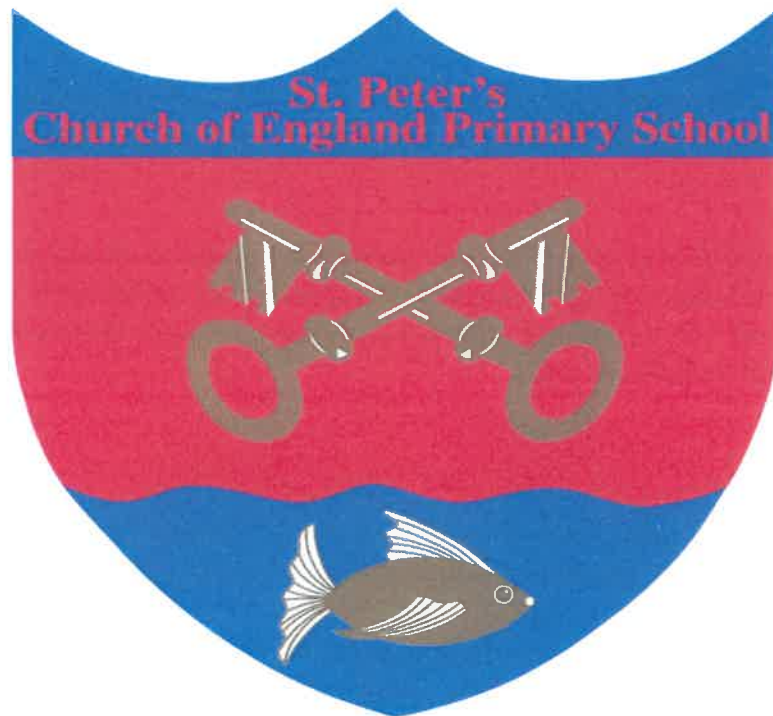


ST. PETER'S CHURCH OF ENGLAND
PRIMARY SCHOOL



POLICY ON SUPPORTING PUPILS WITH
MEDICAL CONDITIONS AND THE SAFE
ADMINISTRATION OF MEDICINES

Introduction

St. Peter's Church of England Primary School acknowledges that all children with medical conditions should be properly supported in school so that they can play a full and active role in school life, attend regularly, remain healthy and achieve their full academic potential.


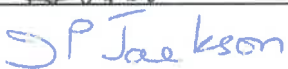
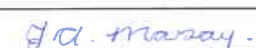
This policy has been developed in line with the Department for Education's statutory guidance released in December 2015 "Supporting pupils at school with medical conditions" which refers to Section 100 of the Children and families Act 2014. The Act places a duty on governing bodies of maintained schools to make arrangements for supporting pupils at their school with medical conditions, both long or short term. We recognise that some medical conditions may be defined as disabilities and consequently come under the Equalities Act 2010.

In addition to this school policy we also use the more detailed North Yorkshire 'Guidance for Supporting Children and Young people with Medical Conditions in School Feb 2015'

The aim of this policy is to give clear and concise guidance to all members of the school community in the hope that parents can feel confident that their child will be supported effectively and feel safe during the normal school day and also whilst taking part in extra-curricular activities and off-site visits.

Key Principles:

- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- Governing bodies should ensure that arrangements are in place in school to support children with medical conditions, including the appropriate use of risk assessments and the development, implementation and review of individual health care plans with the support of the school nursing service.
- School, parents, the child and healthcare professionals will work closely together to ensure that the needs of pupils with medical conditions are met.
- This is an inclusive school where we strive to treat all children as individuals, assess their needs and adopt safe practices that allows them the same opportunities as their peers.

Name	Title	Signature	Date
Richard Unthank	Headteacher		03/12/20
David Jackson	Chair of Local Governing Body		03/12/20
June Marsay	Assistant Head		03/12/20

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Section 1 - Key roles and responsibilities:

The Local Authority (LA) is responsible for:

- As commissioners of school nurses for maintained schools, under Section 10 of the Children Act 2004, the LA has a duty to promote co-operation between relevant partners with a view to improving the wellbeing of children with regard to their physical and mental health, and their education, training and recreation.
- Working with clinical commissioning groups (CCGs) to make joint commissioning arrangements for education, health and care provision for children and young people with SEN or disabilities (Section 26 of the Children and Families Act 2014).
- Providing support, advice and guidance, including suitable training for school staff, to ensure that the support specified within Individual Healthcare Plans (IHP) can be delivered effectively.
- Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more, across the school year, because of health needs and who otherwise would not receive a suitable education.

