Park Hill Primary School

'We aim to bring out the best in everyone.'

Supporting Pupils with Medical Conditions Policy

Adopted: 14/10/26 Review date: Annually

Responsibility for this policy: Kerry King (SENDCo)

Definition

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

- **Short term** - on a course of medication which may affect their participation in school activities for a limited amount of time.
- **Long term** - requiring extra care and support (deemed as special medication needs) which may potentially limit their access to education.

From September 2014, the Children and Families Act 2014, places a duty on schools to make arrangements for children with medical conditions. **Pupils with medical conditions have the same rights of admission to school as other children and are not refused admission or excluded from school on medical grounds alone.** Teachers and other 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 or carer who is responsible for supplying the school with the necessary information and medication. The schools then seek further advice by holding meetings with parents and health professionals who are dealing with the medical needs of the child. The school keeps notes of any discussions regarding a pupil's medication and subsequent actions. A parent may request a copy of these notes.

This policy sets out how pupils with medical conditions attending Park Hill Primary School are supported so that they have access to a full education.

Aims

- Achievement for all.
- To ensure that all pupils with medical conditions, including both their 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.
- To ensure that all pupils with medical conditions access and enjoy the same opportunities as any other child in school.

We recognise that a pupil's health needs may change over time in ways that cannot always be predicted, sometimes resulting in extended absences. The school does not penalise a pupil for their attendance record if their absences are related to their medical condition e.g. hospital appointments. We establish relationships with relevant health agencies in making decisions about the support which we provide and we ensure we work together with the LA, health professionals and other support services to ensure pupils with a medical condition receive a full education. We receive and consider advice from health care professionals and listen to and value the views of parents and pupils. In making any arrangements we ensure that the focus is on the needs of each individual pupil and how their medical condition impacts on their school life. Arrangements put in place show an understanding of how medical conditions may impact on a pupil's ability to learn and also aim to increase a pupil's confidence and promote self-care. We ensure that staff are properly trained to provide the support each pupil needs.

The Role of the Governing Body

The Governing Body ensures that arrangements are in place to support pupils with medical conditions. In doing so they ensure that every pupil can access and enjoy the same opportunities at school as any other. In making their arrangements, the Governing Body takes into account that many medical conditions requiring support at school may affect quality of life and may be life threatening. Some will be more obvious than others. The governing body therefore ensures that the focus is on the needs of the individual pupil and how their medical condition impacts on their school life.

The Governing Body ensures that any arrangement gives parents and pupils confidence in the ability of the school to provide effective support in school for pupils with medical conditions. The arrangements show an understanding of how medical conditions impact on a child's ability to learn but also aim to increase their confidence and promote self-care. They ensure that staff are properly trained to provide the support that each pupil needs.

The Governing Body ensures that the arrangements put in place are sufficient to meet their statutory responsibilities and ensure that policies, plans, procedures and systems are properly and effectively implemented.

Implementation

- The Head Teacher, SENDCo also Welfare Administrator ensure that sufficient staff are suitably trained to support pupils with medical needs in school.
- All relevant staff are made aware of a pupil's condition.
- The class teacher is responsible for briefing any supply/support teachers about a pupil's medical condition. It this is not possible due to absence then this role falls on the Year Group Leader, Phase Leader or SENDCo and in their absence ultimately the Head Teacher.
- Green folders are provided for each class which include all medical information for supporting children with medical needs in the class. These are stored in a pink box in a safe place in each classroom.
- 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. The DHT is responsible for monitoring these risk assessments.
- The SENDCo is responsible for monitoring any Individual Health Care Plans.
- The pupil's medical information is recorded onto the school's Management Information System (Arbor).

Procedures when notified a pupil has a medical condition

For pupils new to Park Hill, arrangements are put in place in time for the start of the relevant school term. Meetings are held with the parents, SENDCo and Welfare Administrator, wherever possible. If there is a new diagnosis or the child has moved schools mid- term, every effort is made to ensure arrangements are in place within two weeks of their arrival at school.

The SENDCo and Welfare Administrator work with the health care professionals to ensure a suitable reintegration plan is in place after periods of absence. This plan is carried out in consultation with parents and where appropriate the pupil. When a pupil leaves school their records are passed to the

next school and the SENDCo contacts the relevant professional at the new school to discuss the child's medical condition and ensure effective transfer of data.

Individual Health Care Plans (IHCP) and Allergy Action Plans (AAP)

The IHCP or AAP is drawn up in partnership between the school, parents and relevant healthcare professional and when appropriate the pupils. These plans are implemented by the SENDCo and the Welfare Administrator. The SENDCo ensures that the plans are reviewed at least annually or earlier if evidence is presented that the pupil's needs have changed. They are developed with the pupil's best interest in mind and ensure that the school assesses and manages the risks to the pupil's education, health and social well-being and minimises disruption.

