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## **Supporting Pupils with Medical Needs Policy**

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**Approved by: Mr Joe  
Wilson**

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## **1. Introduction**

James Cambell Primary School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full-time curriculum or as much as their medical condition allows. This policy has been developed in line with the Department for Education's statutory guidance released in April 2014 – "Supporting pupils at school with medical conditions" under a statutory duty form section 100 of the Pupils and Families Act 2014. The statutory duty came into force on 1st September 2014. The school will have regard to the statutory guidance issued. We take account of it; carefully consider it and we make all efforts to comply. Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities, also including those pupils with medical conditions.

## **2. The Joint Governing Body of James Cambell Primary School is responsible for:**

- Ensuring arrangements are in place to support pupils with medical conditions
- Ensuring the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively
- Ensuring that 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
- Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs
- Ensuring that 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
- Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support pupils with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials
- Ensuring written records are kept of, any and all, medicines administered to pupils
- Ensuring the policy sets out procedures in place for emergency situations
- Ensuring the level of insurance in place reflects the level of risk
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.

## **3. The Headteacher is responsible for:**

- Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy
- Liaising with healthcare professionals regarding the training required for staff
- Identifying staff who need to be aware of a pupil's medical condition
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver HCPs in normal, contingency and emergency situations
- If necessary, facilitating 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 pupil who has or develops an identified medical condition
- Ensuring confidentiality and data protection
- Assigning appropriate accommodation for medical treatment/care

#### **4. The Inclusion Manager & SENDco will:**

- Be responsible for the completion of all Individual Health Care Plans with the support of the school nurse and sharing it with the relevant stakeholders
- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures of James Cambell Primary School
- Be responsible for the implementation of this policy

#### **5. Staff members are responsible for:**

- Taking appropriate steps to support pupils 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. A first-aid certificate is not sufficient
- 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

#### **6. School nurses are responsible for:**

- Collaborating on developing an IHP in anticipation of a pupil with a medical condition starting school
- Notifying the school when or if they are aware a pupil 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 HCP and then participate in regular reviews of the HCP. 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

#### **7. Other healthcare professionals, including GPs and paediatricians will:**

- Provide support and advice in schools for pupils with particular conditions (e.g. asthma, diabetes)

#### **8. Parents/Carers will:**

- Provide the school with sufficient and up-to-date information about their pupil's medical needs
- Notify the school that their pupil has a medical condition
- Work in partnership with the school and be involved in the development and review of their pupil's individual healthcare plan, and may be involved in its drafting
- Carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times

## **9. Pupils are responsible for:**

- Providing information on how their medical condition affects them
- Contributing to their HCP
- Complying with the HCP 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

## **10. Support for Pupils with Medical Needs:**

The school will liaise with previous schools when admitting a pupil with specific medical needs and arrange relevant staff training as required

Pupils currently attending James Cambell Primary who are diagnosed with specific medical needs will have procedures put in place at the school within two weeks from being informed of the diagnosis.

Where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be made about what support is needed based on the available evidence. This would normally involve some form of medical evidence and consultation with parents/carers. Where evidence conflicts some degree of challenge may be necessary to ensure that the right support can be put in place.

## **11. Staff Training**

Staff must not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any individual healthcare plans). A first-aid certificate does not constitute appropriate training in supporting pupils with medical conditions.

Healthcare professionals, including the school nurse, will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

Whole school awareness training will take place when a pupil is identified with a specific medical condition so that all staff are aware of the school's policy for supporting pupils with medical conditions and their role in implementing that policy.

Induction arrangements for new staff will include information and training as appropriate on the medical conditions of pupils within the school and how to support them.

The relevant healthcare professional should be able to give advice on training that will help ensure that all medical conditions affecting pupils in the school are fully understood. This includes preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

The family of a pupil will often be key members in providing relevant information to school staff about how their pupil's needs can be met, and parents/carers should be asked for their views. They should provide specific advice, but should not be the sole trainer.

The Governing Body will consider providing relevant professional development provision opportunities as appropriate.

## **12. Managing Medicines on School Premises**

Procedures for medicines at James Cambell Primary

- If a pupil needs to take prescribed medication a consent form should be filled out by the family
- If a pupil regularly needs prescribed medicines a HCP may be written. This will be done in consultation with the office team and the Inclusion Manager/SENDCo.
- All prescribed medicines must have the pupil's name, date of birth, dosage and must be in date
- The class teacher may be informed of the pupil taking medication, as per Plan
- Medicines will only be administered at school when it would be detrimental to a pupil's health or school attendance not to do so
- No pupil will be given prescription medicines without their parent/carer's written consent
- A log of all medications taken is kept in the school office
- No pupil will be given medicine containing aspirin unless prescribed by a doctor
- Medication should only be taken to school when absolutely essential. It is helpful if, where possible, medication can be prescribed in dose frequencies which enable it to be taken outside school hours. Parents/Carers should ask the prescribing doctor or dentist about this
- Medicines must be handed over to the office in a named container
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The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.

The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

Authorised personnel should check:

- Pupil's name
- Written instructions provided by parents/carers or doctor
- Prescribed dose
- Expiry date

All medicines will be stored safely in the Medical Room/School office and pupils should not have them in their classrooms.

For medical conditions such as asthma or an allergy, pupils will be informed where their medicines are at all times and be able to access them immediately, including when on school trips.

Medicines like EpiPen are kept in a place that is easily accessible, such as the classroom.

