

Hackbridge Primary School



Supporting Pupils with Medical Conditions Policy

2017-2018

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Statement of intent

Hackbridge Primary School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in April 2014 – "Supporting pupils at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

At Hackbridge Primary School, we aim to:

- Provide a broad, balanced and challenging curriculum, which meets the educational, emotional and social needs of our pupils.
- Enable our pupils to develop self-confidence, pride in their achievements at school and to take responsibility for their learning.
- Encourage pupils to develop respect for themselves and others in school and for those in the wider society.
- Provide a safe and secure environment.
- Develop meaningful links with families and the local community.

Signed by

_____ Headteacher

Date: _____

_____ Chair of
Governors

Date: _____

1. Key roles and responsibilities

1.1. The Local Authority (LA) is responsible for:

1.1.1. Promoting co-operation between relevant partners and stakeholders regarding supporting pupils with medical conditions.

1.1.2. Providing support, advice and guidance to schools and their staff.

1.1.3. Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.

1.1.4. Providing suitable training to school staff, through the School Nursing Service, in supporting pupils with medical conditions to ensure that Individual Healthcare Plans can be delivered effectively.

1.2. The Governing Body is responsible for:

1.2.1. The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Hackbridge Primary School.

1.2.2. Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

1.2.3. Handling complaints regarding this policy as outlined in the school's Complaints Policy.

1.2.4. Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.

1.2.5. Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.

1.2.6. Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.

1.2.7. Keeping written records of any and all medicines administered to individual pupils and across the school population.

1.2.8. Ensuring the level of insurance in place reflects the level of risk.

1.3. The Headteacher is responsible for:

1.3.1. The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Hackbridge Primary School.

1.3.2. Ensuring the policy is developed effectively with partner agencies.

1.3.3. Making staff aware of this policy.

1.3.4. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.

1.3.5. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.

1.3.6. Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.

1.4. The SENCo is responsible for:

1.4.1. Liaising with healthcare professionals regarding the training required for staff.

1.4.2. Making staff who need to know aware of a child's medical condition.

1.4.3. Developing Individual Healthcare Plans (IHCPs).

1.4.4. Contacting the school nursing service in the case of any child who has a medical condition.

1.5. Staff members are responsible for:

1.5.1. Taking appropriate steps to support children with medical conditions.

1.5.2. Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.

1.5.3. Administering medication, if they have agreed to undertake that responsibility.

1.5.4. Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.

1.5.5. Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

1.5.6. A named staff member will be identified if any pupil is admitted to the school who requires the overseeing of insulin injections.

1.6. School nurses are responsible for:

1.6.1. Notifying the school when a child has been identified with requiring support in school due to a medical condition.

1.6.2. Liaising locally with lead clinicians on appropriate support.

1.7 Parents and carers are responsible for:

1.7.1. Keeping the school informed about any changes to their child/children's health.

1.7.2. Providing the name of the school's SENCo to health professionals who need to liaise directly with the school in respect of an identified need.

1.7.3. Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the SENCo, other staff members and healthcare professionals.

1.7.4. Completing a parental agreement for school to administer medicine form before bringing medication into school.

1.7.5. Providing the school with the medication their child requires and keeping it up to date.

1.7.6. Collecting any leftover medicine at the end of the course or year.

1.7.7. Discussing medications with their child/children prior to requesting that a staff member administers the medication.

2. Definitions

2.1. "Medication" is defined as any prescribed or over the counter medicine.

2.2. "Prescription medication" is defined as any drug or device prescribed by a doctor.

2.3. A "staff member" is defined as any member of staff employed at Hackbridge Primary School, including teachers.

3. Training of staff

3.1. Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.

3.2. Teachers and support staff will receive regular and ongoing training as part of their professional development.

3.3. Staff who undertake responsibilities under this policy will receive appropriate training when required.

3.4. Staff who undertake responsibilities for the following under this policy will receive the following training externally on an at least biannual basis:

- Epipen Training
- Buccal Midazolam Training

3.5. The clinical lead for this training is the school's identified School Nurse, currently Linda Lines.

3.6. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility.

3.7. No staff member may administer drugs by injection unless they have received training in this responsibility.

3.8. The Deputy Headteacher/SENCo will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

4. The role of the child

- 4.1. Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- 4.2. Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.
- 4.3. If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- 4.4. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

5. Individual Healthcare Plans (IHCPs)

- 5.1. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Special Educational Needs Co-ordinator (SENCo) and medical professionals.
- 5.2. IHCPs will be easily accessible whilst preserving confidentiality.
- 5.3. A 'Medical Alert' poster will be displayed in the Medical Room, First Aid Room and Staffroom to alert staff to pupils with an IHCP in place. The 'Medical Alert' poster will also be kept in a discreet folder in the pupil's classroom for reference by supply teachers or anyone supervising the class in the teacher's absence.
- 5.4. IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- 5.5. Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- 5.6. Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

6. Medicines

- 6.1. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- 6.2. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.
- 6.3. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.

- 6.4. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 6.5. Medicines MUST be **in date, labelled**, and provided in the **original container** (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- 6.6. A maximum of four weeks supply of the medication may be provided to the school at one time.
- 6.7. Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.
- 6.8. Medications will be stored in the locked medical cabinet in the School Office.
- 6.9. Any medications left over at the end of the course will be returned to the child's parents.
- 6.10. Written records will be kept of any medication administered to children.
- 6.11. Pupils will never be prevented from accessing their medication.
- 6.12. Hackbridge Primary School cannot be held responsible for side effects that occur when medication is taken correctly.
- 6.13. Parents/carers will be informed of any and all medicines administered to their child.

7. **Emergencies**

- 7.1. Medical emergencies will be dealt with under the school's emergency procedures.
- 7.2. Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
- What constitutes an emergency.
 - What to do in an emergency.
- 7.3. Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- 7.4. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

8. **Avoiding unacceptable practice**

- 8.1. Hackbridge Primary School understands that the following behaviour is unacceptable:
- Assuming that pupils with the same condition require the same treatment.
 - Ignoring the views of the pupil and/or their parents.

- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the First Aid Room, Medical Room or School Office alone if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

9. Insurance

9.1. Teachers who undertake responsibilities within this policy are covered by the school's insurance.

9.2. Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the School Business Manager or the Headteacher.

10. Complaints

10.1. The details of how to make a complaint can be found in the Complaints Policy:

10.1.1. Stage 1 - Complaint Heard by Staff Member

10.1.2. Stage 2 - Complaint Heard by Headteacher

10.1.3. Stage 3 – Complaint Heard by Governing Bodies' Complaints Appeal Panel (CAP)