

Halifax Primary School



Managing Medical Conditions in School

Purpose	The purpose of Halifax Primary's Managing Medical Conditions in School Policy is to provide a secure framework for supporting pupils with medical conditions including the administration of medicines.
Audience	<ul style="list-style-type: none">• School Governors• Staff• Pupils & Parents
Related Policies	<ul style="list-style-type: none">• Safeguarding Policy• Intimate Care Policy• Equality Statement• Accessibility Policy
Policy Approved	Summer 2021
Future Policy Review	Summer 2023

Definitions of Medical Conditions

Pupils' medical needs may be broadly summarised as being of two types: -

Short-term affecting their participation at school because they are on a course of medication.

Long-term potentially limiting access to education and requiring on-going support, medicines or care while at school to help them to manage their condition and keep them well, including monitoring and intervention in emergency circumstances.

Introduction and Statement of Intent

Halifax Primary School is an inclusive community, we welcome and support pupils with medical conditions, staff work with parents, carers, children and external professionals to ensure that children stay safe and well, play a full active role in school life and achieve their full potential. Parents/carers are asked to support the school with this policy, to ensure that we are best able to meet pupils needs we ask parents to inform us of medical appointments and share advice and guidance received from other professionals.

At Halifax Primary we:

- Provide children with medical conditions the same opportunities as others at school
- Ensure staff have an understanding of the medical conditions that may affect children at this school.
- Encourage, when appropriate, pupils to take responsibility for managing their medical needs
- Ensure all staff understand their duty of care to children and young people in the event of an emergency.

Guidance about record keeping for pupils with medical conditions

- Parents/carers are asked if their child has any medical conditions when they join the school (Enrolment form)
- Parents/carers are required to update data sheets on an annual basis
- If a pupil has a short-term medical condition that requires medication during school hours (e.g. antibiotics to cover a chest infection), a medication form is given to the pupil's parents/carers to complete. (Appendix B)

Roles and responsibilities

The Governing Body is responsible for:

- Ensuring that arrangements are in place to support pupils with medical conditions and show an understanding of how medical conditions impact on a child's ability to learn

- Ensuring that no child with a medical condition is denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with safeguarding duties, we will ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases, and reserve the right to refuse admittance to a child at times where it would be detrimental to the health of that child or others to do so
- Ensuring that the arrangements put in place are sufficient to meet our statutory duties and ensure that policies, plans, procedures and systems are properly and effectively implemented

The Head teacher is responsible for:

- 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
- 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.

The School office is responsible for:

- Ensuring when pupils join Halifax Primary school any medical conditions recorded on transfer documents and parents/carers forms are added to Arbor
- Updating and reviewing a Medical Conditions, each class teacher should have an overview of the list for the pupils in their care, within easy access (supply staff and support staff should similarly have access on a need to know basis
- Ensuring that once information is added to Arbor it is also recorded on CPOM's and passed onto the class teacher/SENDCo
- Ensuring that inhalers/Epi-pens are stored correctly and are accessible to pupils
- Administering short term medication
- Administering First Aid needs that cannot be met in the classroom or on the playground.
- Contacting parents/carers to inform them of any incidents that may need further monitoring i.e. bumps to the head

The SENDCo is responsible for:

- Ensure that staff receive regular updates regarding pupils who are under the care of other professionals

- Ensure that when ongoing training and support is required to support a pupil's medical condition this is in place
- Ensure that if a pupil requires additional provision to meet their medical and learning needs this is in place and adequate funding is secured.
- Ensure that if concerns are raised regarding a medical condition parents are supported and signposted to external professionals as appropriate

Staff are responsible for:

- Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help.
- Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.
- Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.
- Actively seeking advice and support from the SENDCo, Phase leader or Senior Leadership Team if concerned or uncertain about any element of pupil care or well-being.
- Attending First Aid training and administering care as appropriate, incidents requiring monitoring will be passed to the school office.