Roles and Responsibilities

The Governing Body ensures that the policy is developed and effectively implemented with partners.

The Head Teacher and SENDCo ensure that arrangements are made to support pupils with medical conditions in school and that staff who need to know are made aware of a pupil's medical condition. They ensure that there are sufficiently trained staff to implement the policy and deliver against IHCPs. They obtain signatures to ensure all staff have had access to this policy.

School staff are aware that any member of staff may be asked to support pupils with medical conditions, including the administration of medicines, although they can choose to opt out in exceptional circumstances. Although administering medicines is not part of a teacher's professional duties they must take into account any medical needs of the pupils they teach. Staff receive sufficient, suitable training and achieve the necessary level of competency before they take on the responsibility of supporting children with medical conditions. Staff have consent from the Head Teacher to implement medical care.

The School Nurse has the responsibility for notifying the school when a child has been identified as having a medical condition which requires the support of the school. They may support staff in implementing a child's IHCP and providing advice and liaison. Park Hill Primary School also refers medical needs queries to the school nurses.

Other healthcare professionals notify the school nurse when a child has been identified as having a medical condition that requires the support of the school. They may be able to provide guidance on developing IHCPs and support for pupils with particular conditions (e.g. Asthma, Diabetes etc.).

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 Health Care Plan. Other pupils often sensitive to the needs of those with medical conditions are used as buddies.

Competent pupils in Upper Key Stage 2 are encouraged to take responsibility for managing their own medication and procedures after agreement with parents and under supervision of a named adult.

Parents provide the school with sufficient and up to date information about their child's medical needs. **It is the parents' responsibility to inform the school if there are any changes to the child's medical needs and/or medication.** They are key partners in the development and review of their child's IHCP. They are asked for their views and to provide relevant information to the school as to how their child's needs may be met. They carry out actions agreed as part of its implementation e.g. providing medicines and equipment and ensuring they or any other nominated adult are contactable at all times. **Parents are responsible for ensuring school are notified of any changes in contact details.**

The Welfare Administrator meets with the SENDCo regularly to ensure procedures are consistent across the school. The Welfare Administrator checks medicines monthly to ensure in date by way of a register.

Providers of health services provide valuable support, information, advice and guidance to staff to support children with medical conditions whilst at school. They communicate issues and actions with the SENDCo, liaise with school nurses and other healthcare professionals such as specialist and children's community nurses as well participate in locally developed outreach and training.

Staff Training and Support: All members of school staff providing support to a pupil with medical needs receive suitable training. The relevant healthcare professionals lead on identifying and agreeing with the school the type and level of training required and how this can be obtained. All staff are made aware of this policy and their role in implementing it. New members of staff have this policy included in their induction arrangements.

Managing Medicines on School Premises

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

Medicines are only administered at school when it is detrimental to a pupil's health or school attendance not to do so.

Any medication must have previously been administered at home in case of allergic reactions.

All prescription or non-prescription medication requires a parent's written consent before it can be administered by a member of school staff. (See Appendix 1 School Record of Medication Administered). We only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by the 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 pump, rather than its original container. Spare vials, if provided/needed are stored in the medical fridge.

Non-prescription medicines (Paracetamol, Ibuprofen and Antihistamine) are accepted with signed parental consent in exceptional circumstances. These medicines must be in date.

All medications are stored safely in the First Aid cupboard in the main office, except for insulin (kept in the medical room fridge) and inhalers (in each child's class) so they are readily available.

Piriton, Epipens and Buccolam are clearly labelled and stored in the First Aid cupboard in the main office. Prescribed medicine for a one-off illness or those needing to be kept cold are stored in a clearly labelled bag with the child's name and class: this is in the medical room fridge or the main fridge in the school office.

When out on school trips, all medication for a child is taken and kept in a First Aid backpack.

School staff may administer medicines to the child for whom it has been prescribed following the prescriber's instructions. The SENDCo and Welfare Administrator keep a record of all medicines administered to individual children. Any side effects of the medication administered at school are noted and reported to the parents. When no longer required, medicines are taken to a pharmacy for safe disposal. A sharps' box is used for the disposal of needles when appropriate.

Staff do not give prescription medicine or undertake healthcare procedures without following school procedure.

Allergies

All parents of children with a diagnosed food allergy are required to complete a Special Dietary Needs form. At lunchtime, children are then provided with a lanyard detailing their allergies to ensure all lunchtime supervisors and kitchen staff are aware. This is in addition to the Allergy Action Plans (AAPs) displayed in the staff room. The Special Dietary Needs forms are available in the green medical folders that each class has.

Shared medication

No child is allowed to share their medication with another child.

However, following guidance from the school nurse team, emergency kits for asthma sufferers have been purchased for children who have an attack in school and for those whose medication may be forgotten, lost or out of date. Parents are asked for written consent to use these kits in an emergency (see appendix 2). For further information see the asthma policy.

