



Supporting pupils at school with medical conditions

At Moor Green Primary Academy we ensure that all children with medical conditions, in terms of both physical & mental health, are properly supported so that they can play a full & active role in school life, remain healthy & achieve their academic potential. All pupils have an entitlement to a full time curriculum or as much as their medical condition allows.

We will strive to secure parent confidence in our ability to provide effective support for their child's medical condition.

We will ensure that pupils feel safe & will be mindful of the fact that there can be social & emotional implications associated with medical conditions.

We understand that in some cases children will require flexibility in order to meet their medical requirements. That they may have a medical support or care plan & require daily assistance to meet their medical needs & to reduce the impact their medical condition could impact on their school life.

This policy has been developed in line with the Department for Education's statutory guidance released in April 2014, updated 11th December 2015 – "Supporting pupils at school with medical conditions" under a statutory duty form section 100 of the Children and Families Act 2014. The statutory duty came into force on 1st September 2014.

<https://www.gov.uk/government/publications/supporting-pupils-at-school-withmedical-conditions>

For pupils who have medical conditions that require Education, Health Care Plans, we will ensure that we act in compliance with the S.E.N.D. code of practice (part 3 of the Children and Families Act 2014).

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

Key Roles and Responsibilities

Parents

The prime responsibility for a child's health lies with the parent or carer who is responsible for supplying the school with information (and if required medication) about any new medical condition or changes to their child/children's health.

Parents must inform school at any point in the school year if a condition develops or is diagnosed.

A short term condition – where a child is on a course of medication which may affect their participation in school activities for a limited amount of time.

A long term condition - is where a child requires extra care and support (deemed as special medication needs) which may potentially limit their access to education.

For a short-term condition the parents or carers must:

- Complete a parental consent form to administer medicine or treatment before bringing medication into school.
- Provide the school with the prescribed medication their child requires.
- It is the responsibility of parents to ensure that all medications are in date. (This includes inhalers, Epipens, anti-histamine, etc.)
- It is the responsibility of parents to ensure that they or a nominated adult are contactable at all times.

For a long-term condition, in addition to the above, parents or carers must:

- Participate in the development and regular reviews of their child's Individual Health Plans (I.H.P)
- Attend school nurse appointments in order to ensure that the IHP are up to date and that school is fully informed of needs.

Pupils with medical conditions are often best placed to provide information about how their condition affects them. They are involved in discussions about their medical support needs and contribute as much as possible to the development of their Individual Healthcare Plan.

The Governing Body of Moor Green Primary Academy are responsible for ensuring that:

- Arrangements are in place to support pupils with medical conditions.
- Individual Healthcare Plans (I.H.P) are developed collaboratively with parents, school and relevant local health services.
- These plans are implemented by the SENCo.
- These plans are reviewed at least annually.
- All pupils with medical conditions are able to play a full and active role in all aspects of school life. That they participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential.
- Risk assessments are made for school trips and other activities outside the normal timetable.
- Recognise that there is no legal or contractual duty on teachers to administer medicine or to supervise a pupil taking it. This is a purely voluntary role and is recognised as such by the Government. While teachers have a general legal duty of care to their pupils, this does not extend to a requirement to routinely administer medicines. Any decision to agree to administer medicines has to be a matter of individual choice and judgement. Apart from the obvious distress to a teacher who makes an error, all teachers who agree to administer medicines take on a legal responsibility to do so correctly.
- Relevant training is delivered by health care staff to a sufficient number of staff who will have volunteered to take responsibility to support children with medical conditions and that they are signed off as competent to do so.
- Newly appointed teachers, supply or agency staff and support staff receive training on the 'Supporting Pupils with Medical Conditions' Policy as part of their induction.
- Staff have access to key information, resources and materials.
- Written records are kept of all medicines administered to pupils.
- The views of parents and pupils are listened to and valued.
- Where mobility, as part of a medical condition is an issue, a Physical Management Plan and Personal Evacuation Plan will be created.

School staff members are responsible for:

- Ensuring that signed parental consent has been given by parents before administering medicine.
- Familiarising themselves with the medical needs and associated procedures of pupils in their class with regard to short and long term health conditions.
- Ensuring that medicines and medical equipment are kept in a safe, accessible and clearly identifiable place within the classroom or other agreed location.
- Ensuring that stored medication is not accessible to other pupils.
- Taking account of the needs of pupils with medical conditions in lessons.
- Acting to preserve the confidentiality of I.H.Ps.
- The class teacher is responsible for briefing any supply/support teachers about the medical needs of pupils in their class. In the absence of the class teacher, this role then falls on the Phase Leader or SENCo and in their absence ultimately the Head Teacher.
- Teachers organising trips are responsible for compiling a risk assessment for school visits and other school activities outside the normal timetable taking account of the individual needs of each pupil and seeking the advice of the SENCo. If required.

