

Supporting pupils at school with medical needs

Policy summary

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Supporting pupils at school with medical needs

1. The Blake CE School is an inclusive community that aims to support and welcome pupils with medical conditions

- The Blake CE School understands that it has a responsibility to make the school welcoming and supportive to children with medical conditions who currently attend and to those who may enrol in the future.
- The Blake CE School aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can be healthy, stay safe, enjoy and achieve and make a positive contribution.
- The Blake CE School aims to include all pupils with medical conditions in all school activities.
- Parents/carers of children with medical conditions are aware of the care their children receive at this school.
- The Blake CE School ensures all staff understand their duty of care to children in the event of an emergency.
- Staff have access to information about what to do in an emergency.
- The Blake CE School understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- Staff have an understanding of the common medical conditions that may affect children at this school and receive updates as required. The Headteacher is responsible for ensuring staff receive regular updates.

2. The medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation

- Parent/carers are informed about the medical conditions policy by signposting access to the policy in the school newsletter and via the school's website
- School staff are informed and regularly reminded about the school's medical conditions policy through: Staff meetings, key principles of the policy being displayed and being made aware of any child who has an Individual Health Plan.

3. Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at this school

- Staff at this school are aware of the most common serious medical conditions at this school.
- Staff at this school understand their duty of care to children both during, and at either side of the school day in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent/carer. This may include administering medication.
- Staff receive updates at least once a year for specific identified medical needs and know how to act in an emergency. Additional training will be provided if necessary, for staff members who work with children who have specific medical conditions supported by an Individual Health Plan (Appendix 1 Form 1)
- The Blake CE School uses Individual Health Plans to inform the appropriate staff (including support staff) of children with complex health needs in their care who may need emergency help.
- The Blake CE School has procedures in place so that a copy of the child's Individual Health Plan is sent to the emergency care setting with the child. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

- If a child needs to be taken to hospital and a parent is not present when the ambulance is due to depart, a member of staff will accompany them and will stay with them until a parent arrives. This school will try to ensure that the staff member will be one the child knows.

4. The school has clear guidance on the administration of medication at school

Administration - emergency medication

- The Blake CE School will seek to ensure that staff have easy access to the emergency medication of children with medical conditions.
- The Blake CE School will ensure that all children understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their emergency medication safely.

Administration - general

- The Blake CE School understands the importance of medication being taken as prescribed.
- All use of medication is done under the appropriate supervision of a member of staff at this school unless there is an agreed plan for self-medication.
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a child taking medication unless they have been specifically contracted to do so or unless the situation is an emergency and falls under their regular duty of care arrangements.
- Some members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer medication.
- The Blake CE School will ensure that specific training and updates will be given to all staff members who agree to administer medication to children if necessary.
- All staff in this school have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as assisting in administering medication or calling an ambulance.
- Parents/carers at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately. Parents/carers should provide the school with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital.
- If a child at this school refuses their medication, staff will record this and Parents/carers will be informed of this non-compliance as soon as possible.
- All staff attending off-site visits are aware of any children on the visit who have medical conditions. They will receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- If a trained member of staff, who is usually responsible for administering medication is not available, this school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

5. This school has clear guidance on the storage of medication at school

Safe storage - emergency medication

Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.

Safe storage - non-emergency medication

- All non-emergency medication is kept in a secure place, in a cool dry place.
- Staff ensure that medication is accessible only to those for whom it is prescribed.

Safe storage - general

- At The Blake CE School the School Business Manager or class teachers ensure the correct storage of medication at school.
- All controlled drugs are kept in a locked cupboard and only staff have access.
- The business manager or office administrator checks the expiry dates for all medication stored in her room at school at the beginning of each long term. (i.e. three times a year). Class teachers are responsible for checking the date of medication stored in their cupboards, e.g. Epi Pens.
- Class teachers and the business manager, along with the parents/carers of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the child's name, the name of the medication, route of administration, dose and frequency, and expiry date of the medication.
- All medication is supplied and stored in its original containers. All medication is labelled with the child's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- Medication is stored in accordance with the manufacturer's instructions, paying particular note to temperature.
- Some medication for children at this school may need to be refrigerated. All refrigerated medication is stored in the fridge which is inaccessible to unsupervised children.
- All medication (including blue inhalers) is sent home with children at the end of the school year.
- It is the parent/carer's responsibility to ensure new and in date medication comes into school with the appropriate instructions and ensures that the school receives this.