### **13. Controlled Drugs**

A record should be kept of any doses used and the amount of the controlled drug held in school.

School staff will administer a controlled drug to the pupil for whom it has been prescribed.

Staff administering medicines will do so in accordance with the prescriber's instructions.

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

Any side effects of the medication to be administered at school will be noted

### **14. Non-Prescription Medication**

The School will not generally give non-prescribed medication to pupils. If a pupil regularly suffers from acute pain, such as migraine, parents/carers should supply and authorise appropriate pain killers for their pupil's use, with written instructions or, alternatively, parents can come into school themselves to administer medicines. However this will only be with written advice from a GP or a Health professional.

### **15. Self-Management**

It is good practice to support pupils to become as independent as possible to manage their own medication. The age and maturity of the pupil is always taken into account.

Inhalers are kept in each classroom cupboard for easy access. In extreme cases an additional inhaler will be kept in the Medical Room.

All inhalers must be named.

Pupils are reminded not to share inhalers.

### **16. Refusing Medication**

If pupils refuse to take medication, the School will not force them to do so and will inform parents/carers immediately.

Staff will work closely with pupils who refuse to have their medication.

### **17. Disposing of Medicines**

When no longer required, medicines will be returned to the family to arrange for safe disposal.

Sharps boxes will always be used for the disposal of needles and other sharp objects.

### **18. Record Keeping**

Written records will be kept of all medicines administered to pupils.

Families will be informed if their pupil has been unwell at school.

## **19. Emergency Procedures**

Staff will stay with the pupil until the parent/carer arrives, or accompany a pupil taken to hospital by ambulance. If a pupil needs to be taken to hospital and the parent is not readily available, they will be accompanied by at least one member of staff.

Generally staff should not take pupils to hospital in their own car. However, in an emergency it may be the best course of action. The member of staff should be accompanied by another adult and have public liability vehicle insurance.

Where a pupil has an individual healthcare plan, this 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. Other pupils in the school will know what to do in general terms, such as informing a teacher immediately if they think help is needed.

## **20. School Trips**

Pupils with medical needs are encouraged to participate in visits and residential trips.

Staff are made aware of any medical needs and arrangements for taking any necessary medication are put in place.

Sometimes an additional adult might accompany a particular pupil.

There may also be the need to undertake a risk assessment for a particular pupil.

## **21. Sporting Activities**

Our PE and extra-curricular sport is sufficiently flexible for all pupils to follow in ways appropriate to their own abilities.

Some pupils may need to take precautionary measures before or during exercise and be allowed immediate access to their medication if necessary, inhalers for example.

Teachers supervising sporting activities are made aware of relevant medical conditions.

If a child is fit for school, then should participate in PE unless medical evidence is provided.

## **22. Hygiene Control**

Staff are familiar with normal precautions for avoiding infection and should follow basic hygiene procedures.

Staff have access to protective disposable gloves and take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

A Sharps box would be made available in the Medical Room if required

## **23. Individual Health Care Plans**

Some pupils require a health care plan to identify the level of support that is needed at school. The plans may identify specific training needed by staff. Staff should not give medication without appropriate training.

Individual health care plans, (and their review), may be initiated, in consultation with the parent/carer, by a member of school staff or a healthcare professional involved in providing care to the pupil.

Plans will be drawn up in partnership between the school, parents/carers, and a relevant healthcare professional, e.g. school, specialist or pupil's community nurse, who can best advise on the particular needs of the pupil.

Pupils should also be involved whenever appropriate.

The aim should be to capture the steps which a school should take to help the pupil manage their condition and overcome any potential barriers to getting the most from their education.

The Governing Body will ensure that plans are reviewed at least annually or earlier if evidence is presented that the pupil's needs have changed. They should be developed with the pupil's best interests in mind and ensure that the school assesses and manages risks to the pupil's education, health and social well-being and minimises disruption.

Where the pupil has a special educational need identified in a statement or HCP plan, the individual healthcare plan should be linked to or become part of that statement or HCP plan.

The school, healthcare professional and parent/carer should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the Headteacher is best placed to take a final view.

Two adults should be present for the administration of intimate or invasive treatment, unless there are exceptional circumstances

### **23. Insurance**

- Teachers who undertake responsibilities within this policy will be assured by the Headteacher that are covered by the LA/school's insurance
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Head

### **24. 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



## Appendix 1

## – Identifying the need for Health Care Plan



Appendix 2 - Staff training record – administration of medicines

Name of school/setting:

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Name:

--

Type of training received:

--

Date of training completed:

--

Training provided by:

--

Profession and title:

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I confirm that \_\_\_\_\_ has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated by \_\_\_\_\_.

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_

## Appendix 3

### **Model letter inviting parents to contribute to individual healthcare plan development**

Dear Parent,

RE: DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR PUPIL

Thank you for informing us of your pupil's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, pupils, and the relevant healthcare professional who can advise on your pupil's case. The aim is to ensure that we know how to support your pupil effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all pupils will require one. We will need to make judgements about how your pupil's medical condition impacts their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your pupil's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will include add details of team. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I or add name of other staff lead would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,

Mr Wilson

Appendix 4 – Medication consent form

<h2>Medication Consent Form</h2>	
Name:	Form:
Name of Medication:	
For Treatment of:	
Dosage:	
Date:	
I do / do not require a telephone call before administering medication and can be contacted on.....(delete as applicable)	
Any of relevant information:	
Signed:	
Name:	
Relationship to student:	

– Record of medicine administered to all Pupils