The Governing Body of St. Peter's Church of England Primary School is responsible for:

- Delegating the overall responsibility for managing medical conditions at school to a named person, at St. Peter's this will be the Headteacher.
- Ensuring that arrangements are in place to support pupils with medical conditions and in doing so it should ensure that such children can access and enjoy the same opportunities at school as any other child.
- Ensuring that the focus is on the need of each individual child and how their medical condition impacts on their school life.
- Overseeing good practice which will give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school.
- Ensuring that arrangements show a clear understanding of how an individual child's medical condition could be a barrier to learning.
- Ensuring the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.

- Ensuring the policy also covers arrangements for pupils who are competent to manage their own health needs by promoting self-care when appropriate.
- Managing risk to other pupils e.g. not accepting a child into school with an infectious disease when it could be detrimental to the health of that child or others to do so.
- Ensuring that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.
- Ensuring that written records are kept of, any and all, medicines administered to pupils.
- Ensuring the policy sets out procedures in place for emergency situations.
- Ensuring the level of insurance in place reflects the level of risk.
- Ensuring that the policy is reviewed at least annually.

The Headteacher is responsible for:

- Ensuring that the school's policy is developed and effectively implemented with partners.
- Ensuring that all staff are aware of the policy and understand their role in its implementation.
- Identifying any staff who need to be made aware of a child's condition whilst being mindful of confidentiality and data protection.
- Ensuring that an Individual Healthcare Plan (IHP) is written if appropriate.
- Identifying the clinical leads within school who will take responsibility for creating and reviewing any IHPs, at St. Peter's this is currently Mrs. Joanne Hopkins and Mrs Shelley Tokarski.
- Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver against all IHPs, including in contingency and emergency situations.
- Ensuring that school staff are appropriately insured and are made aware that they are insured to support pupils in this way.

- Assigning appropriate accommodation for medical care, first aid equipment and safe storage of medication.
- Briefing supply or temporary staff about any children with medical conditions that may impact upon their lessons.

Parents and Carers are responsible for:

- Providing the school with sufficient and up-to-date information about their child's medical needs and any subsequent changes to that condition.
- Contributing to the development and review of their child's IHP.
- Completing a parental consent form to administer medicine or treatment before bringing medication into school.
- Providing school with any prescribed medicines in their original labelled containers and for collecting any unused medicine.
- Being mindful of dose frequencies and timings so that if possible medicines can be taken out of school hours.
- Providing school with up-to-date contact details in case of illness or emergencies and for nominating other adults so that someone with responsibility can be contactable at all times.

Pupils are responsible for:

- Providing information on how their medical condition affects them if they are of an age to do so.
- Contributing to their IHP if age appropriate.
- Complying with IHP and self-managing their medication or health needs, including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents or carers.
- Telling a member of staff if they feel unwell or require assistance.

School 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 is in need of help.
- Knowing how to respond accordingly, where prescribed medicines are stored and where the key is kept.
- Taking account of the needs of pupils with medical conditions and how it may affect their ability to engage with their learning.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions.
- Undertaking specialist training if they are agreeable to supporting pupils with specific medical conditions.
- Informing parents/carers if they consider the child to be too ill to be at school.

First aiders at the school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- When necessary ensure that an ambulance or other professional medical help is called.
- Check the contents of first aid kits and replenish as necessary.

School nurses are responsible for:

- Notifying the school when a child has been identified as having a medical condition which will require support in school.
- Wherever possible notify the school of any new pupils with medical conditions before the child is admitted.
- Collaborating on developing, and reviewing IHPs.
- Liaising locally with lead clinicians on appropriate support. Assisting the Headteacher in identifying and procuring appropriate staff training. Specialist health teams may be able to provide support in school for children with particular conditions e.g. asthma, diabetes, epilepsy.