Parents are responsible for:

- Providing the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's Individual Healthcare Plan (IHP) and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

Pupils:

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

Individual Healthcare Plan

Individual Healthcare Plans are drawn up for children with complex health needs to record important details about the individual child's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Examples of complex health needs which may generate an Individual Healthcare Plan following discussion with the school nurse and the school:

- ✓ 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
- The SENDCo has the overall responsibility for managing Individual Healthcare Plans (IHP). Not all pupils with a medical condition will require an IHP.
 - Parents, SENDCo and healthcare professionals will discuss when an IHP would be inappropriate or disproportionate, this will be based on evidence. If there is no consensus, the Headteacher will make the final decision.
 - Parents/carers and pupils are provided with a copy of the pupil's current agreed Individual Health Plan.
 - IHP's will be accessible to class teachers and support staff and will be included in applications for EHC plan's if appropriate.
 - Office staff and Phase Leaders will have access to IHP's so that information can be passed to cover staff in the event of staff absence.
 - Where a child is returning from a period of hospital education, alternative provision or home tuition, collaboration between the local authority (LA) or the alternative provision (AP) and school is needed to ensure that the IHP identifies the support the child needs to reintegrate.

Training

- Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.
- The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.
- The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the SENDCo. Training will be kept up to date.

Staff Responsibilities in an Emergency Situation

- Staff understand and are updated in what to do in an emergency for the most common serious medical conditions at this school.
- Staff understand their duty of care to pupils both during, and at either side of the school day, in the event of an emergency situation school staff are required under common law duty of care to act like any reasonably prudent Parent or Carer. This may include administering medication.
- Emergency procedures will be set out in IHP's.

- If a pupil needs to be taken to hospital, a member of the Senior Leadership Team will oversee the organization of this, a member of staff who is known to the pupil will always accompany them and will stay with them until a parent arrives.
- Additional training is provided for key staff members who work with children who have specific medical conditions supported by an Individual Healthcare Plan (Appendix A)

Administration of Medicines

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- Parents/carers should notify the school immediately if their child's medication changes, is discontinued, or the dose or administration method changes.
- Parents/carers should provide the school with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital.
- 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.
- No children under 16 should be given prescription or non-prescription medicines without their parents written consent.
- Medicines (other than inhalers) will be kept in the school office. Inhalers will be kept in the classroom under the responsibility of the class teacher to ensure they are easily accessible.
- All use of medication is done under the appropriate supervision of a member of staff unless there is an agreed plan for self-medication. Written records will be kept of any medication administered to children. The medication administration will be checked and signed by two members of staff.
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil 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.
- All school staff have been informed 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.
- In some circumstances, medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult. This will be agreed in the Individual Health Plan
- If a pupil refuses their medication, staff will record this and parents/Carers will be informed of this non-compliance immediately.
- All staff attending off-site visits must be aware of any pupils 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 alternative arrangements will be made to provide the service. This is always addressed in the risk assessment for off-site activities.

Guidance on the Storage and Disposal of Medication at School

- 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.
- Non-Emergency medication is stored in the Front Office; office staff ensure the correct storage is followed.
- Office staff check the expiry dates for all medication stored at school each term.
- Medication is stored in accordance with the manufacturer's instructions, paying particular note to temperature. Some medication may need to be refrigerated, refrigerators used for the storage of medication are inaccessible to unsupervised pupils.
- It is the parent/carers responsibility to ensure new and in date medication comes into the school office with the appropriate instructions.
- Parents/carers 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 pediatrician on prescription. All sharps boxes are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.

Residential visits

- Every effort will be made in consultation with parents and healthcare professionals to allow any pupil with medical needs to participate fully in school trips and sporting activities. A risk assessment will be carried out to take account of any reasonable adjustments that may be needed

Avoiding Unacceptable Practice

The following behavior is unacceptable at Halifax Primary School:

- Preventing children from easily accessing their inhalers and 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 and/or their parents or ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school.
- Sending the pupil to the school office alone or with an unsuitable escort if they become ill.