Safe disposal

- Parents/carers at this school are asked to collect out-of-date medication.
- If parents/carers do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.
- Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard.
- If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy, to school or to the child's parent.
- Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

6. The Blake CE School has clear guidance about record keeping for children with medical conditions

Induction forms

Parents/carers at this school are asked if their child has any medical conditions prior to their child starting school

Request for the administration of medicines forms

If a child has a short-term medical condition that requires medication during school hours (e.g. antibiotics to cover a chest infection), a completed 'Parental agreement for school to administer medicines form' has to be completed by the child's parents/carers and returned to the headteacher.

When medicine is administered, a record is completed and held in a folder in the child's classroom.

Individual Health Plans (Appendix 1)

Drawing up Individual Health Plans

The Blake CE School uses an Individual Health Plan for children with complex health needs to record important details about the individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Health Plan if required, (see Appendix 1 Form 1) Examples of complex health needs which may generate an Individual Health Plan following discussion with the school nurse and the school include:

- diabetes
- gastrostomy feeds
- a tracheostomy
- anaphylaxis
- a central line or other long term venous access
- Severe asthma that has required a hospital admission within the last 12 months
- epilepsy with rescue medication

An Individual Health Plan, accompanied by an explanation of why and how it is used, is sent to all parents/carers of children with a complex health need. This is sent when a parent accepts a place for their child at the school; at the start of the school year; when a diagnosis is first communicated to the school; transition discussions; new diagnosis

It is the parent's responsibility to fill in the Individual Health Plan and return the completed form to the school. If the school does not receive an Individual Health Plan, all school staff should follow standard first aid measures in an emergency. The school will contact the parent/carer if health information has not been returned.

The finalised plan will be given to parents/carers and kept on file in the SEN office.

The Blake CE School ensures that a relevant member of school staff is present, if required, to help draw up an individual health plan for pupils with complex health or educational needs.

School Individual Health Plan register

Individual Health Plans are used to create a centralised register of pupils with complex health needs. The office administrator has responsibility for the register at this school. This school has ensured that there is a clear and accessible system for identifying pupils with health plans/medical needs such as names being 'flagged' on the MIS system.

The headteacher/ senior teacher follows up with the parents/carers and health professional if further detail on a pupil's Individual Health Plan is required or if permission or administration of medication is unclear or incomplete.

Ongoing communication and review of Individual Health Plans

Parents/carers at this school are regularly reminded to update their child's Individual Health Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change. Each Individual Health Plan will have a review date.

Storage and access to Individual Health Plans

Parents/carers at this school are provided with a copy of the child's current agreed Individual Health Plan.

Individual Health Plans are kept in a locked cupboard in the SEN office.

Apart from the central copy, specified members of staff, agreed with the parents/carers, securely hold copies of children's Individual Health Plans. These copies are updated at the same time as the central copy. The school must ensure that where multiple copies are in use, there is a robust process for ensuring that they are updated, and hold the same information.

When a member of staff is new to a pupil, for example due to staff absence, the school makes sure that they are made aware of the Individual Health Plans and needs of the children in their care.

This school ensures that all staff protect children's confidentiality. The information in the Individual Health Plan will remain confidential unless needed in an emergency.

This school informs parents/carers that the Individual Health Plan would be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This is included on the Individual Health Plan.

Use of Individual Health Plans

Individual Health Plans are used by this school to:

- inform the appropriate staff about the individual needs of a child with a complex health need in their care
- identify important individual triggers for children with complex health needs at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of triggers
- ensure this school's emergency care services have a timely and accurate summary of a child's current medical management and healthcare in an emergency

Consent to administer medicines

If a child requires regular prescribed medication at school, parents/carers are asked to provide consent on their child's medication plan giving the child or staff permission to administer medication on a regular/daily basis, if required. This form is completed by parents/carers for children taking short courses of medication.

All parents/carers of children with a complex health need who may require medication in an emergency are asked to provide consent on the Individual Health Plan for staff to administer medication.

Residential visits

Parents/carers are sent a residential visit form to be completed and returned to school before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the child's current condition and their overall health. This provides essential and up-to-date information to relevant staff to help the child manage their condition while they are away. This includes information about medication not normally taken during school hours.

All residential visit forms are taken by the relevant staff member on visits where medication is required. These are accompanied by a copy of the child's individual health plan.

All parents/carers of children with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to supervise administration of medication at night or in the morning if required.

The residential visit form also details what medication and what dose the child is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the child manage their condition while they are away. A copy of the Individual Health Plan and equipment/medication must be taken on off-site activities

Record of Awareness Raising Updates and Training

The Blake CE School holds updates on specific medical conditions once a year as a result of new staff or new children. General First Aid training is carried out every three years. A record of the content and attendance of training is kept by the school and regularly reviewed.