The school **do not** provide emergency Epipens; where possible, parents are to provide a second Epipen.

Record Keeping

All parents are asked for information on their child's medical needs on joining the school.

It is the parents' responsibility to inform the school if there are any changes to the child's medical needs and/or medication or contact details.

The schools also keep written records of all medicines administered to pupils on a medication administered form (see appendix 1). These records offer protection to staff and pupils and provide evidence that agreed procedures have been followed. Parents are informed by the class teacher at the end of the school day or by phone if their child has been unwell at school.

Emergency Procedures

An Individual Health Care Plan explains what the school needs to do in the case of an emergency. IHCPs and Allergy Action Plans (AAPs) are displayed on the wall in the staff room when signed parental consent has been obtained.

All relevant staff are made aware of the emergency signs and symptoms and the procedures to follow. Pupils in school support each other and are encouraged to inform a teacher immediately if they think help is needed.

All rooms in school display a red hand which is to be sent to the office in the event of an emergency. Office staff will then ensure support is readily available. Any member of staff who passes a child with a red hand should assist where possible. If needed, an ambulance will be called.

If a child is taken to hospital, a member of staff stays with the child until the parent arrives, or accompanies a child in the ambulance when a parent is unavailable. A member of staff with a hi-vis jacket stands at the school entrance to direct the ambulance and staff to the correct place.

Records of all accidents that results in an injury requiring medical attention and/ or ambulances are recorded on an Accident Report form and sent to Education Safety Services (see appendix 3). A copy is retained in school by the Welfare Administrator.

Staff are encouraged to keep pupils with medical conditions in school as much as possible to include them in normal school activities, including lunchtime activities and trips, unless this is specified in their Individual Health Care Plans.

All pupils are encouraged to eat, drink and take toilet breaks when appropriate in order to manage their medical condition effectively.

Should the Welfare Administrator or other first aiders be unavailable, parents will be encouraged to attend school to administer medication or provide medical support to their child, including toileting issues, but where this is not possible the Head Teacher makes alternative provision for the pupil.

Unacceptable practice

Although school staff should use their discretion and judge each case on its merits with reference to the child's IHCP, 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; or ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHCPs.
- If a child becomes ill, send them to the First Aid area unaccompanied or with someone unsuitable
- Penalise children for their attendance record if their absences are related to their medical condition, eg: hospital appointments
- Prevent pupils from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school fails to meet their child's medical needs
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg: by requiring parents to accompany the child.

Complaints

Parents are encouraged to discuss their concerns directly with the Head Teacher. If for whatever reason this does not resolve the issue, they may make a formal complaint to the Chair of Governors via the schools' complaints procedures. Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted.

Publications and Review

This policy has been devised taking into account the DfE advice in the publication, 'Supporting Pupils at School with Medical Conditions' - September 2014.

Primary School

Medication Consent Form

Child's name: _____ **Class:** _____

Date of Birth: _____

Medical condition or illness: _____

Name of medication: _____

Expiry date: _____ Quantity: _____

Prescription: Yes No ☐

Last time medication given: _____

Dosage: _____

Directions: _____

When to be given: _____

SPECIAL PRECAUTIONS & OTHER INSTRUCTIONS: _____

NB: Medicines must be in the original container as dispensed by the pharmacy.

PLEASE PROVIDE **TWO** CONTACT NUMBERS:

1. Name: _____ Contact number: _____

Relationship to child _____

2. Name: _____ Contact number: _____

Relationship to child _____

Parent / Carer Signature _____ **Date:** _____

Park Hill Primary School

Medication given:

Name of child _____ Class _____

Date									
Time given									
Dose given									
Signed									
Witnessed									

Date									
Time given									
Dose given									
Signed									
Witnessed									

Date									
Time given									
Dose given									
Signed									
Witnessed									

Park Hill Junior & Infant School (NC)
Alcester Road, Moseley, Birmingham B13 8BB

Tel: 0121 449 3004 Fax: 0121 449 7592
Email: enquiry@parkhill.bham.sch.uk
Headteacher: Mrs Kalsom Khan

To the parents / carers of _____,
We are in the process of updating our medical records and would like to speak to you.

Please pop in to school within the next week and ask to see me.

Thank you,

Mrs King

(SENDCo/ First Aid / Welfare Administrator)

Park Hill Junior & Infant School (NC)
Alcester Road, Moseley, Birmingham B13 8BB

Tel: 0121 449 3004 Fax: 0121 449 7592
Email: enquiry@parkhill.bham.sch.uk
Headteacher: Mrs Kalsom Khan

Child showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler [delete as appropriate].

2. My child has a working, in-date inhaler, clearly labelled with their name, which they will leave in school.

3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Child's name: ……

Class: ……

Parent's address and contact details:

……

……

……

Telephone: ……

E-mail: ……

Signed: …… Date: ……

Name (print): ……