

Holy Family Catholic Primary School

Support Pupils with Medical Needs Policy



Mission Statement

We are the Holy Family: we are united in His love. We aim to nurture a personal relationship with Jesus and follow in his footsteps. We strive to impart a broad and creative curriculum where all individuals work side by side, respecting themselves and each other in order to build a firm foundation for all aspects of our lives.

Person Responsible	Miss J Walker
Policy Produced	September 2014
Policy agreed	
To be reviewed	September 2015
Related Documents	Supporting pupils at school with medical conditions (Department for Education 2014) SEND Code of Practice (2014) The School Accessibility Plan The Equality Act (2010)
Other Paperwork Attached	Appendix 1: Health Care Plan for a Pupil with Medical Needs Appendix 2: Procedure to be followed when a school has notification that a child has a medical condition
Other partners in this policy	School Nurse

Definition of Pupils' Medical Needs

Pupils' medical needs may be broadly summarised as being two types:-

1. Short term – affecting their participation in school activities when they are on a course of medication.
2. Long term – potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

Rationale for the Policy

Local authorities and schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act (1974) makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs in school, the responsibility of the Governors and Senior Managers is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. Governors are responsible for making sure that relevant staff know about this and are, if necessary, trained to provide any additional support these pupils may need.

Legal context

(See Supporting pupils at school with medical conditions (Department for Education 2014))

The Children and Families Act (2014), from September 2014, places a duty on schools to make arrangements for children with medical conditions. **Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school because arrangements for their medical condition have not been made.** However, teachers and other school staff in charge of pupils have a common law duty to act in 'loco parentis' and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the Parent/Carer who is responsible for the child's medication and should supply the school with the relevant information. The school takes advice and guidance from Essex County Council, which encourages self-administration of medications when possible.

Aims

The overarching aim of this policy is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

In implementing this policy, the school aims to:-

Promote an inclusive ethos where all children, regardless of their medical needs can thrive at our school.

Assist Parents/Carers in providing medical care for their children.

Educate staff and children in respect of special medical needs.

Adopt and implement the Local Authority Policy of Medication in Schools.

Arrange training for volunteer staff to support individual pupils.

Liaise as necessary with Health and Social Care Professionals in support of the individual pupil.

Ensure access to, and enjoyment of, a full education, if possible, including school trips and physical education.

Monitor and keep appropriate records.

Entitlement

The school accepts that pupils with medical needs should be assisted if possible, and that they have a right to the full education offer which is available to other pupils, including school trips and physical education.

The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

The school accepts all staff has rights in relation to supporting pupils with medical needs as follows:-

Receive appropriate training.

Work to clear guidelines.

Know where they stand with regards to legal liability.

Bring to the attention of the management any concern or matter relating to supporting pupils with medical needs.

Choose whether or not they are prepared to be involved.

Roles and Responsibilities

The Governing Body must, as part of their Safeguarding duties ensure:-

Arrangements are in place to support pupils with medical conditions so that they can have the same rights to admission, can access and enjoy the same opportunities as their peers.

School leaders consult and work with Parents/Carers, pupils, and relevant professionals, to ensure the needs of children with medical conditions are met and effectively supported.

That the school is following the DfE guidelines.

The Headteacher must ensure:-

The policy is developed and effectively implemented.

All staff is aware of their roles and responsibilities.

Sufficient numbers of staff are trained and supported.

That there are contingency and emergency plans in place.

Pupils are not penalised for their attendance record if absence is related to their medical condition.

The SENCo must:-

Update the Medical Conditions Policy.

Know which children have medical conditions and which have additional needs due to their condition(s).

Ensure necessary arrangements are made for intervention or access arrangements.

Liaise with child, Parents/Carers and other professionals and specialists in order to understand and best support a child's medical needs and any associated needs resulting from this.

With the assistance of the Office Staff, monitor individual Health Care Plans and ensure they are up-to-date.

School staff must:-

Read and understand the Medical Conditions Policy.

Know who the designated First Aiders are and follow Health and Safety procedures and guidelines.

Know which children in the school community have medical conditions and Individual Care Plans and the procedures they need to follow.

Ensure pupils with medical conditions are not excluded unnecessarily from activities in which it is safe to take part.

Be aware of how any medical condition may affect learning and therefore support pupils appropriately.

Liaise with the person responsible for medical conditions should concerns arise.

Will consider carefully their response to request to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.

Ensure that when a child either self-medicates, or, a staff member medicates a child, this will be clearly recorded for the school information system and for the Parents/Carers.