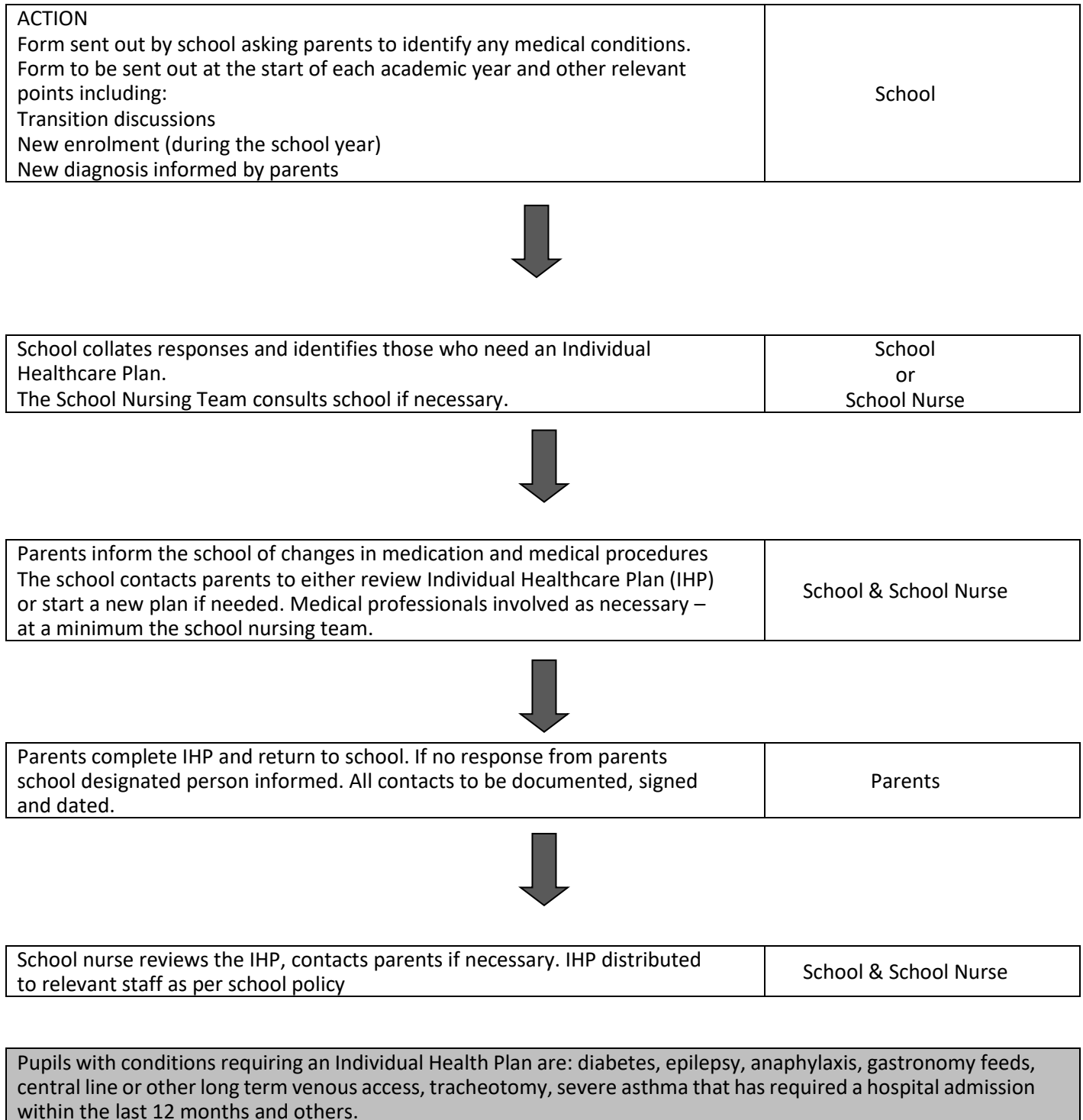
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating 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.

Complaints

- All complaints should be raised with the school in the first instance, via the class teacher, SENDCo or Headship Team
- The details of how to make a formal complaint can be found in the School Complaints Policy



Medical Conditions Information Pathway





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Appendix B: Parental agreement for the school to administer medicine

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

Date for review to be initiated by	
Name of school	
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	The School Office

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

Legal Disclaimer. I understand that neither the Headteacher nor anyone acting on her authority, nor the Local Governing Committee nor Orwell Multi Academy Trust will be liable for any illness or injury to the child arising from the administration of the medicine or drug unless caused by negligence of the Headteacher, the person acting on her authority, Local Governing Committee or Orwell Multi Academy Trust as the case may be.

Signature(s):

Date:



Appendix C: record of medicine administered to an individual child

Name of school	
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			
Name/medication on bottle			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Name/medication on bottle			
Dose given			
Name of member of staff			
Staff initials			



Appendix C1: Record of medicine administered to an individual child

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

Date			
Time given			
Name/medication on bottle			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Name/medication on bottle			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Name/medication on bottle			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Name/medication on bottle			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Name/medication on bottle			
Dose given			
Name of member of staff			
Staff initials			



Appendix D: Staff training record – administration of medicines

Name of school	
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 by [date].

Trainer's signature

Date

I confirm that I have received the training detailed above.

Staff signature

Date

Suggested review date