



## **SUPPORTING CHILDREN WITH MEDICAL NEEDS**

<b>APPROVED BY GOVERNORS</b>	<b>January 2021</b>
<b>TO BE REVIEWED BY</b>	<b>January 2023</b>

## **SUPPORTING CHILDREN WITH MEDICAL NEEDS POLICY**

### **STATEMENT OF INTENT**

Longmeadow 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 updated in August 2017 – "Supporting pupils at school with medical conditions".

### **1. KEY ROLES AND RESPONSIBILITIES**

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

- 1.1.1. Promoting cooperation 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.

#### **1.2. The Governing Board is responsible for:**

- 1.2.1. The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Longmeadow 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 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 and the senior leadership team is responsible for:**

- 1.3.1. The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Longmeadow 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. Liaising with healthcare professionals regarding the training required for staff.
- 1.3.5. Making staff who need to know aware of a child's medical condition.
- 1.3.6. Developing Individual Healthcare Plans (IHCPs).
- 1.3.7. Ensuring enough trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 1.3.8. If necessary, facilitating the recruitment of a member of staff for delivering the promises made in this policy.
- 1.3.9. Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- 1.3.10. Contacting the school nursing service in the case of any child who has a medical condition.

**1.4. Staff members are responsible for:**

- 1.4.1. Taking appropriate steps to support children with medical conditions.
- 1.4.2. Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- 1.4.3. Administering medication, if they have agreed to undertake that responsibility.
- 1.4.4. Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- 1.4.5. Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

### **1.5. School nurses are responsible for:**

- 1.5.1. Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- 1.5.2. Liaising locally with lead clinicians on appropriate support.

### **1.6. Parents and carers are responsible for:**

- 1.6.1. Keeping the school informed about any changes to their child/children's health.
- 1.6.2. Completing a parental agreement for school to administer medicine form before bringing medication into school.
- 1.6.3. Providing the school with the medication their child requires and keeping it up to date.
- 1.6.4. Collecting any leftover medicine at the end of the course or year.
- 1.6.5. Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- 1.6.6. Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the medical officer, other staff members and healthcare professionals.

## **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 Longmeadow 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 development.
- 3.3. Teachers and support staff who undertake responsibilities under this policy will receive the following training externally:
  - Managing Medication Training - Medical Officer
  - EYFS Paediatric First Aid – identified practitioner working in EYs unit
  - Emergency First Aid At Work (EFAW) – KS1 & KS2 Leads & Medical Officer
  - Epi-Pen Training – all staff

- Basic First Aid Training (Emergency Aid Level) – all staff
  - Other training relating to specific needs of individuals
- 3.4. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility.
  - 3.5. No staff member may administer drugs by injection unless they have received training in this responsibility.
  - 3.6. The Medical Officer 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 in an easily accessible location.
- 4.3. If pupils refuse to take medication or to carry out a necessary procedure, parents/carers 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. PUPIL MEDICAL PLANS (PMPs)**

- 5.1. Where necessary, a Pupil Medical Plan (PMP) will be developed in collaboration with the pupil, parents/carers, headship team, Head of Inclusion (SENCO) and medical professionals.
- 5.2. PMPs will be easily accessible whilst preserving confidentiality and GDPR responsibilities.
- 5.3. PMPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- 5.4. Where a pupil has an Education, Health and Care plan or special needs statement, the PMP will be linked to it or become part of it.
- 5.5. 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 PMP identifies the support the child needs to reintegrate.

#### **6. MEDICINES**

- 6.1. The school will only administer prescribed medication to children. The label must clearly show the child's name, dose and frequency required. Only antibiotics prescribed at frequencies of 4 times a day will be administered at school.

- 6.2 Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- 6.3. 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.
- 6.4. No child will be given any prescription medicines without written parental consent except in exceptional circumstances.
- 6.5. Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- 6.6. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 6.7. Medicines MUST be in date, labelled with the child's details, 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.
- 6.8. 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.
- 6.9. Medications will be stored securely in the Medical Room\*, other than medication requiring immediate access such as inhalers.
- \*either EYs/KS1, located in the disabled toilet, or the First Aid Room next to the front entrance – whichever is nearer the pupil's classroom
- 6.10. Any medications left over at the end of the course will be returned to the child's parents/carers.
- 6.11. Written records will be kept of any medication administered to children.
- 6.12. Pupils will never be prevented from accessing their medication.
- 6.13. Longmeadow Primary School cannot be held responsible for side effects that occur when medication is taken correctly.