Section 2 - Staff training

- Newly appointed teaching and support staff will receive training on the “Supporting Pupils with Medical Conditions” policy as part of their induction.
- No member of staff may administer prescribed medicines or undertake any healthcare procedure without undergoing appropriate training and being signed off as competent by the Headteacher.
- School will maintain a register of medical conditions supported, training undertaken and a list of staff qualified to provide the type of support detailed in this policy.
- We have trained first aiders on site at all times throughout the school day who are aware of the most common serious medical conditions at this school. All PE teachers are first aid trained. Training is refreshed every 3 years.
- Staff who support CYP with specific medical conditions must receive additional training from a registered health professional. Training requirements are determined via Individual healthcare plans. The Head teacher / named person is responsible for ensuring staff are suitably trained by liaising with the relevant healthcare professional. Any member of staff who is trained but feels unable to carry out these duties competently (for example due to having an injury/condition themselves or due to further training being required) must report this as soon as possible to the Headteacher / named person who will make appropriate arrangements.
- The Headteacher / Business Manager keeps a training record and ensures training is refreshed as appropriate. The Headteacher is involved in determining the competency of a member of staff in undertaking specific procedures.
- Staff who complete records are shown by the Headteacher / Business Manager how these are to be completed and managed. The Headteacher / Business Manager quality ensures this on a termly basis.
- Arrangements for induction of new staff are led by the Head Teacher.
- Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. In some cases written instructions from the parent or on the medication container dispensed.
- We aim for all staff to receive basic awareness training in the following more common conditions:
 - Asthma

- diabetes
- epilepsy
- allergic reaction

This training is delivered by the school nursing service and is held annually for diabetes. This is supported by having information about these conditions located in prominent position in the staffroom and classroom.

Section 3 – Medical conditions register

- School admission forms will request information on pre-existing medical conditions.
- Parents should inform school at any point in their child’s educational career if a medical condition develops or is diagnosed.
- Medical information will be recorded in the school’s SIMS system against that child’s records and should be updated if the condition changes.
- A whole school administration of medication record and register is held in the school office and individual administration medication records are kept for pupils that have frequent and regular medication.
- Staff training is recorded in the whole school CPD log and a list of First Aiders with dates of renewal are kept in the school office.
- At the beginning of each academic year the class teacher will be provided with an overview of any medical conditions of the children in their class. This information will be shared with other professionals in their phase team on a need to know basis.
- Supply staff will be made aware of any pupils with medical conditions in the class they have been brought in to cover.

Asthma

- School staff are aware that, although it is a relatively common condition, asthma can develop into a life threatening situation.
- We have a generic asthma plan in place in school which details how asthma attacks are managed. This plan is displayed in the staff room.
- Pupils who have asthma will not have an Individual Healthcare Plan unless their condition is severe or complicated with further medical conditions.

- Each child will have a spare Salbutamol inhaler in school for them to use if required.

School Defibrillator

As part of our first aid equipment we have chosen to purchase a defibrillator. We have notified our local NHS ambulance service of this decision and our first aiders are trained in its use. The Headteacher is responsible for checking the unit is kept in good condition. This is done on a monthly basis with the support of a qualified first aid instructor.

Section 4 – Individual Healthcare Plans (IHPs) (See Section 13)

- IHPs should be developed collaboratively with the child's best interests in mind to ensure that the school assesses and manages risk to the child's education, health and social wellbeing, and minimises disruption.
- Input should be sought from appropriate parties which may include school staff, parents/carers, the pupil (if appropriate), SENCO and medical professionals.
- IHPs will be easily accessible to all who need to refer to them, whilst preserving confidentiality. **In the case of life threatening conditions the IHP will be displayed prominently.**
- IHPs should capture the key information and actions that are required to support the child effectively. The IHP will contain the medical condition, its triggers, signs, symptoms and treatments.
- IHPs will be reviewed at least annually or where there is evidence of change in a child's medical condition.
- Where a child has an Education, Health and Care (EHC) plan the IHP will be linked to or become part of it.

Section 5 – School transport arrangements

- Many of our SEN children are provided with home to school transport by the Local Authority. The school completes an ATN 1 form which provides the transport section with full details of a child's physical, medical, psychological or behavioural needs. This should be taken into account by the LA transport section before awarding contracts to transport companies.
- When prescribed medicines or controlled drugs need to be sent in to school parents will be responsible for handing them over to the adult in the car in a suitable bag or

container. The adult in the car should hand over the medication to a member of staff on arrival at school however school will not administer the medication until a parental consent form is completed.

