



## Heatherside Infant School – Supporting Children with Medical Needs

POLICY TYPE	REVIEWED BY	APPROVED	REVIEW CYCLE	NEXT REVIEW
FGB	Headteacher	11 <sup>th</sup> July 2023	Two Years	Spring 2025

*In writing this policy the Governing Body have chosen to use the model policy template created by Hampshire County Council Children's Services and Safety Team Version 1 - September 2014. This template has been confirmed by Sue Savory, HIAS, HCC May 2021.*

### **Policy Aim**

The purpose of this policy is to ensure that there is a plan in place to support pupils with medical conditions, and that employees are aware of their responsibilities and that relevant staff understand the administration of medicine arrangements.

### **Introduction**

Section 100 of The Children and Families Act 2014 places a duty on the Governing Body of this school, to make arrangements for supporting children at their premises with medical conditions. The Department of Education have produced statutory guidance 'Supporting Pupils with Medical Conditions' and we will have regard to this guidance when meeting this requirement.

We will endeavour to ensure that children with medical conditions are properly supported so that they have full access to education, including school trips and physical education. The aim is to ensure that all children with medical conditions, in terms of 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.

It is our policy to ensure that all medical information will be treated confidentially by the Headteacher and staff. All administration of medicines is arranged and managed in accordance with the Supporting Pupils with Medical Needs document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Where children have a disability, the requirement of the Equality Act 2010 will apply.

Where children have an identified special need, the SEN Code of Practice will also apply.

We recognise that medical conditions may impact social and emotional development as well as having educational implications.

### **Key Roles & Responsibilities**

**Statutory Requirement: The Governing Body should ensure that the school's policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support children at school with medical conditions.**

#### **The Governing Body is responsible for:**

- Ensuring that arrangements to support pupils with medical conditions in school are in place
- Ensure that such children can access and enjoy the same opportunities as any other child
- Ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.
- Ensure that arrangements meet their statutory responsibilities.
- Ensuring that this policy is implemented and published.

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

- Staff awareness and understanding of the policy.
- Staff understanding of their role in policy implementation.
- Operational implementation ensuring that there are staff sufficiently trained to implement the policy and healthcare plans.
- Ensuring that the school policy is developed and effectively implemented with partners.

#### **Medical Needs Co-Ordinator is responsible for:**

- Liaising with staff to ensure they are informed of the medical needs of the child
- Liaising with parents to complete the necessary written permissions and documentation to administer medicines to the child.
- Liaising with healthcare professionals involved in the care of the child.
- Ensuring that staff are trained appropriately to administer the medicines needed to manage specific conditions.
- Ensuring that protocols are followed and records are maintained correctly.

#### **Teachers and Support Staff are responsible for:**

- Ensuring they are aware of and understand the needs of any pupil in their class with medical needs and be able to follow the protocol for that child.
- Attending any training provided for children in their class or care where requested.
- Working under the direction of designated Medical Needs Coordinator.
- Understanding that any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical

conditions that they teach.

**The School Nurse is responsible for:**

- Notifying the school when a child has been identified as having a medical condition that will require support.
- Support the school with implementation of a child's individual healthcare plan and provide advice and liaison.
- Acting as a point of contact with lead clinicians locally on appropriate support for the child and associated training needs.
- Acting as a valuable resource for schools seeking advice and support in relation to children with medical conditions.

**Parents and carers are responsible for:**

- Providing the school with sufficient and up to date information about their child's medical needs.
- Providing up to date medicines, with the pharmacy label and original packaging.
- Being involved in the development and review of their child's individual healthcare plan.

## **Local Arrangements**

### **Identifying children with health conditions**

**Statutory Requirement: The Governing body will ensure that the policy sets out the procedures to be followed whenever a school is notified that a pupil has a medical condition.**

We will aim to identify children with medical needs on entry to the school by working in partnership with parents/carers and following the process outlined in the statutory guidance 'Supporting Pupils with Medical Conditions'. We will obtain information regarding pupil's medical needs required for each child's medical needs to ensure that we have appropriate arrangements in place prior to the child commencing at the school to support them accordingly.

Where a formal diagnosis is awaited or is unclear, we will plan to implement arrangements to support the child, based on the current evidence available for their condition. We will ensure that every effort is made to involve some formal medical evidence and consultation with the parents.

We will ensure that we liaise with and transfer all medical records to a child's new school.

## **Individual health care plans**

**Statutory Requirement: The Governing Body will ensure that the school's policy covers the role of Individual Healthcare Plans, and who is responsible for their development in supporting children at school with medical conditions.**

We recognise that Individual Healthcare Plans are recommended in particular where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long term and complex. However, not all children will require one. The school, healthcare professional

and parent will agree based on evidence when a healthcare plan would be inappropriate or disproportionate.

Where children require an Individual Healthcare Plan it will be the responsibility of the Headteacher and Medical Needs Coordinator to work with parents and relevant healthcare professionals to write the plan.