All school staff who volunteer or who are contracted to administer emergency medication are provided with training, if needed, by a specialist nurse, doctor or school nurse. The school keeps a register of staff who have had the relevant training, it is the school's responsibility to arrange this.

The Blake CE School risk assesses the number of first aiders it needs and ensures that the first aiders are suitably trained to carry out their responsibilities.

7. This school ensures that the whole school environment is inclusive and favourable to children with medical conditions. This includes the physical environment, as well as social, sporting and educational activities

Physical environment

The Blake CE School is committed to providing a physical environment that is as accessible as possible to children with medical conditions.

This school's commitment to an accessible physical environment includes out-of-school; it also recognises that this may sometimes mean changing activities or locations.

Social interactions

The Blake CE School ensures the needs of children with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.

The Blake CE School ensures the needs of children with medical conditions are adequately considered to ensure they have access to extended school activities such as school productions, after school clubs and residential visits.

Staff at this school are aware of the potential social problems that children with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.

Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst children and to help create a positive social environment.

Exercise and physical activity

The Blake CE School understands the importance of all children taking part in sports, games and activities.

The Blake CE School seeks to ensure all teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all children.

The Blake CE School seeks to ensure that all teachers and sports coaches understand that if a child reports they are feeling unwell, the teacher should seek guidance before considering whether they should take part in an activity.

Teachers and sports coaches are aware of children in their care who have been advised, by a healthcare professional, to avoid or to take special precautions with particular activities.

The Blake CE School ensures all teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

The Blake CE School seeks to ensure that all children have the appropriate medication or food with them during physical activity and that children take them when needed.

The Blake CE School ensures all children with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

The Blake CE School ensures that children with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

Teachers at this school are aware of the potential for children with medical conditions to have special educational needs. Children with medical conditions who are finding their learning difficult are referred to the SEN coordinator.

The Blake CE School ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.

Risk Assessments

Risk assessments are carried out by this school prior to any out-of-school visit or off site provision and medical conditions are considered during this process. This school considers: how all children will be able to access the activities proposed; how routine and emergency medication will be stored and administered, where help can be obtained in an emergency, and any other relevant matters.

This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits or off site activities. This school considers additional medication and facilities that are normally available at school.

8. The Blake CE School is aware of the triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing these health and safety risks.

- a) The Blake CE School is committed to working towards reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- b) School staff have been updated on medical conditions. This update includes information on how to avoid and reduce exposure to triggers for common medical conditions.

9. Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy

The Blake CE School works in partnership with all interested and relevant parties including the school's governing body, school staff, and community healthcare professionals and any relevant emergency practitioners to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

Governors have a responsibility to:

- ensure the health and safety of their staff and anyone else on the premises or taking part in school activities (this includes all children). This responsibility extends to those staff and others leading activities taking place off-site, such as visits or outings.
- ensure the schools health and safety policies and risk assessments are inclusive of the needs of children with medical conditions and reviewed annually.
- make sure the medical conditions policy is effectively implemented, monitored and evaluated and regularly updated
- ensure that the school has robust systems for dealing with medical emergencies and critical incidents, at any time when pupils are on site or on out of school activities.

The Headteacher, who is the designated member of staff, has a responsibility to:

- ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- ensure the policy is put into action, with good communication of the policy to all staff, parents/carers and governors
- ensure every aspect of the policy is maintained
- ensure that if the oversight of the policy is delegated to another senior member of staff that the reporting process forms part of their regular supervision/reporting meetings
- monitor and review the policy at regular intervals, with input from governors, parents/carers, staff and external stakeholders
- report back to governors about implementation of the health and safety and medical conditions policy.
- ensure through consultation with the governors that the policy is adopted and put into action.

All staff have a responsibility to:

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- call an ambulance in an emergency
- understand the school's medical conditions policy
- know which pupils in their care have a complex health need and be familiar with the content of the pupil's Individual Health Plan
- know the school's first aiders and where assistance can be sought in the event of a medical emergency
- maintain effective communication with parents/carers including informing them if their child has been unwell at school
- ensure children who need medication have it when they go on a school visit or out of the classroom
- be aware of children with medical conditions who may need extra social support
- understand the common medical conditions and the impact these can have on children.
- ensure that all children with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure that children have the appropriate medication or food during any exercise and are allowed to take it when needed.
- follow universal hygiene procedures if handling body fluids
- ensure that children who present as unwell should be questioned about the nature of their illness, if anything in their medical history has contributed to their current feeling of being unwell, if they have

felt unwell at any other point in the day, if they have an Individual Health Plan and if they have any medication.

