



Wheatfield Primary School

'Inspired to Achieve'

Managing Medical Needs Policy

(Statutory Policy Document)

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Respect



Resilience



Responsibility

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CHANGE RECORDS SHEET

Issue No.	Date	Summary of Change	Amended by
1	July 2013	New document.	C Dursley
2	November 2015	This document has been renamed and rewritten due to changes in the law and the suggested model policy recommended by the local authority.	D Hickson
3	January 2018	Document reviewed and updated according to the suggested model policy recommended by the local authority. All changes are highlighted in the left hand margin.	D Hickson
4	September 2018	Document updated to include the collection and checking of medication in school. All changes are highlighted in the left hand margin.	K Walsh & D Hickson
5	February 2019	Policy updated to include the movement of children with IHCPs in school and the management of their medication.	D Hickson

SUMMARY

This policy should be read in conjunction with all other school policies. If you require further details of this policy then please refer to the Headteacher or Deputy Headteacher.

This policy is supplemental to the Council's policy on the administration of medication and the school's H & S Policy.

This policy will be reviewed every three years or when H&S policy changes.

ABBREVIATIONS

The following abbreviations are used in the policy:

H&S Health and Safety

IHCP Individual Health Care Plan

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MAIN DOCUMENT

1 RATIONALE

The school will properly support pupils at school with medical conditions so that they have full access to education, including school trips and physical education. The school will also put in place procedures to deal with emergency medical needs.

This Policy will be regularly reviewed and updated by the Health and Safety Co-Ordinator every three years, or sooner if there is a legal requirement to do so. The overall responsibility for the effective implementation of this policy is held by the Headteacher.

The school will work together with local authorities, health professionals and other support services to ensure that children with medical needs receive a full education. In some cases this will require flexibility and involve, for example, programmes of study that rely on part-time attendance at school in combination with alternative provision arranged by the local authority. Consideration will be given to how children will be reintegrated back into school after periods of absence.

No child with a medical condition will be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with our safeguarding duties, we will ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases. We retain the right not to accept a child at school at times where it would be detrimental to the health of that child or to others.

2 PROCEDURES

The following procedures are to be followed when notification is received that a pupil has a medical condition.

2.1 A parent or a health care professional informs the school that:

- A child has been newly diagnosed, or;
- Is due to attend a new school, or;
- Is due to return to school after a long-term absence or
- Has medical needs that have changed.

2.2 The Pupil and Family Support Worker co-ordinates a meeting to discuss the child's medical support needs, and identifies the member of school staff who will provide support to the pupil.

2.3 A meeting will be held to discuss and agree on the need for an Individual HealthCare Plan (IHCP). The meeting will include key school staff, child, parent, relevant healthcare professional and other medical/healthcare clinician as appropriate (or to consider written evidence provided by them).

2.4 An IHCP will be developed in partnership, and the meeting will determine who will take the lead on writing it. Input from a healthcare professional must be provided.

2.5 School staff training needs will be identified.

2.6 Healthcare professional commissions or delivers appropriate training and staff are signed off as competent. A review date for the training will be agreed.

2.7 The IHCP will then be implemented and circulated to all relevant staff.

2.8 The IHCP will be reviewed annually or when the medical condition changes. The parent or healthcare professional will initiate the review.

2.9 For children starting at a new school, arrangements should be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or children moving to a new school mid-term, every effort will be made to ensure that arrangements are put in place within two weeks.

3 INDIVIDUAL HEALTHCARE PLANS

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- 3.1 Not all pupils with medical needs will require an IHCP. The school, together with the healthcare professional and parent, will agree, based on evidence, whether a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached the Headteacher will take the final view.
- 3.2 The format of the IHCP will depend on the child's condition and the degree of support needed. Where a child has SEN but does not have a statement or EHC plan, their special educational needs will be mentioned in their healthcare plan.
- 3.3 The following will be considered when deciding what information will be recorded on IHCPs:
- The medical condition, its triggers, signs, symptoms and treatment.
 - The pupil's needs including medication and other treatments.
 - Specific support for the pupil's educational, social and emotional needs.
 - The level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies.
 - Who will provide this support, their training needs, expectation of their role and confirmation of proficiency, and cover arrangements for when absent.
 - Who in school needs to be aware of the child's condition and required support.
 - Arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff or self-administered by the pupil during school hours.
 - Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate e.g. risk assessments.
 - Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition.
 - What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician.

4 ROLES AND RESPONSIBILITIES

4.1 Governing Body

- Must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions is developed and implemented.
- Ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.

