



Supporting Pupils with Medical Conditions Policy

June 2019

Contents

1. Purpose
2. Protocol
3. Managing medicines on school premises
4. Roles and Responsibilities
5. Health Care Plans
6. Staff Training
7. Emergency Procedures
8. Day trips, residentials and sporting activities

Template A: Individual Healthcare Plan

Template B: Parental Agreement for Setting to Administer Medicine

Template C: Record of Medicine Administered to an Individual Child

Template D: Record of Medicine Administered to All Children

Template E: Staff Training Record – Administration of Medicines

Template F: Contacting Emergency Services

Template G: Model Letter Inviting Parents to Contribute to Individual Healthcare Plan Development

1. Purpose

Ernehale Junior School is an inclusive community that aims to support and welcome pupils with medical needs and conditions. The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance. This has been revised within the Children's and Families Act 2014 and follows legal requirements. Further to this the school aims 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;
- Ensure all staff understand their duty of care to children and young people in the event of an emergency;
- Ensure all staff feel confident knowing what to do in an emergency.

The school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed and misunderstood. Such medical conditions identified under the Children and Families Act 2014 are;

- Asthma;
- Cancer;
- Diabetes;
- Epilepsy.

The school understands the importance of medication being taken as prescribed. All staff understand the common medical conditions that affect children at this school and significant staff receive training on the impact medical conditions can have on pupils.

Ernehale Junior School complies with the Equality Act 2010/ NC inclusion statement/SEND Code of Practice 2014.

2. Protocol

Parents/Carers should not send a child to school if they are unwell. If your child attends school with an existing injury, it is your duty to take your child to the local A&E or their GP. The school can only deal with a First Aid issue if it occurs onsite.

Parents/carers must ensure that they inform the school or setting (After School Club etc.) about any particular needs before a child is admitted or when a child first develops a medical need. The school and setting need separate notifications.

Where a child has a significant long term health issue a care plan will be drawn up with parents/ carers and the school nurse.

3. Managing medicines on school premises

Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Parental/carer written consent must be provided for prescription and non-prescription medicines. A consent form will be kept in the office and written consent and medicine must be handed in at reception that morning.

The school will only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is in insulin 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 the end of a course of medication, this should be returned home with the parent/carer for safe disposal.

All medicines will be stored safely. Children should know where their medicines are at all times and be able to access them immediately. School will ensure that a written record is kept when a child administers medicine. This will be kept in the school office.

4. Roles and Responsibilities

As a school we understand that the best way to support our children is to work in partnership with the many people involved in supporting the child's needs. Stated below are the responsibilities of each group.

Parents and Carers

Parents/Carers must fill out a medicine consent form if a child is to take prescribed medicine within the school day. Verbal consent is not enough. The form is available from the school office. Parents/Carers must ensure medicine is in date. Medication should be provided in an original container with the following shown clearly on the label;

- Child's name;
- Child's DOB;
- Name and strength of medication;
- Required dosage;
- Expiry dates wherever possible;
- Dispensing date/pharmacist's details.

For a significant medical condition or administration of emergency medication, a Health Care plan must be created and completed by the parents/carers. This process will be supported by school and we are happy to contact and involve the school nurse. This will be reviewed annually or as and when needed if medical conditions change.

Pupils

We understand that pupils with medical conditions are often best placed to provide information about the condition that affects them. The school will fully support them in the developing needs of their medical condition and when appropriate and with parental/carer consent ask them to be part of the development of their care plan.

Whenever possible, pupils will be encouraged to manage their own medical needs. This decision will be taken after discussion with their parents. Pupils who can take their medicines themselves or manage procedures may require an appropriate level of supervision. This will be provided when needed and the taking of medication recorded on a record sheet which will be kept in the school office.

Governing Body

The governing body will ensure that the school's policy is carried out within school and is reviewed annually. They will make sure that arrangements are made to support pupils with medical conditions in school. They will ensure that there is a sufficient number of staff to take on responsibility to support children with medical conditions and that training is provided for them. They will ensure that no child is excluded from the fullness of school life due to a medical condition.