Teaching staff have an additional responsibility to also:

- ensure children who have been unwell have the opportunity to catch up on missed school work
- be aware that medical conditions can affect a child's learning and provide extra help when children need it, in liaison with the SENCo.
- liaise with parents/carers, special educational needs coordinator and headteacher if a child is falling behind with their work because of their condition
- use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions

First aiders have an additional responsibility to:

- give immediate, appropriate help to casualties with injuries or illnesses
- when necessary ensure that an ambulance is called.

The Special Educational Needs Coordinator has the additional responsibility to:

- ensure teachers make the necessary arrangements if a child needs special consideration or access arrangements in external tests.

Children have a responsibility to:

- treat other children with and without a medical condition equally
- tell their parents/carers, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another child is feeling unwell
- treat all medication with respect
- know how to gain access to their medication in an emergency
- ensure a member of staff is called in an emergency situation.

Parents/carers have a responsibility to:

- tell the school if their child has a medical condition or complex health need
- ensure the school has a complete, signed and up-to-date Individual Health Plan if their child has a complex health need
- inform the school about the medication their child requires during school hours
- inform the school/provider of any medication their child requires while taking part in visits, outings and other out-of-school activities
- tell the school about any changes to their child's medication, what they take, when, and how much
- inform the school of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name
- ensure that the school has full emergency contact details for them
- ensure that their child's medication is within expiry dates
- keep their child at home if they are not well enough to attend school
- ensure their child catches up on any school work they have missed
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- if the child has complex health needs, ensure their child has a written Individual Health Plan for school to help their child manage their condition.

Appendix 1

Form 1 - Individual Health Plan for children at The Blake School with complex health needs

Child's Name (Boy/Girl)

Date form completed Date for first review

Reviewed by _____ Date: _____ Changes to the Individual Health Plan Y/N

Reviewed by _____ Date: _____ Changes to the Individual Health Plan Y/N

Reviewed by _____ Date: _____ Changes to the Individual Health Plan Y/N

Copies held by:

Pupil Information

Class

Up to date, clear photo of the child

Class teacher

Date of Birth

Contact Information



Child's home address (including postcode)

Primary family contact

Name

Relationship to the child

Daytime phone number

Evening phone number

Mobile phone number

Second family contact

Name

Relationship to the child

Daytime phone number

Evening phone number

Mobile phone number



Name and contact details of GP

Name and contact details of specialist

Details of medical conditions

How will we know?

Signs and symptoms

What may cause the condition?

Triggers or aggravations

Whilst at school, what should staff be doing to help, what do they need to know?

(Dietary requirements, therapy, nursing needs, physical activity)

Outside normal school hours, what should staff be doing to help, what do they need to know?



Regular medication taken during school hours

Medication 1

What is the medication called? (Name/type of medication as described on the container)

How much should be taken and how should it be given? (Dose and by tablets, inhaler, injection etc)

When is it taken? (Time of day/how often)

Are there any side effects that could affect this child at school?

Are there any contraindications? (Signs that this medication should not be given)

Medication expiry date

Medication 2

What is the medication called? (Name/type of medication as described on the container)

How much should be taken and how should it be given? (Dose and by tablets, inhaler, injection etc)

When is it taken? (Time of day/how often)

Are there any side effects that could affect this child at school?

Are there any contraindications? (Signs that this medication should not be given)

Medication expiry date

What should staff do in an emergency?

Emergency Medication

Please complete even if it is the same as regular medication

What signs or symptoms indicate an emergency for this child/that this medication should be given?

What is the medication called? (Name/type of medication as described on the container)

How much should be taken and how should it be given? (Dose and by tablets, inhaler, injection etc)

Are there any side effects that the school should know about?

Are there any contraindications? (Signs that this medication should not be given)

Is there any follow up care necessary if this medication is given?