Section 6 – Administration of medicines

- Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours.
- Staff must not administer prescription medicines or undertake healthcare procedures without appropriate training.
- Staff will only administer prescription medicine if it is received in school in its original container and the parent/carer has completed a consent form.
- Staff will not administer non-prescription or over the counter medication without written parental consent.
- We will not give Aspirin to any CYP under 16 unless it is prescribed.
- No child will be given medication containing aspirin without a doctor's prescription.
- 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.
- Medicines will be stored in the school office in a locked cabinet or locked refrigerator and any unused medicines should be collected by parents/carers.
- Written records will be kept of any and all medication administered to children.
- St. Peter's Church of England Primary School cannot be held responsible for any side effects that may occur when the medication has been taken as instructed by the parent/carer.
- After discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be reflected within individual healthcare plans.
- Children who can take their medicines themselves or manage procedures may require an appropriate level of supervision and a written record must be kept.

- Inhalers and epi-pens should be clearly labelled with the child's name as they will be kept in designated containers in the child's classroom for ease of access.
- If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the IHP. Parents should be informed so that alternative options can be considered.
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a CYP taking medication unless they have been specifically contracted to do so or it is in their job description.
- For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils but only with a parent's written consent.
- Some medicines require staff to receive specific training on how to administer it from a registered health professional.
- Parents are asked to collect out of date medication. If parents do not collect out of date medication, it is taken to a local pharmacy for safe disposal.
- Disposal of medication is recorded on the administration of medication record.

Section 7 – Emergencies

- Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms.
- Where a child has an IHP this should clearly define what constitutes an emergency and explain what to do, all relevant staff should be made aware of emergency symptoms and procedures.
- Other pupils in school should know what to do in general terms, such as telling a member of staff immediately if they think help is needed.
- If a child needs to be taken to hospital, a member of staff will stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

Section 8 – Day trips, residential visits and sporting activities

- Clear, concise and unambiguous arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential visits and sporting activities and not prevent them from doing so unless evidence from a clinician states that this is not possible.
- To comply with best practice risk assessments will be drawn up including how medical conditions will be managed on the trip. There will be consultation with parents and any relevant healthcare professionals, to ensure optimum participation and safety of the pupil.
- Staff organising our school trips ensure they plan well in advance and that any medication, equipment, health care plans are taken with them and kept appropriately during the trip.

Section 9 – Unacceptable practice

At St. Peter's School every case will be judged individually but in general is not considered acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents or ignore medical evidence or opinion;
- send children home frequently for reasons associated to their medical condition or prevent them for staying for normal school activities, including lunch, unless this is specified in their IHP;
- send a child unaccompanied to the school office or medical room or with an unsuitable escort if they become ill;
- penalise children for their attendance record if their absences are related to their medical condition;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- make parents feel obliged to attend school to administer medication or provide medical support, including toileting and hygiene issues;

- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips and extended day activities.

Section 10 – Liability and indemnity

- The Governing Body will ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.
- The Headteacher is responsible for ensuring staff are insured to carry out health care procedures and administer medication. A copy of the DFE RPA insurance policy is made available to all staff involved via the school office.
- Additional insurance may need to be taken out for specific procedures and the Headteacher will ensure relevant staff are able to access a copy of the insurance policy.

Section 11 – Data Protection

We will only share information about a CYPs medical condition with those staff who have a role to play in supporting that child's needs. In some cases e.g. allergic reactions it may be appropriate for the whole school to be aware of the needs. In other cases e.g. toileting issues, only certain staff involved need to be aware. We will ensure we have written parental permission to share any medical information.

Section 12 – Dignity and Privacy

At all times we aim to respect the dignity and privacy of all CYP with medical conditions we do this by only sharing information with those who have a role in directly supporting the CYPs needs. We are considerate when giving / supervising medication / managing health care needs.

Section 13 – Complaints

- All complaints should be raised with the Headteacher in the first instance.
- Should the complaint not be resolved at school level details of how to make a formal complaint can be found in the School's Complaints Policy.

Section 14 – Definitions

- “Parent(s)” is a wide reference not only to a pupil’s birth parents but to adoptive, step or foster parents, or other persons who have parental responsibility for, or who have care of, a pupil.
- “Medical condition” for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring adjustments at school, either ongoing or intermittently. This includes; a chronic short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. Being “unwell” and common childhood diseases are not covered.
- “Medication” is defined as any prescribed or over the counter treatment.
- “Prescription medication” is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.
- A “staff member” is defined as any member of staff employed at St. Peter’s Church of England Primary School.

Section 15 – Process for developing an Individual Healthcare Plan