4.2 Headteachers

- Ensure that their school's policy for supporting pupils with medical needs is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy and understand their role in its implementation.
- Ensure that all staff who need to know (including first aiders) are aware of the child's condition.
- Ensure sufficient number of trained staff are available to implement and deliver all required IHCPs.
- Have overall responsibility for the development of IHCPs, including contingency and emergency arrangements.
- Ensure that school staff are appropriately insured and are aware they are insured to support pupils in this way.
- Ensure the school nurse is aware of children with medical conditions.

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4.3 School staff

- Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.
- Should receive suitable and sufficient training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.
- Should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

4.4 School Nurses

- Responsible for notifying the school when a child has been identified as having a medical condition which will require support in school.
- Support staff to implement IHCPs, providing advice and training.
- Liaise with lead clinicians locally on support for child and associated staff training needs.

4.5 Healthcare Professionals (GPs etc.)

- Notify school nurse when a child has been identified as having a medical condition that will require support at school.
- Provide advice on developing IHCPs.

4.6 Pupils

- Full involvement in discussions about their medical support needs.
- Contribute to the development of, and comply with, IHCP.

4.7 Parents

- Provide the school with sufficient and up to date information about their child's medical needs.
- Contribute to the development of the IHCP.
- Carry out any action they have agreed to as part of the IHCP implementation.
- To ensure that the appropriate medication to meet their child's medical needs are in school at all times.
- To ensure all medication in school is "in date".
- To collect all medication at the end of Terms 2, 4 and 6 in order to check that the dates and dosages are still relevant.

4.8 Local Authority

- Provide support, advice and guidance, including suitable training for school staff, to ensure that the support identified in the IHCP can be delivered effectively.
- Where a pupil would not receive a suitable education in a mainstream school because of their health needs, to make other arrangements.

5 STAFF TRAINING AND SUPPORT

- Any member of school staff providing support to a pupil with medical needs will receive suitable training.
- The relevant healthcare professional will normally lead on identifying the type and level of training required. The training will be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions.

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- School staff will not give prescription medicines or undertake healthcare procedures without appropriate training.
- School staff will be made aware of the school's policy for supporting pupils with medical conditions, and their role in implementing that policy.

6 CHILD'S ROLE IN MANAGING THEIR OWN MEDICAL NEEDS

6.1 Where a child is deemed competent to manage their own health needs and medicines, this should be reflected in their IHCP.

6.2 Wherever possible children will be allowed to carry their own medicines and relevant devices, and to access their medicines for self-medication quickly and easily, but with an appropriate level of supervision.

7 MANAGING MEDICINES ON SCHOOL PREMISES

7.1 Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

7.2 No child under 16 will be given prescription or non-prescription medicines without their parent's written consent. The only circumstances in which non-prescription medicines may be administered are:

- When a child has a diagnosed medical condition that requires ad-hoc non-prescription medication to be used, e.g. creams for eczema.
- When a GP has diagnosed a medical condition that requires short term treatment of a non-prescription medication, e.g. iron tablets

7.3 Under the advice of the school nurse, the school requests that children who suffer from hay fever take a long acting preventative medication in the morning, rather than bring reactive medication into school to take once symptoms have developed.

7.4 No child under 16 will be given medicine containing aspirin unless prescribed by a doctor.

7.5 Wherever possible prescribed medicines should be taken outside school hours.

7.6 The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist (except insulin which may be in a pen or pump) and include instructions for administration, dosage and storage.

7.7 All medicines will be safely stored in a safe location which is known and accessible to members of staff. Children must report to the first aid station in the school office where a trained member of staff will administer their medication.

7.8 Where a child has been prescribed a controlled drug, these medications will be stored in a un locked first aid cupboard. Children must report to the first aid station in the school office where a trained member of staff will retrieve and administer their medication.

7.9 The school will keep a record of all medicines administered to individual children stating what, how and how much was administered, when and by whom.

7.10 When no longer required medicines will be returned to parents to arrange for safe disposal.

8 EMERGENCY PROCEDURES

8.1 Each IHCP will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.

8.2 If a child is taken to hospital, a member of school staff will stay with the child until the parent arrives.

8.3 All medication for children with IHCPs must be available at all times and stored in unlocked cupboards within the immediate vicinity of the child's classroom.

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9 USE OF EMERGENCY SALBUTAMOL INHALERS

- 9.1 From October 2014 schools have been allowed to keep salbutamol inhalers and spacers for use in emergencies. The school holds one emergency inhaler which is stored in the First Aid cabinet in the school office. This medication will only be administered to pupils if a medical condition exists on their pupil record, e.g. asthma.