Parents must:-

Work in partnership with schools and other professionals to ensure actions identified on Individual Healthcare Plan (IHP)'s are carried out.

Complete a request form for the school to administer medication.

Ask the Pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for school use. The prescription and dosage regime should be typed or printed clearly on the outside. The name of the Pharmacist should be visible. Any medications not presented properly will not be accepted by school staff. Pupils should not bring in their own medicine. This should be brought in by the Parent/Carer.

Parents/Carers will co-operate, where practical, in training children to self-administer medication and that members of staff will only be asked to be involved if there is no alternative.

The pupil themselves, where possible, must:-

After discussion with Parents/Carers, be encouraged to take responsibility for managing their own medicines and procedures. This should be reflected within Individual Healthcare Plans.

Be encouraged to provide information themselves on how their condition affects them and how they can best be supported.

Inform staff if feeling unwell.

Working with partners

The school will liaise with the School Nurse Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.

Teacher absence

If the regular class teacher is absent, the SENCo will inform the supply teacher. In case of staff absence or staff turnover, the SENCo will ensure somebody else is available to cover.

Administration of Medicines and Record Keeping

Written records will be kept in a book, of all medicines administered to a child. The administration of medication will be given only in the case of the following:-

- a) As set out in an Individual Healthcare Plan (See below)**
- b) When it would be detrimental to a child's health or school attendance not to do so. (See below)**

Medication will be given by a designated member of staff and witnessed by a second adult ensuring that the right amount of the right medication is given to the right child at the right time. Both members will sign the records which will show the pupil's name, date, dose, medicine and time.

Any reaction to medication will be documented and Parents/Carers informed as soon as possible.

If a child refuses medication, Parents/Carers will be informed as soon as possible.

a) Individual Healthcare Plans (IHP) see appendix 1

Individual Healthcare Plans help to ensure that schools can effectively support pupils with medical conditions. An IHP will be drawn up in consultation with the Parent/Carer, pupil as appropriate, school staff and healthcare professional(s). It may identify training needs. They:-

Safeguard all parties.

Provide clarity about the condition and what needs to be done, when, by whom and steps to be taken by the school to help the child manage their condition and overcome any barriers in getting the most out of their education. There may also be a separate transport plan in some circumstances.

Outline any emergency procedures needed.

Copies of IHPs will be kept in class by the class teacher and in the office for immediate information. It will be the Parent/Carer responsibility that they remain updated and in line with the most current needs, medication and support. However, school or other Healthcare professional can request they be updated also.

b) Medication not covered on IHP

Children may require medication in the short term in order that they are able to continue to attend school regularly. Where possible, medication will be administered at home. However, if medication is required during the school day, then a Parent/Carer will be required to complete the 'Request for School to Administer Medication' form and give to the office staff at the same time as the medication.

Prescribed medication should only be accepted if it is in date, in the original dispensed container with clear instructions for dose and storage. The administration of dose etc. must match that of the information given on the completed pink form. (The exception might be Insulin where it may be inside an insulin pen or pump when brought to school).

It is the Parent/Carer responsibility to collect and supply each day as necessary.

Asthma Inhalers

Children requiring an inhaler for the relief of asthma, will, where appropriate be encouraged to self-administer according to given instructions. Their inhaler will be accessible by being kept in their classroom in the red 'grab bag'. The child will inform a member of staff that their inhaler is required and will be supervised in its administration. Children must have immediate access to their reliever inhalers when they need them. They must be available during PE, Sports and School trips. A list of children who require an inhaler will be kept in school. It is the Parent/Carer responsibility to ensure the inhaler is in date.

Epipens

Children who require an Epipen will have an IHP which will outline triggers, signs and symptoms and steps to be taken should a reaction occur. One Epipen will be kept centrally in the office, both pens with a copy of the IHP. All staff will receive yearly Epipen training.

Storage of Medicines (Apart from Inhalers/Epipens)

Any medication administered in school, will only be given as part of an IHP or a Parent/Carer request form. Medicines will be handed directly to the main School Office accompanied by appropriate documentation. The medicines will be stored according to storage instructions but away from child access.

There are washing and toilet facilities away from teaching areas to maintain high standards of hygiene. Separate bins are used for disposal of First Aid materials and a sharps box will be used for disposal of any needles.

Parents/Carers will be given unused medication at the end of treatment to dispose of in the correct manner.

Day Trips/Sporting Events/Residential Visits

We actively support and encourage pupils with medical conditions to be able to participate in all events offered.

