

<p style="text-align: center;">Manadon Vale Primary School Supporting Pupils with Medical Conditions 2024</p>

Rationale:

This policy has been written to ensure consistent practice in supporting pupils with medical conditions and the safe and clear administration of medicines, so that pupils with medical needs achieve regular attendance.

Aims:

- To ensure arrangements are in place to support pupils with medical conditions, so they can access and enjoy the same opportunities at school as any other child
- To provide parents and pupils with confidence in the school's ability to provide effective support for medical conditions
- To support pupils to develop confidence and learn the necessary self-care skills to manage a medical condition
- To ensure the safe administration of medicines to pupils where necessary
- To explain the roles and responsibilities of school staff in relation to medicines
- To clarify the roles and responsibilities of parents in relation to pupils' school attendance during and following illness
- To outline to parents and school staff the safe procedure for bringing medicines into school, when necessary, and their storage
- To outline the safe procedure for managing medicines on school trips

Admission arrangements for Pupils with Medical Conditions:

Pupils with medical conditions are entitled to a full education and have the same rights of admission to school as other children. No pupil with a medical condition should be denied admission or prevented from taking up a place in school because or arrangements for their medical conditions have not been made. However, in line with safeguarding duties, governors do not have to accept a child in school at times where it would be detrimental to the health of the pupil or others to do so.

Individual Healthcare Plans:

Individual Healthcare Plans (IHP) will help school effectively support pupils with medical conditions. (Appendix A)

Plans will be drawn up in partnership between school, parents and a relevant healthcare professional, e.g. School or Specialist Nurse. Pupils will be involved whenever appropriate. These will be reviewed at least annually or earlier if evidence is presented that the child's needs have changed. Where a child has a special educational need identified in an Educational Health and Care Plan (EHCP), the individual Healthcare Plan (IHP) will be linked to, or become part of the EHCP.

An Individual Healthcare Plan should include:

- The medical condition, its triggers, signs, symptoms and treatments;
- The pupils' resulting needs, including medication (dose, side effects, storage) and other treatments, time facilities, equipment, testing, access to food and drink, where this is used

to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors;

- Specific support for the child's educational, social and emotional needs, e.g. how absences will be managed, requirements for extra time to complete tests, use of rest periods or additional support in catching up with lessons, counselling sessions;
- The level of support needed (some pupils will be able to take responsibility for their own health needs), including in emergencies. If a pupil is self-managing their medication this should be clearly stated with appropriate arrangements for monitoring;
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional, and cover arrangements for when they are unavailable;
- Who in the school needs to be aware of the child's condition and the support required;
- Arrangements for written permission for parents and the head teacher, or delegated person, for medication to be administered by a member of staff or self-administered by the child during school hours;
- Separate arrangements or procedures for school trips or other school activities outside the normal school timetable that will ensure that the child can participate, e.g. risk assessments;
- Where confidentiality issues are raised by the parent of a child the designated individuals to be entrusted with information about the child's condition;
- What to do in an emergency, including whom to contact and contingency arrangements

Roles and Responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility for one person. School will work in partnership with healthcare professional, social care professionals, local authorities, parents and pupils.

Governing Body: The governing body will make arrangements to support children with medical conditions in school and ensure that a policy is developed and implemented. The governing body will ensure that sufficient staff have received suitable training and are competent before they take responsibility to support children with medical conditions.

Headteacher: The Headteacher will ensure that:

- The school's policy is developed and effectively implemented with partners
- All staff are aware of the policy and understand their role in its implementation
- All staff who need to know are aware of the child's condition
- There are sufficient trained members of staff available to implement the policy and deliver against all IHPs including the contingency and emergency situations

School Staff: School staff may be asked to provide support to children with medical conditions, including administration of medicines (although they cannot be required to do so). They will receive sufficient and suitable training and achieve the necessary level of competency before they take on the responsibility to support children with medical conditions.

School staff are asked to follow the procedures outlined in this policy using the appropriate forms; to complete a healthcare plan in conjunction with parents and relevant healthcare professionals for pupils with complex or long-term medical needs and to share medical information as necessary to ensure the safety of a pupil.

School Administrator (with responsibility for First Aid/Health and Safety): School Administrator will ensure that sufficient staff are suitably trained, cover arrangements made and Individual Healthcare Plans are monitored.

