visit. Transfusion information for Jehovah Witness pupils will also be taken. For some medical needs additional risk assessments or additional safety measures may need to be implemented for a visit. In some cases parents/family members may be asked to accompany the child on a visit.

A member of staff trained in Paediatric First Aid will accompany any educational visits for Early Years pupils.

## **Training of Staff**

The headteacher will organise training received by staff and will ensure that it is sufficient for its purpose. Formal training from approved providers/health care professionals will be obtained for more complex needs. Paediatric First Aid training will be provided for at least one member of staff working with Early Years Foundation Stage pupils.

The school will complete training records for all staff members who receive specific training and, where possible, a minimum of two people will be trained in each case to allow for absences.

## **Roles and Responsibilities**

- **The Governing Body**

The Governing Body has a responsibility to support pupils with medical conditions in school, which includes ensuring that a policy for supporting pupils with medical conditions in school is developed and implemented. This responsibility includes making sure that sufficient staff have received suitable training and are competent to support children with medical conditions.

The Governing Body of the Federation of Kirkroyds Infant and Wooldale Junior Schools is committed to ensuring that pupils with medical conditions are supported to enable their fullest participation possible in all aspects of school life.

- **The Head Teacher**

The head teacher is responsible for carrying out and monitoring the Governing Body's policy in practice and for developing detailed procedures, which includes ensuring that staff are aware of the policy and their role in its implementation. The head teacher is also responsible for ensuring that there are appropriate numbers of staff, who are sufficiently trained to implement the policy. The head teacher is accountable for local decisions about the school's role in administering medication.

The head teacher should make sure that all parents are aware of the school's policy and procedures for dealing with medical needs. For each child with medical needs, the head teacher must agree with the parents exactly what support the school can provide. The head teacher needs to formally agree to administer medication. Where there is a concern about whether the school can meet a pupil's needs, or the expectations of the parents appear unreasonable, the head teacher can seek further advice from the School Health Service, the child's GP, or the Local Authority's Head of Inclusion (see contacts).

The school will ask parents for relevant information about their child at enrolment. Parents must ensure that they provide any information necessary and keep it up to date.

The head teacher will also be responsible for keeping information about medical conditions of staff, especially those requiring medication. If appropriate health care plans will be completed.

- **Parents and carers**

Parents, as defined in section 576 of the Education Act 1996, include any person who is not a parent of a child but has parental responsibility for or care of a child, this includes a foster parent, but not child minders. It only requires one parent to agree or request that medicines are administered

Parents are responsible for providing sufficient and up-to-date information about their child's medical condition and any treatment or special care needed at school and will be fully involved in the development and review of their child's health care plan. When moving schools, they must keep the school informed of any new or changing needs. **Parents should confirm this information in writing and, if it is a complex or serious condition, the GP and/or consultant, also in writing, should verify this.**

If there are any special religious and/or cultural beliefs, which may affect any medical care that the child needs, particularly in the event of an emergency, it is the responsibility of the parent to inform the school and confirm this in writing. Such information should be kept in the child's personal file (or individual health care plan if there is one in place) at school for as long as necessary with updates in consultation with the school health team.

Parents are responsible for ensuring that any medication kept at school is in date code.

- **Pupils**

Pupils with medical conditions will often be best placed to provide information about their condition and how it affects them. As far as possible, children will be involved in the discussions about their needs and when appropriate contribute to their healthcare plan.

After discussions with parents, pupils who are confident and competent will be encouraged to take responsibility for managing their own medicines and procedures and this detail will be included in healthcare plans.

*NB If a pupil refuses to take medication or receive a necessary procedure, staff will immediately inform parents.*

- **Teachers and Other School Staff**

Kirklees Council fully indemnifies its entire staff against claims for alleged negligence providing they are acting within the remit of their employment. As the administration of medicines is considered to be an act of **"taking reasonable care"**

of the pupil, staff agreeing to administer medication **can be reassured about the protection their employer would provide.**

Teachers should take the same care that a reasonable, responsible and careful parent would take in similar circumstances, while they are responsible for the care and control of children. In all circumstances, particularly in emergencies, teachers and other staff are expected to use their best endeavours. Staff should be aware of the likelihood of an emergency arising and what action to take if one occurs.

### **Record Keeping**

Written records are kept of all medicines administered to pupils.

At Wooldale these records are kept in a blue file in the staffroom. At Kirkroyds records are kept in a first aid storage unit, along with care plans, located outside the 'hot room', near Class 1.

At both schools, for children with inhalers for asthmatic conditions, a record sheet is kept with the inhaler, so that the amount of usage can be monitored. At Kirkroyds, if there are concerns regarding the amount of times an inhaler has been given during a day, a wristband will be given to a child to alert parents to look at their child's record sheet, along with a courtesy phone call.

### **Insurance Arrangements**

Kirklees Council fully indemnifies its entire staff against claims for alleged negligence providing they are acting within the remit of their employment. As the administration of medicines is considered to be an act of "**taking reasonable care**" of the pupil, staff agreeing to administer medication **can be reassured about the protection their employer would provide.**

### **Complaints**

Should parents or pupils be dissatisfied with the support provided, they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, parents may make a formal complaint using the schools' complaints procedures.

### **Monitoring and Review**

The Governing Body will monitor the 'Supporting Pupils with Medical Needs' on an annual basis, or as appropriate when additional guidance is given by the DfE or Kirklees Local Authority.

**To be reviewed: February 2017**

## Federation of Kirkroyds Infant and Wooldale Junior Schools

### Policy and Statement of Arrangements for Supporting Children with Medical Needs

The Governors, Headteacher and staff of Kirkroyds Infant and Wooldale Junior Schools wish to ensure that pupils with medical needs receive appropriate care and support in school. Pupils should not be denied access to a broad and balanced curriculum simply because they are on medication or need medical support, nor should they be denied access to school trips etc.

We have adopted the ChYPS policy and guidance *Supporting Children and Young People with Medical Needs* and outline below the detailed arrangements for implementing the policy.

The Headteacher will accept responsibility for members of staff giving or supervising pupils taking prescribed medication or carrying out prescribed procedures during the school day, where those members of staff have volunteered to do so. She will ensure that members of staff receive adequate information, instruction and training to ensure their competency to carry out their roles safely and effectively.

The acceptance of this responsibility is within the context of the previously mentioned policy. The Headteacher will consider, in each case, the nature of the medication to be administered, any potential risks and all other relevant information before deciding in a particular case that medicine can be administered. Where there is concern that the child's needs cannot be met, the headteacher will seek further advice from medical professionals and appropriate Local Authority Officers.

The Headteacher will ensure that appropriate aspects of this policy / guidance are communicated to all relevant parties including staff, parents, children and others.

#### **Roles and responsibilities**

Roles and responsibilities will be in accordance with the previously mentioned policy.

We have set out school / specific roles / duties briefly below:

- The designated teacher with responsibility for children with medical needs is **Mrs Christine Wood**.
- The member of staff to administer medicines for children with short term medical needs is **Mrs Gill Taylor at Kirkroyds and Mrs Janet Barber at Wooldale**.

#### **Detailed organisation/arrangements**

The arrangements and detailed procedures are set out in the main policy document, which can be obtained from the Headteacher on request.

Signed .....Date .....  
Chair Governing Body

Signed .....Date .....  
Headteacher