A healthcare plan (and its review) may be initiated in consultation with the parent/carer, by a member of school staff or by a healthcare professional involved in providing care to the child. The Headteacher and Medical Needs Coordinator will work in partnership with the parent/carer, and a relevant healthcare professional e.g. school, specialist or children's community nurse, who can best advise on the particular needs of the child to draw up and/or review the plan. Where a child has a special educational need identified in an Educational Health Care (EHC) plan, the Individual Healthcare Plan will be linked to or become part of that EHC plan.

We will use the individual healthcare plan template produced by the DfE to record the plan, contained within our Medical folder on the SchoolPool system.

If a child is returning following a period of hospital education or alternative provision (including home tuition), then we will work with Hampshire County Council and education provider to ensure that the Individual Healthcare Plan identifies the support the child will need to reintegrate effectively.

**Statutory Requirement: The Governing Body should ensure that all plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. Plans should be developed with the child's best interests in mind and ensure that the school assesses and manages the risks to the child's education, health and social well-being and minimise disruption.**

Individual Healthcare Plans will be reviewed annually, or sooner as required.

**Statutory Requirement: When deciding what information should be recorded on individual healthcare plans, the Governing Body should consider the following:**

The school will complete the individual healthcare template which covers DfE requirements.

#### **Staff training**

**Statutory Requirement: The Governing Body should ensure that this policy clearly sets out how staff will be supported in carrying out their role to support children with medical conditions, and how this will be reviewed. It should specify how training needs will be assessed and by whom training will be commissioned and provided.**

The school policy should be clear that any member of school staff providing support to a child with medical needs should have received suitable training. Staff must not undertake specific health care procedures without the appropriate training (updated to reflect any individual

healthcare plans).

All new staff will be inducted on the policy when they join the school through the new starter induction training. Records of this training will be saved on SchoolPool.

All nominated staff will be provided with awareness training on the school's policy for supporting children with medical conditions which will include what their role is in implementing the policy. This will be carried out annually at the start of the new academic year. We will retain evidence that staff have been provided with the relevant awareness training on the policy by retaining attendance signature sheets or online confirmation of the completion of training. These records will be retained in the School Office.

School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Where required we will work with the relevant healthcare professionals to identify and agree the type and level of training required and identify where the training can be obtained from. This will include ensuring that the training is sufficient to ensure staff are competent and confident in their ability to support children with medical conditions. The training will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs and therefore allow them to fulfil the requirements set out in the individual healthcare plan.

Any training undertaken will form part of the overall training plan for the school and refresher awareness training will be scheduled at appropriate intervals agreed with the relevant healthcare professional delivering the training.

A record will be completed, based on the template form 'Staff training record – administration of medicines' to document the type of awareness training undertaken, the date of training and the competent professional providing the training.

### **The child's role**

**Statutory Requirement: The Governing Body will ensure that the school's policy covers arrangements for children who are competent to manage their own health needs and medicines**

Where possible and in discussion with parents, children who are competent will be encouraged to take responsibility for administering their own medicines under staff supervision. This will be recorded in their individual healthcare plan. The healthcare plan will reference what will happen should a child who self-administers refuses to take their medication (this will normally be informing the parent/carer at the earliest opportunity).

### **Managing medicines on School Premises**

**Statutory Requirement: The Governing Body will ensure that the school's policy is clear about**

## **the procedures to be followed for managing medicines.**

The administration of medicines is the overall responsibility of the parents/carers. Where clinically possible we will encourage parents to ask for medicines to be prescribed in dose frequencies which enable them to be taken outside of school hours. However, the Headteacher is responsible for ensuring children are supported with their medical needs whilst on site, therefore this may include managing medicines where it would be detrimental to a child's health or school attendance not to do so.

We will not give prescription or non-prescription medicines to a child under 16 without their parent's/carer's written consent (a 'parental agreement for setting to administer medicines' form will be used to record this). A documented tracking system to record all medicines received in and out of the premises will be put in place. The tracking system used is the Medication Tracking Records, retained securely in the School Office.

The name of the child, dose, form, expiry and shelf life dates will be checked before medicines are administered.

On occasions where a child refuses to take their medication the parents will be informed at the earliest available opportunity.

We will only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by the pharmacist and include instructions for administration, their dosage and storage. Insulin is the exception, which must still be in date but will generally be available to schools inside an insulin pen or a pump, rather than its original container.

At Heatherside Infant School, it is deemed that a child is too young to take personal responsibility for their inhaler. Staff will make sure that it is stored in a safe but readily accessible place, and clearly marked with the child's name and photo for identification.

Controlled drugs will be securely stored in a non-portable container which only named staff will have access to. We will ensure that the drugs are easily accessible in an emergency situation. A record will be kept of any doses used and the amount of the controlled drug held in school. There may be instances where it is deemed appropriate for a child to administer their own controlled medication under the supervision of staff. This would normally be at the advice of a medical practitioner.