Headteacher (Anne Batley)

The Headteacher will ensure that the medicine's policy is implemented and developed effectively in school. This includes ensuring that all staff are aware of the policy and that there are adequate staff to support children with medical conditions. Appropriate training will be provided for staff as medical needs arise. The overall responsibility for care plans lies with the head teacher. The headteacher will support partnership working with different services including the school nurse.

School Staff

It is important that staff who agree to support, supervise or administer medicines understand the basic principles and legal liabilities involved and have the confidence to deal with any emergency situations. Training should be provided and taken. Whole staff awareness training will be provided when a significant or developing need occurs.

At the time of writing this policy, the key staff involved in medical conditions support are;

- Tamzin Mistry
- Dave Armstrong Jones
- Katherine Leader

School Nurse Rachel Channer

The school nurse is responsible for providing support and expertise on pupils with medical conditions in school. She will work alongside school and parents/carers to ensure care plans are in place and will sign post and provide training.

Other Healthcare Professionals and Services

Our school will work alongside any agency involved in a child's health care to ensure that our school provides the best medical support it can.

5. Health Care Plans

Health Care plans will be completed for some children with medical conditions. The need for a Health Care Plan will be decided on an individual basis. The decisions will be based on the needs of the child and will be a decision for parents/ carers, school and health services. If a consensus cannot be reached the decision will be made by the head teacher.

The Health Care Plan will include key details that will enable the best care for the child within school, such as;

- The medical condition, triggers, signs, symptoms and treatments;
- The pupils resulting needs;
- Support for the pupils education, social and emotional needs; such as how absences, rest periods etc. may be managed;
- Level of support needed;
- Who will provide this support, training needs, cover arrangements etc.

If a child has an EHC then their care details must be included within this. Where a child has SEND but does not have an EHC, they will have a Health Care Plan instead.

6. Staff Training

Staff training will be provided when needed to support the medical needs of children within the school. At times this will be key members of staff who will support the child primarily and at other times will include the whole staff. We will ensure as a school that training records are kept for inclusion in the Health and Safety Records.

All staff are aware of the school's policy for managing and supporting pupils with medical conditions.

All staff are aware of significant medical conditions within the school and a full and complete list of medical conditions and needs is displayed in the staff room.

7. Emergency Procedures

The school has procedures in place for dealing with emergency situations in school.

If a child has an individual healthcare plan this will clearly outline what this constitutes and what happens in an emergency. All relevant school staff will be informed of this and be aware of emergency symptoms and procedures.

If a child needs to be taken to hospital, staff will stay with the child until the parent/carer arrives or accompany the child taken to hospital by ambulance.

8. Day trips, residential and sporting activities

The school is committed to ensuring our curriculum is accessible to all. Before a school trip or residential is carried out a risk assessment will be made. This will include looking at the medical needs of pupils. This may require consultation with parents/carers. If it is possible for the child to take medication before the trip or residential then this is the preferred option. If the child needs to take medication whilst out of school, then the medication must be labelled and clearly marked. This will be given to a designated person who will administer and keep record of when the medication was issued.

Should a child need medication whilst away that is not solely prescribed to them such as an over the counter medicine, this will be confirmed on the EV4 form and confirmed by phone call by the group leader. An emergency inhaler can be provided to children who are asthmatic if their inhaler is not with them or is broken. This can only happen if written permission has been obtained from their parent in line with the asthma care plan.

The governing body reviews this policy every year. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

Date:

Template A: Individual Healthcare Plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

--

Name of medication, dose, method of administration, when to be taken, side effects, contra-
indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Template B: Parental Agreement for Setting to Administer Medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

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

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Template C: record of medicine administered to an individual child

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

C: Record of medicine administered to an individual child (Continued)

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Template E: staff training record - administration of medicines

Name of school/setting

Name

Type of training received

Date of training completed

Training provided by

Profession and title

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date

Template F: contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

- a. Your telephone number: **0115 956 8008**
- b. Your name
- c. Your location: **Ernehale Junior School, Derwent Crescent, Arnold, Nottingham.**
- d. State what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code: **NG5 6TA**
- e. Provide the exact location of the patient within the school setting
- f. Provide the name of the child and a brief description of their symptoms
- g. Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient

Put a completed copy of this form by the phone

Template G: model letter inviting parents to contribute to individual healthcare plan development

Dear [insert parent/carer's name]

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

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

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

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

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

Yours sincerely