School nurses are responsible for:

- Notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career. (The school nurse will often be informed of conditions ahead of the school.)
- Collaborating with staff and parents when developing an appropriately worded I.H.P.
- Supporting staff to implement an I.H.P and then participate in regular reviews of the I.H.P.
- Giving advice and liaison on training needs.
- Liaising locally with lead clinicians on appropriate support.
- Assisting the school in identifying training needs and providers of training.

Medical conditions Information list

- Schools admissions forms should request information on pre-existing medical conditions.
- A medical conditions list is kept, updated and reviewed regularly by the SENCo.
- Staff should ensure that they have alerted the SENCo. if a child in their class presents with a new medical need.
- Staff should ensure that they add the names of any child with an inhaler to the list in:
Staff Common – Anne’s Inclusion – Medical Needs - Asthma List
- Staff in each class have an overview of the list for the pupils in their care in their Additional Needs Folder. This folder will contain all I.H.P relevant to the pupils in each class. It will also contain a class asthma list which class staff are responsible for keeping up to date.
- The Additional Needs Folder must be kept in a clearly visible and accessible place in each classroom.
- Supply staff should be alerted to this folder on arrival in the class they are covering.
- All staff will act to preserve the confidentiality of medical needs information.

Medicines

- School will administer medicines to pupils at school when it would be detrimental to a child’s health or school attendance not to do so.
- Over the counter medicines can be administered to pupils on the same basis as prescription medication, i.e. where medically necessary, with the parent’s consent, when approved by the head teacher in accordance with the school’s policy and as set out in the pupil’s Care Plan, if one is in place. Over the counter medicines must be in date and the dose and frequency must be consistent with the guidance and dosage on the packaging.
- School will only accept prescribed medicines if these are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. Medicines which do not meet these criteria will not be administered.
- Insulin is an exception to this, it 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.
- Where possible, unless advised it would be detrimental to health, medicines, for instance antibiotics, should be prescribed in frequencies that allow the pupil to take them outside of

school hours, this includes those prescribed three times a day – before school, after school and bedtime.

- If this is not possible i.e. medicine prescribed four times a day, prior to staff members administering any medication, the parents/carers of the child **MUST** complete and sign a parental consent to administration of medicine form.
- No child will be given any medicines without written parental consent except in exceptional circumstances.
- All medicines should be stored safely. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside of school premises, e.g. on school trips.
- Moor Green Primary Academy cannot be held responsible for side effects that occur when medication is taken correctly.
- Staff will not force a pupil to take medication. If the pupil refuses to comply with their health procedure, parents will be informed immediately.
- Any medications left over at the end of the course must be returned to the child's parents.
- Written records will be kept of any medication administered to children.
- Pupils will never be prevented from accessing their medication.
- General posters about medical conditions (diabetes, asthma, epilepsy etc.) are on the medical board in the staff room
- School has purchased an inhaler for emergency purposes only. Where a child who has a confirmed diagnosis of asthma, has been assessed by a first aider as having an asthma attack, but does not have an inhaler in school, then the school inhaler will be administered and parents will be informed of this.

Emergencies

- For a child with a long term health condition, their Individual Healthcare Plan explains what the school needs to do in the case of an emergency.
- If a child needs to be taken to hospital, a member of staff will remain with the child until their parents arrive. If there is a delay in the parents getting to school, then a member of staff will accompany the child in the ambulance and stay with them until the parents arrive.