Staff will be aware of the impact a medical condition may have on a pupil's participation. We will make any reasonable adjustment for pupils to participate according to their own abilities unless there is evidence from a clinician to state that this is not possible.

A risk assessment will be carried out prior to the event, so that planning arrangements take into account steps needed to ensure inclusion. This will require consultation with providers, Parents/Carers, pupil and relevant professional to ensure the pupil can participate safely, and documented accordingly.

Staff Training

Staff is trained, as required, to support pupils with medical conditions at school, on a day to day basis and in what to do in an emergency situation.

First Aid Training is provided to appropriate school staff and updated in line with Local Authority Guidelines.

Some members of staff are trained in Paediatric First Aid.

Unacceptable practice

Although school staff should use their discretion and judge each case on its merits with reference to the child's IHP, it is not generally acceptable practice to:-

Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary.

Assume that every child with the same condition requires the same treatment;

Ignore the views of the child or their Parents/Carers; or ignore medical evidence or opinion, (although this may be challenged).

Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs.

If the child becomes ill, send them to the School Office or medical room unaccompanied or with someone unsuitable.

Penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments.

Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.

Require Parents/Carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues.

Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring Parents/Carers to accompany the child.

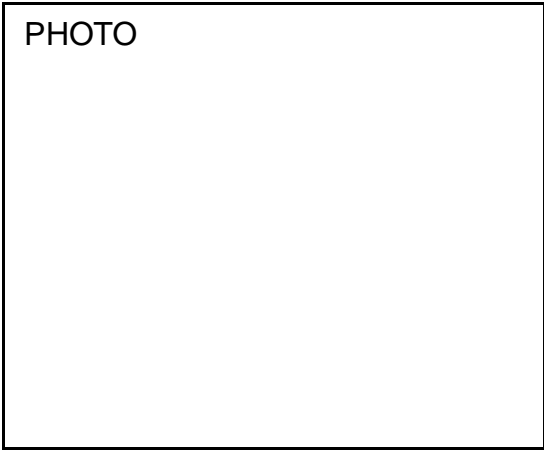
Liability and Indemnity

The school has adequate indemnity as agreed with Essex County Council.

Dealing with Complaints

The complaints procedure can be found on the school website.

**Appendix 1
Health Care Plan for a Pupil with Medical Needs**

<p>PUPIL'S DETAILS</p> <p>Name:</p> <p>Address:</p> <p>Date of Birth:</p> <p>Name of School: Holy Family CPS</p> <p>Class:</p> <p>Medical Condition:</p>		<p>PHOTO</p> 
<p>Date plan drawn up:</p>	<p>Review Date:</p>	
<p>CONTACT INFORMATION</p> <p>Family Contact 1</p> <p>Name:</p> <p>Phone No:</p> <p>(work):</p> <p>(home):</p> <p>(mobile):</p> <p>Relationship:</p>	<p>Family Contact 2</p> <p>Name:</p> <p>Phone No:</p> <p>(work):</p> <p>(home):</p> <p>(mobile):</p> <p>Relationship:</p>	

Medical Condition Details

Describe medical condition and give details of pupil's individual symptoms:

Daily care requirements (e.g. before sport / at lunchtime)

Describe what constitutes an emergency for the pupil and the action to be taken if this occurs:

Follow up care:

Who is responsible in an emergency (State if different on off-site activities)

Signed:

Community Paediatrician

Date:

Parent / Carer

Date:

Headteacher

Date:

SENCo

Date:

Contacting the Emergency Services

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information

1. Your Telephone Number

01268 792231

2. Give your location as follows:

Holy Family Catholic Primary School, Benfleet

3. State that the postcode is

SS7 5PX

4. Give the exact location in the school / setting

5. Give your name

6. Give name of the child and a brief description of the child's symptoms

7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to

Procedure to be followed when a school has notification that a child has a medical condition

Within 2 weeks of being informed of a child's diagnosis:-

- 1. SENCo and/or Headteacher will arrange a meeting with Parents/Carers and any other parties to discuss the child's needs and to complete an Individual Health Care Plan (IHP).**
- 2. All staff involved with the child will be informed of their condition and any training needs for staff will be met.**
- 3. Regular contact will be kept with the SENCo and Parents/Carers to review arrangements. This contact might be frequent when a child has a recent diagnosis and then become less frequent.**
- 4. If a child comes from another school, contact will be made with the school to discuss the child's needs and Parents/Carers will be invited in to meet with staff before the child starts.**
- 5. There may be a need for a reduced or rearranged timetable to integrate or re - integrate a child in to the school setting**