School Nurse: Every school has access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school, liaising with lead clinicians locally on appropriate support for the child and associated staff training needs. They can provide advice and liaise with staff on the implementation of the child's IHP.

Other Healthcare Professionals including GPs and Paediatricians: They should notify the school nurse when a child has been identified as having a medical condition that will require support at school. Specialist local health teams may be able to provide support in schools with children with particular conditions (e.g. asthma, diabetes, epilepsy).

Pupils: Pupils will be fully involved in discussions about their medical support needs and contribute, and comply with, their IHP as appropriate.

Parents: Parents will provide the school with sufficient and up-to-date information about their child's medical needs. They will be involved in the development and review of their child's IHP, providing medicines and equipment (checking it is not empty and in date) and ensuring they, or another nominated adult, are contactable at all times. The adult, with parental responsibility, is required to complete a parental agreement form (See Appendix B & C) at the school office for the medicine to be administered by school staff.

Staff training and support:

- Staff, who are identified to administer routine prescribed and non-prescribed medicines, are First Aid trained and a list is held in the school office and First Aid Room notice board
- Each September, or at the point of diagnosis, familiar year team staff are identified to support an individual with medical needs and they receive appropriate training, i.e. currently this includes administering Epi-pens, supervising the administering of insulin and the management of diabetes. Teams are re-assessed each September, around the location of pupils with medical needs, and appropriate training given.
- Records are maintained of trained staff for first aid and the administering of the Epi-pens, supervising the administration of insulin. A current list of staff is available from the school office.
- Additional needs-led staff training will be implemented, as required.
- Staff must not give prescription medicines or undertake healthcare procedures without appropriate training

The Pupil's role in managing their own Medical Needs:

- Pupils are encouraged to take responsibility for their own medicine from an early age. This will include encouraging supervised independence, which is age-appropriate, for example, pupils using Movicol, to prepare, mix and administer the medicine
- Parents/cares must still complete a medicine record form, noting that the pupil will self-administer and sign the form. The school will store the medicine appropriately
- Pupils requiring controlled drugs should attend the school office to access their medication from locked storage, and have the dose checked and recorded

- In sunny months, pupils may need to self-administer sun lotion. Any lotion used should be provided by the parent and not shared between pupils, due to possible allergies. Pupils must self-administer or pupils can support one another. Younger pupils are encouraged to bring in spray lotions, so an adult can direct the spray onto the skin, allowing pupils to apply the lotion independently.

Procedures for managing medications on school premises:

- Prior to staff members administering any medication, the parents/carers of the child must complete and sign a Parental agreement for school to administer medicine form.
- Medicines (controlled or prescribed) should only be brought to school when essential, i.e. where it would be detrimental to the pupil's health if the medicine were not administered during the school day. Where possible it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside school hours.
- Only medicines (including eye drops) in the original container will be accepted in school, so that age-related dosage instructions are clearly evident. For controlled and prescribed medicines, containers need to be clearly labelled by the pharmacy, with the pupil's name and dosage. Medicines which do not meet these criteria will not be administered.
- All medications must be bought to the school office by an adult (over 16 years). Medicines must never be brought to school in a pupil's possession (except asthma inhalers).
- No child will be given any prescription medicines without written parental consent.
- Controlled drugs, required by pupils, must be brought to the attention of the Headteacher. Tablets, which are controlled drugs, should be counted and recorded when brought to the office and collected again. These may be administered to the child, for whom it has been prescribed.
- When no longer required, medicines should be returned to the parent for safe disposal.

Self-storage of medicines:

- Asthma inhalers should be stored in the pupil's classroom within the pupil's reach and labelled with their name and should be taken with the pupil during physical activities or when leaving the school premises
- No medicines, other than asthma inhalers, may be kept in the classroom
- Antibiotics (including antibiotic eye drops) must be stored in a fridge
- Epi- pens should be stored on an accessible shelf, within the School Office.

Roles and responsibility of staff managing and supervising the administration of medicines:

- An individual healthcare plan should be completed in conjunction with parents and relevant healthcare professionals for pupils with complex or long-term medical needs.
- Administration of medicines at school must be recorded in the Medicines Folder.
- Parents may come to the school office to administer medicines if necessary.
- If a pupil refuses to take medicine, staff must not force them to do so. The refusal should be recorded and parents informed the same day.