## **7. EMERGENCIES**

- 7.1. Medical emergencies will be dealt with under the school's emergency procedures.
- 7.2. Where a Pupil Medical Plan (PMP) 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. Longmeadow 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/carers.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the 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.
- Making parents feel obliged or forcing parents to attend school to administer prescribed 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 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.

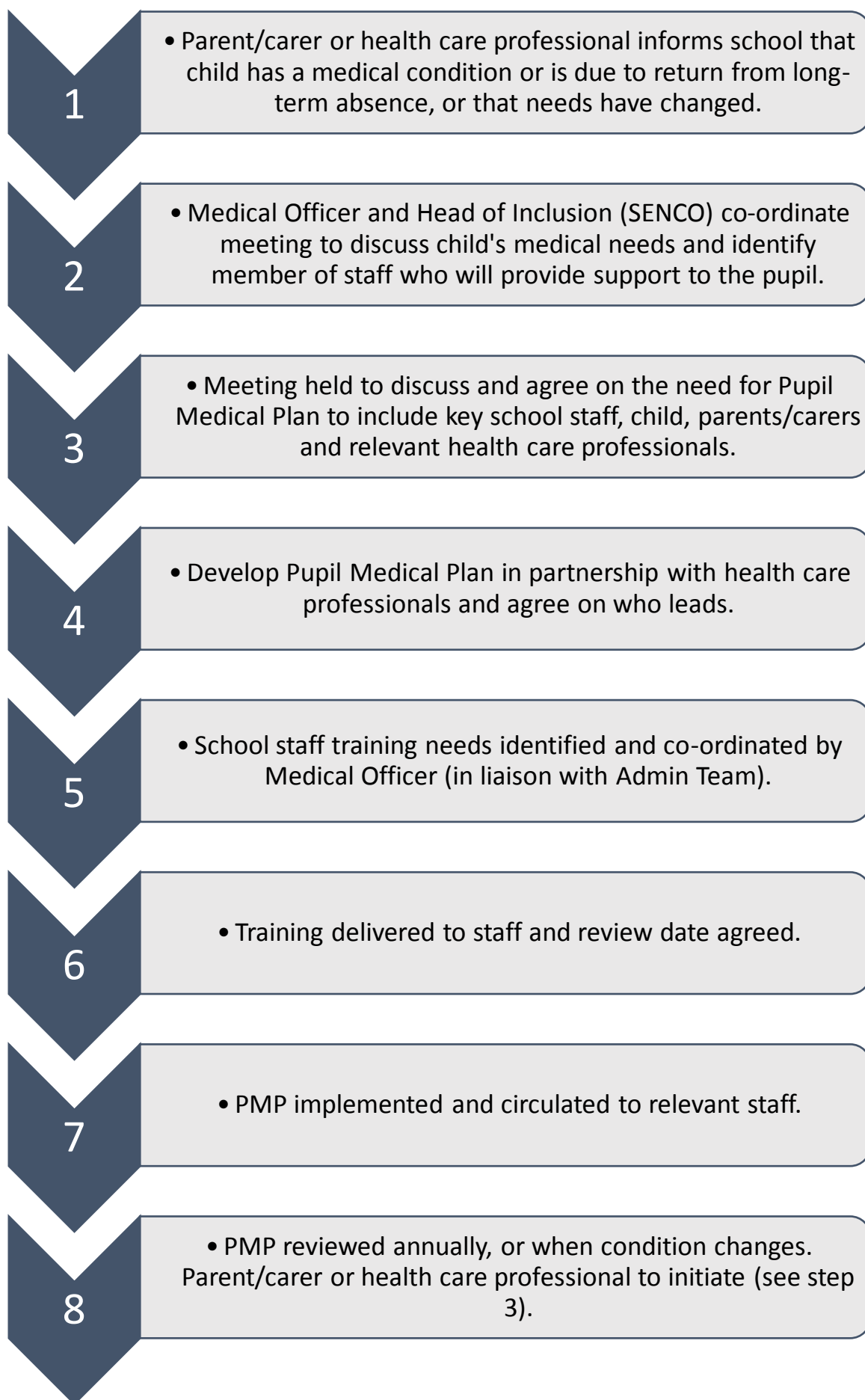
## **10. COMPLAINTS**

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 the Phase Leader and Medical Officer
- 10.1.3. Stage 3 – Complaint heard by the Headteacher
- 10.1.4. Stage 4 - Complaint Heard by Governing Bodies' Complaints Appeal Panel (CAP)