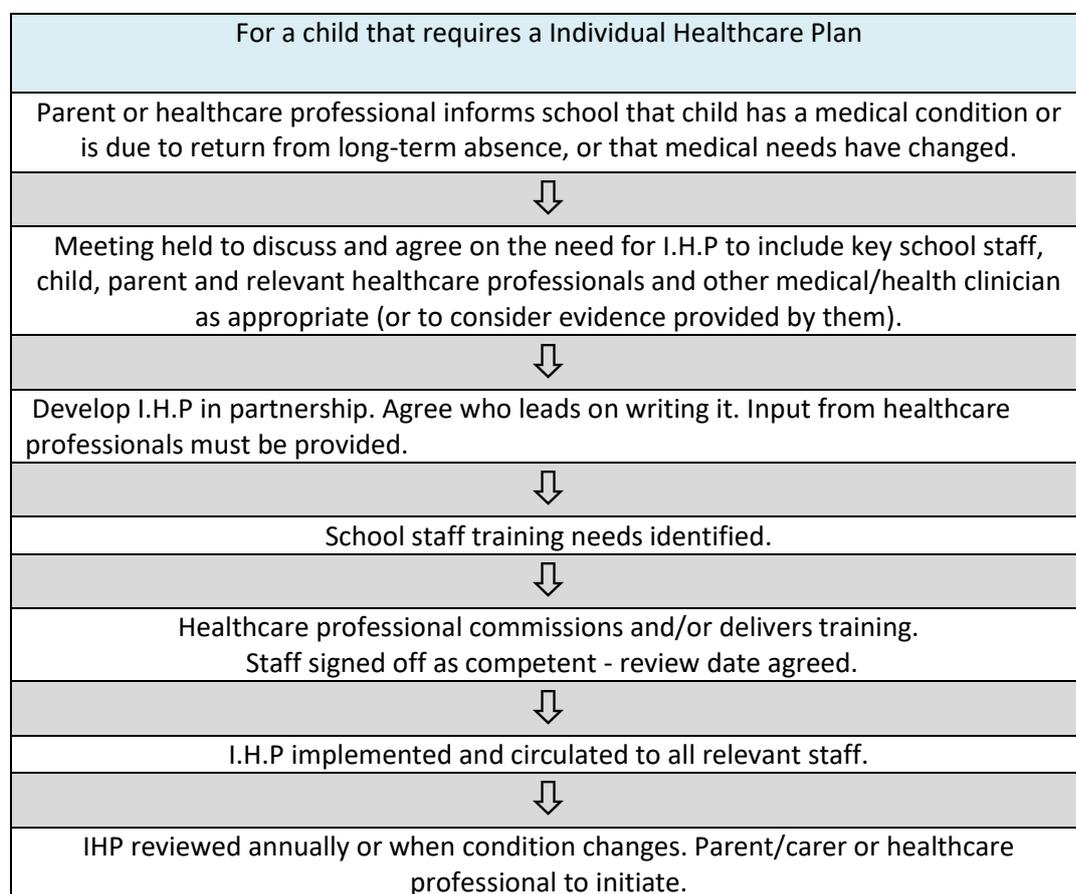
Day trips, residential visits and sporting activities

- Unambiguous arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.
- Risk assessments will be undertaken for school trips in order to plan for the inclusion of pupils with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day IHP requirements for the school day.

Insurance

- Teachers who undertake responsibilities within this policy will be assured by the Head Teacher that they are covered by the Academy'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 Teacher or School Business Manager.

Policy reviewed and updated 29-07-2018



For a child that requires medical to be administered in school for a short term illness or condition (e.g. hay-fever)
Parents must bring medication to main Reception staff.
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For prescribed medication, staff check that it is issued by a pharmacy and that it clearly displays the child's name, states the dose and is in date. For over the counter medication, staff check that the dose and frequency must be consistent with the guidance and dosage on the packaging and that the medication is in date.
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Parents sign the consent form for school staff to administer medicine.
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Office staff ensure that class staff are informed and that a member of staff is nominated to administer the medicine and that at least one back up is available in case of absence.
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Office staff prepare a medicine log-form and decide the appropriate place for the medicine to be stored which may be in the child's classroom or in the main Reception area or in the fridge in the staff room.
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The nominated member of staff ensures that a medicine log-form is completed when each dose is administered and that another member of staff witnesses the dose given and counter-signs the log-form.
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When the course of treatment is completed, office staff will contact parents and ensure that they collect any left-over medicine.

For a child that requires an inhaler in school
Parents must bring inhaler to main Reception staff.
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Staff check that inhaler is issued by a pharmacy and that it is clearly displaying the child's name and states the dose.
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<p>Parents sign the form that consents to school staff supporting their child using their inhaler.</p> <p>Parents sign to acknowledge their responsibility in ensuring that their child's inhaler is promptly replaced should it run out.</p> <p>Parents sign to acknowledge that their child may use the school's emergency inhaler if necessary.</p>
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Office staff ensure that the child's name is added to the school asthma list together with the dosage.
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Office staff ensure that the inhaler is taken to the child's class.
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<p>Class staff are responsible for ensuring that the child's name is added to the class asthma list.</p> <p>Class staff are responsible for ensuring that the inhaler is stored in a suitable and accessible place.</p> <p>Class staff are responsible for ensuring that inhalers go to the playground, P.E. and on school trips.</p> <p>Class staff are responsible for ensuring that parents are informed if their child has been using their inhaler during the course of the day.</p>
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At the end of each academic year, teachers should check with parents whether they want their child's inhaler to go home or to be passed onto the new class teacher.

Updated – September 2018