Who should the school inform that this medication has been given? (Parents/carers, GP, specialist)

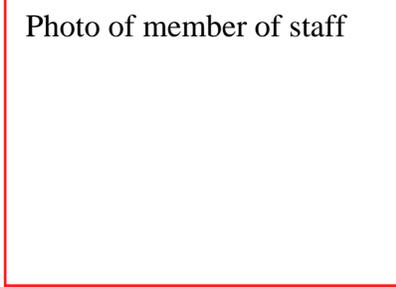
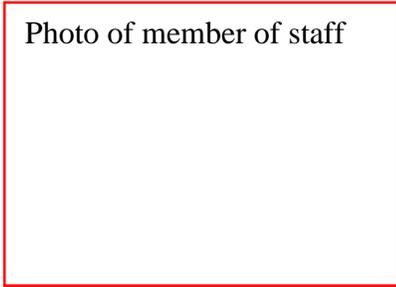
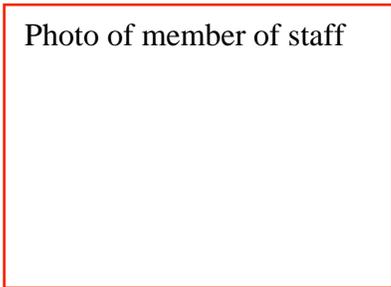
Regular medication taken outside of school hours

(For background information and to inform planning for residential trips)

What is the medication called? (Name/type of medication as described on the container)

Are there any side effects that the school needs to know about that could affect school activities?

Members of staff trained to administer routine medications for this child

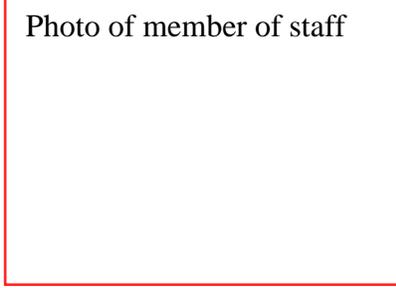
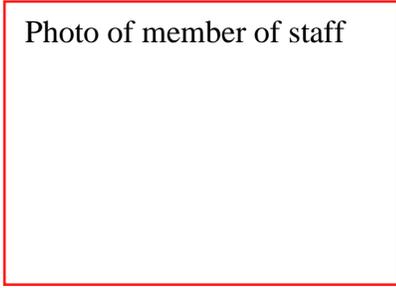
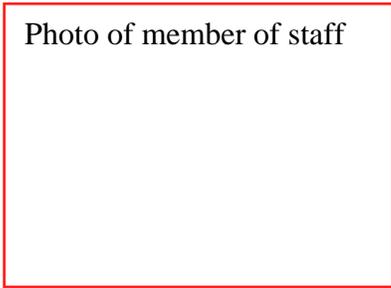


Name:

Name:

Name:

Members of staff trained to administer emergency medications for this child



Name:

Name:

Name:

Are any specialist education arrangements required? (e.g. activities to be avoided, special educational needs)

Are any specialist arrangements required for off-site activities?

(The school will send parents/carers a separate form prior to each residential visit/off-site activity):

Is there anything else you/your child would like the school to know about caring for you/them and about their healthcare in school?



Parental and child agreement

I agree that the medical information contained in this plan may be shared with individuals involved with my/my child's care and education (this includes emergency services).

I understand that I must notify the school of any changes in writing.

Signed (Parent/carer):

Date:

Print name

Healthcare professional agreement

I agree that the information is accurate and up to date.

Signed:

Date:

Print name

Job title:

Permission for emergency medication

- I agree that my child can be administered their medication by a member of staff in an emergency
- I agree that my child cannot keep their medication with them and the school will make the necessary medication storage arrangements

Signed (Parent/carer):

Date:

Head teacher agreement

It is agreed that (name of child):

- will receive the above listed medication at the above listed time (See 'Regular medication taken during school hours')
- will receive the above listed medication in an emergency (See 'Emergency Medication').

This arrangement will continue until

(either end date of course of medication or until instructed by the child's parents/carers).

Signed (headteacher):

Date:

Medical Conditions Information Pathway

<p>ACTION Form sent out by school asking parents to identify any medical conditions. *Form (see Annexe A) to be sent out, including:</p> <ul style="list-style-type: none"> • Transition discussions • At start of school year • New enrolment (during the school year) • New diagnosis informed by parents 	School
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School collates responses and identifies those needing individual health plans * sent to school nurse	School
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School Nurse writes to parents either to review Individual Health Plan (IHP) or start new plan if needed	School Nurse
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Parents complete IHP - send to school nurse for school. If no response from parents, school nurse to inform the headteacher. All contacts to be documented and dated.	Parents
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School nurse reviews the IHP, contacts parents if necessary and discusses with the headteacher. Stored in school according to policy	School Nurse & School
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<p>NOTE Pupils with medical conditions requiring Individual Health Plan are: diabetes, epilepsy with rescue medication, anaphylaxis, gastronomy feeds, central line or other long term venous access, tracheotomy, severe asthma that has required a hospital admission within the last 12 months, and others.</p>	
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