**APPENDIX 1 – PUPIL MEDICAL PLAN IMPLEMENTATION PROCEDURE**





APPENDIX 2 - INDIVIDUAL HEALTHCARE PLAN TEMPLATE



**Longmeadow Primary School**

Headteacher: Mrs Emily Howley

Oaks Cross, Stevenage, Hertfordshire, SG2 8LT  
01438 351 087

**PRIVATE AND CONFIDENTIAL - PUPIL MEDICAL PLAN**

Name:	
Date of birth:	
Year / Class:	
Teacher:	
Support staff identified:	
List of conditions:	
Date of this plan:	
Parent/carer consent: To support school in providing the best medical care for all pupils, we will seek advice from the NHS School Nurse Team. In completing this form and returning it to school, you are consenting to school seeking this support. Please tick to show you have understood this: <input type="checkbox"/>	

Medical needs overview

Describe medical needs, including: <ul style="list-style-type: none"> <li>• details of child’s symptoms</li> <li>• triggers</li> <li>• treatments</li> <li>• facilities</li> <li>• equipment or devices</li> <li>• environmental issues</li> </ul>	
Treatment details, including: <ul style="list-style-type: none"> <li>• name of medication</li> <li>• dose</li> <li>• method of administration</li> <li>• when to be taken</li> <li>• side effects</li> <li>• administered by</li> <li>• can it be self-administered with/without supervision</li> </ul>	

### Emergency medical support

What constitutes an emergency:	
Action to be taken in emergency: (NB parents/carers will be notified)	
Follow-up care advised:	
In the absence of all trained people, the parents must agree to child being present at school on the understanding that 999 will be dialled immediately if an emergency occurs and the parents will then be informed. An individual risk assessment should be completed for pupils with medical needs.	

### Day-to-day support

Daily care requirements:		
Specific support for the child's social, emotional and mental health:		
Arrangements for school trips, visits etc, including: <ul style="list-style-type: none"><li>• equipment / medication</li><li>• transportation needs</li><li>• adaptations</li></ul>		
Daily care routine (if applicable)	Time	Treatment / medication

Contact information

Contact 1	Name:	
	Telephone number/s:	
	Address:	
Contact 2	Name:	
	Telephone numbers/s:	
	Address:	
Contact 3	Name:	
	Telephone number/s:	
	Address:	

Medical practitioners

Hospital consultant:	
Contact information:	
GP name:	
Contact information:	
Other professional 1:	
Contact information:	
Other professional 2:	
Contact information:	

Implementation meeting information

Date of meeting:			
Attendees:			
Training identified:			
Actions to be taken:	By whom:	By when:	
This form must be:			
<ul style="list-style-type: none"><li>• Copied to medical folder (stored securely by Medical Officer)</li><li>• Scanned to network and saved in appropriate class/year group of Pupil Medical Plans</li><li>• Shared with all relevant staff working with pupil</li></ul>			

**APPENDIX 3 - PARENTAL AGREEMENT FOR A SCHOOL TO ADMINISTER MEDICINE TEMPLATE**

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 child

--

Date of birth

--

Tutor group

--

Medical condition or illness

--

**Medicine**

Name/type of medicine  
*(as described on the container)*

--

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 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 \_\_\_\_\_

**APPENDIX 4 - RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL CHILD TEMPLATE**

Name of child

Date medicine provided by parent

Tutor group

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


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



**APPENDIX 6 - 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 \_\_\_\_\_ has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated by \_\_\_\_\_.

Trainer’s signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date

## APPENDIX 7 - 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.**

- Your telephone number – **01438 351 087**
- Your name.
- Your location as follows: **Longmeadow Primary School, Oaks Cross, Stevenage, Hertfordshire SG2 8LT**
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.
- Ensure the school office are notified so that the barriers are raised in anticipation of the crews arrival. It may also be necessary to ensure the site team open relevant gates to ensure they are as near to the patient as possible. Ensure a member of staff waits for the ambulance crew to direct them to the patient.

Create an incident log on CPOMs under medical after the incident, stating that an ambulance was required and the action taken by all staff members.

## APPENDIX 8 - MODEL LETTER INVITING PARENTS TO CONTRIBUTE TO INDIVIDUAL HEALTHCARE PLAN DEVELOPMENT

Dear Parent/Carer,

RE: 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 each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, 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 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 include add details of team. 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 add name of other staff lead would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,