Record Keeping:

- All medicines administered by school staff will have the correct parental consents in place, prior to administering the medication. In an emergency, the Headteacher may accept verbal consent via the telephone which is followed up in writing the same day.
- All medicines administered by school staff will be recorded within the Medicines Folder in the school office, at the time of administration by the staff administering the medication.

Confidentiality rules:

- The medical needs of the pupils will be maintained as confidential records.
- The needs of pupils will be shared on a 'need to know' basis, to maintain the safety of the pupils, whilst issues of privacy and dignity are upheld.

Emergency procedures:

- An individual healthcare plan should clearly define what constitutes an emergency for each individual and explain what to do, including ensuring all relevant staff are aware of emergency symptoms and procedures
- Pupils (class and/or peer group) also need to know what to look for and when they need to tell a teacher.
- The school's emergency procedures are kept within the Red Box, kept within the School Operations Lead's office.
- Members of the senior team and the admin team are fully briefed around the procedures required during an emergency.
- The school will call for medical assistance and the parent or named emergency contact will be notified.
- The Governing Body will support any member of staff who assists with administering medicine in a reasonable good faith attempt to prevent or manage an emergency situation, regardless of outcome.

Procedures for managing medicines on day trips, residential visits and sporting activities:

Pupils with medical needs are given the same opportunities as others. Staff may need to consider what is necessary for all pupils to participate fully and safely on school trips. Staff should discuss any concerns about a pupil's safety with parents.

- The Educational Visits Leader (EVC) is responsible for designating a school First Aider for the trip, with at least the Emergency First Aid qualification for day trips and preferably at least Paediatric First Aid for residential trips.
- The EVC is responsible for ensuring that arrangements are in place for any pupil with medical needs prior to a trip taking place, including ensuring that all asthma inhalers are carried as required. A copy of any relevant Individual Healthcare Plan should be taken on the day trip.
- The designated school First Aider on the day trip will administer any medicines required (prescribed or controlled) in line with prior written permission from the parents. The administration of all drugs will be recorded on the 'Record of Medicines Administered to Pupils' form.
- The First Aider will return the forms and any unused medicines to the school office/parents as appropriate on return to school.
- For residential visits, staff will record the medical needs and medication requirements for the duration of the trip. The administering of medication will be recorded and handed back to the school office on the completion of the trip.

Unacceptable practice:

Staff at Manadon Vale Primary School understand the following behaviour is unacceptable:

- Preventing pupils from easily accessing their inhalers, medication and administering their medication when and where necessary.
- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil or their parents; ignoring medical evidence or opinion.

- Sending pupils home frequently or preventing them from staying for normal school activities.
- Penalising pupils with medical conditions for the attendance record where the absences relate to their conditions, e.g. hospital appointments.
- Preventing pupils from drinking, eating or taking toilet breaks, whenever they need in order to manage their medical condition effectively.
- Requiring parents, or make them feel obliged, to attend school to administer medication or provide medical support to their child, including toileting issues. No parent should have to give up working because a school is failing to support their child's medical needs.
- Preventing pupils from participating in any aspect of school life, including school trips, e.g. by requiring the parent to accompany the child.

School Attendance during or following illness:

- Pupils should not be at school when unwell, other than with a mild cough/cold.
- Symptoms of vomiting or diarrhoea require a pupil to be absent from school and not to return until clear of symptoms for 48 hours.
- Pupils should not be sent to school with an undiagnosed rash or rash caused by any contagious illness.
- Any other symptoms of illness which might be contagious to other or will cause the pupil to feel unwell and unable to fully participate in the school day require the pupil to be absent from school.

Liability and indemnity:

Manadon Vale Primary School have an Insurance Policy that provides liability cover relation to the administration of medication.

Complaints:

Any parents dissatisfied with the support provided should discuss their concerns directly with the school. If this cannot be resolved, parents may make a formal complaint using the school's Complaints Policy and Procedures.

Appendices:

Appendix A - Individual Health Care Plans

Appendix B - Parent consent form

Appendix C - Staff completion form

TEMPLATE I:

Model Individual Healthcare Plan (IHP)

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./Paediatrician.

Name

Phone no.

Link Healthcare professional

(School or paediatric nurse) name and contact details.

Who is responsible for providing support in school?

TEMPLATE 1: (continuation sheet)

Model Individual Healthcare Plan (IHP)

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.

Arrangements for intimate care (if required)

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 2:

Parental agreement for school/ setting to administer medicines.

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 (as described on the container)	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions (e.g) storage)	
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 _____