10 USE OF EMERGENCY AUTO ADRENALIN INJECTORS

- 10.1 From October 2017 schools have been allowed to keep auto adrenalín injectors for use in emergencies. The school holds one emergency adrenalín injector which is stored in the First Aid cabinet in the school office. This medication will only be administered to pupils who have been prescribed an emergency adrenalín injector, or if instructed to do so by the emergency services.
- 10.2 The movement of children who are prescribed with an emergency adrenalín injector must be considered at all times to ensure that their emergency adrenalín injector is nearby and accessible at all times.
- 10.110.3 If it is noticed that a child does not have their prescribed emergency adrenalín injector within their immediate vicinity, a member of staff should immediately collect the emergency adrenalín injector from the office, ensuring that they record what they have taken, the date and name on the whiteboard on the office door. The emergency adrenalín injector must be returned to the office at the end of the school day without fail. The parents should be contacted to say that this has been done and the reasons for it. If the child does not have their prescribed emergency adrenalín injector in school the following day then the parents will be contacted to ask that the child stays in their care until we have the appropriate medication in school.

11 DEFIBRILLATOR PROVISION

- 11.1 A defibrillator is a machine used to give an electric shock to restart a patient's heart when they are in cardiac arrest. The school's defibrillator is situated in the school hall, on the wall adjacent to the door to the Deputy Headteacher's office. The local NHS ambulance service has been notified of its location and first aiders have been trained in its use.

12 DAY TRIPS, RESIDENTIAL VISITS AND SPORTING ACTIVITIES

- 12.1 Pupils with medical conditions will be actively supported to participate in school trips and visits, or in sporting activities.
- 12.2 School will consider what reasonable adjustments may be required to enable children with medical needs to participate fully and safely on trips and visits. This will be considered as part of the activity risk assessment to take account of any steps needed to ensure that pupils with medical conditions are included.

13 UNACCEPTABLE PRACTICE

- 13.1 The following is regarded by the school as unacceptable practice:
- Preventing children from easily accessing their inhalers and medication;
 - Assuming that every child with the same condition requires the same treatment;
 - Ignoring the views of the child, parents or medical professionals;
 - Sending children with medical conditions home frequently, or preventing them from staying for normal school activities;
 - Penalising children for their attendance record if their absences are related to their medical condition;
 - Preventing pupils from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively;

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- Requiring parents to attend school to administer medication or provide medical support to their child including toileting issues; and
- Preventing children from participating, or creating unnecessary barriers to children participating, in any aspect of school life, including school trips.

14 LIABILITY AND INDEMNITY

14.1 The school's insurance arrangements are managed by South Gloucestershire Council.

14.2 Our insurance underwriters, Zurich Municipal, confirm that our Public Liability Policy provides an indemnity for those staff involved in the administration or supervision of medication orally, topically, by injection or by tube and the application of appliances or dressings, provided the following can be demonstrated:

- Appropriate training of those staff by a competent person (for that particular medical need).
- Regular refresher training.
- Ensuring the staff who are administering the medication are fully aware of any changes to individual pupil care/medical records.
- Signed and dated records of all medication administered.

15 COMPLAINTS

15.1 If parents or pupils are dissatisfied with the support provided by the school to pupils with medical conditions, they should discuss their concerns directly with the school. If the issue remains unresolved, they may make a formal complaint via the school's Complaints Policy which is available on our website.

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APPENDIX A EXAMPLE REQUEST TO ADMINISTER PRESCRIBED MEDICATION FORM

Request to Administer Prescribed Medication

Parents are advised that whilst we will endeavour to administer prescribed medication to your child, due to the busy nature of the school day, we cannot guarantee this. On the odd occasion we may forget to give your child medication. Please note that our members of staff who administer medication do this purely as a voluntary act.

Details of Pupil	
Surname:	Date of Birth:
Forename(s):	Class:
Condition or Illness	
Type of condition or illness?	
Name and type of medication?	
How long will your child require the medication?	
If your child suffers from Asthma or has an EpiPen, do you give consent to administer Ventolin using the school's inhaler should it ever be necessary?	Yes / No
FULL DIRECTIONS ON USE	
Dosage and method:	
Timing:	Medication can only be given at lunch times (except for in exceptional circumstances).
Special precautions (Note: Medication should be in its original container with dispensing information on it):	
Contact Details	
Name of parent or guardian:	
Contact Number(s):	
Medication Received In School	Medication Collected:
Date:	Date:

I understand that I must personally deliver the labelled medication to school office. I accept that this is a voluntary service provided by the school and is not guaranteed due to the nature of the school day. I agree to collect all medication at the end of Terms 2, 4 and 6 to check that the dates and dosages are still relevant.

Signature of Parent/Guardian

Date