We will only administer non-prescribed medicines on request from the parent if they are in clearly identifiable packaging and only on a short term basis (where the school has concerns they will seek further guidance from their link School Nurse).

All other pain relief medicine will not be administered without first checking maximum dosages and when previously taken. We will always inform parents.

Any homeopathic remedies to be administered will require a letter of consent from the child's

doctor and will be administered at the discretion of the Head Teacher.

Emergency medicines will be stored in a safe location but not locked away to ensure they are easily accessible in the case of an emergency.

Types of emergency medicines include:

- Injections of adrenaline for acute allergic reactions
- Inhalers for asthma
- Injections of Glucagon for diabetic hypoglycaemia

Other emergency medication i.e. Rectal Diazepam or Buccal Midazolam for major seizures will be stored in accordance with the normal prescribed medicines procedures (see storage section).

### **Storage**

All medication other than emergency medication will be stored securely in the Medical Room and cannot be easily removed from the premises.

Where medicines need to be refrigerated, they will be stored in a dedicated Medical refrigerator in a clearly labelled airtight container. There must be restricted access to a refrigerator holding medicines.

Children will be made aware of where their medicines are at all times and be able to access them immediately where appropriate. Where relevant they should know who holds the key to the storage facility.

Medicines such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children and not locked away. We will also ensure that they are readily available when outside of the school premises or on school trips.

Storage of medication whilst off site will be maintained at steady temperature and secure. There will be appropriately trained staff present to administer day to day and emergency medication and copies of individual health care plans will be taken off site to ensure appropriate procedures are followed.

### **Disposal**

It is the responsibility of the parents/carers to dispose of their child's medicines. It is our policy to return any medicines that are no longer required including those where the date has expired to the parents/carers. Parents/carers will be informed of this when the initial agreements are made to administer medicines. Medication returned to parent/ carers will be documented on the tracking medication form.

Sharps boxes will be in place for the disposal of needles. Collection and disposal of these will be arranged locally by parents who will remove them from site on a termly basis.

### Medical Accommodation

The Medical Room will be used for all medical administration/treatment purposes. The room will be made available when required. If appropriate, the medicine will be administered in the classroom area.

### Record keeping

**Statutory Requirement: The Governing Body should ensure that written records are kept of all medicines administered to children.**

A record of what has been administered including how much, when and by whom, will be recorded on a 'record of prescribed medicines' form. The form will be kept on file. Any possible side effects of the medication will also be noted and reported to the parent/carers.

### Emergency Procedures

**Statutory Requirement: The Governing Body will ensure that the school's policy sets out what should happen in an emergency situation.**

Where a child has an Individual Healthcare Plan, this will clearly define what constitutes an emergency and provide a process to follow. All relevant staff will be made aware of the emergency symptoms and procedures. We will ensure other children in the school know what to do in the event of an emergency i.e. inform a member of staff immediately if they are concerned about the health of another child.

Where a child is required to be taken to hospital, a member of staff will stay with the child until their parent/carer arrives, this includes accompanying them to hospital by ambulance if necessary (taking any relevant medical information, care plans etc. that the school holds).

### Day trips/off site activities

**Statutory Requirement: The Governing Body should ensure that the arrangements are clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.**

We will ensure that staff members are aware of how a child's medical condition will impact on their participation in any off site activity or day trip, but we will ensure that there is enough flexibility for all children to participate according to their own abilities within reasonable adjustments.

We will consider what reasonable adjustments we might make to enable children with medical needs to participate fully and safely on visits. We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. We will consult with parents/carers and pupils and take advice from the relevant healthcare professional to ensure that pupils can participate safely.

### Other issues



The school will hold a Salbutamol Asthma inhaler for emergency use for pupils with an individual healthcare plan in place for diagnosed asthma.

### **Unacceptable practice**

**Statutory Requirement: The Governing Body will ensure that the school's policy is explicit about what practice is not acceptable.**

Staff are expected to use their discretion and judge each child's Individual Healthcare Plan on its merits, 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 or prevent them from staying for normal school activities, including lunch, unless this is specified in their Individual Healthcare Plans;
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, 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 is failing to support 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 e.g. by requiring parents to accompany the child.

### **Liability and Indemnity**

**Statutory Requirement: The Governing Body will ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.**

Staff at the school are indemnified under the County Council self-insurance arrangements.

The County Council is self-insured and has extended this self-insurance to indemnify school staff

who have agreed to administer medication or undertake a medical procedure to children. To meet the requirements of the indemnification, we will ensure that staff at the school have parents' permission for administering medicines and members of staff will have had training on the administration of the medication or medical procedure.

### Complaints

**Statutory Requirement: The Governing Body will ensure that the school's policy sets out how complaints may be made and will be handled concerning the support provided to pupils with medical conditions.**

Should parents or children be dissatisfied with the support provided they can discuss their concerns directly with the Headteacher. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

**Signature of Responsible Manager/Headteacher:**

**H. Dunn**