
	Name of School	Upminster Infant School
	Policy Reviewed Date	July 2017
	Next review Date	July 2019
	Reviewed By Governors Signature	Governors Name: Jeff Stafford 

## Supporting Pupils with Medical Conditions Policy

### 1. Aims of the Policy

1.1 This policy has been produced in conjunction with the School's Health and Safety Policy. The school will ensure that the appropriate measures are taken to ascertain whether any staff or pupils have any medical conditions which may need to be taken into consideration and the necessary controls and systems implemented.

1.2 The school will consider all medical conditions on an individual basis and where necessary and appropriate, will implement suitable arrangements. Parents will be asked to advise the school of any medical conditions or needs that their children have. Where necessary, the school will meet with the parent of a child who has specific medical needs and if necessary, a health care plan will be prepared and implemented by the school nurse.

1.3 The information will be held by the school and will **only** be shared with relevant and authorised staff members. If (in the unusual circumstances) a pupil is responsible for carrying their own medication then the pupil along with the parent will be advised of their responsibilities.

1.4 The school's policy will be shared with all staff and parents of the school.

### 2. Roles and Responsibilities

2.1 The Head Teacher will ensure:-

- The school's medication policy is implemented and all staff are aware of their responsibilities;
- Staff receive adequate training for the administering of specific medication where required, e.g. epi-pens;
- All relevant members of staff are informed of any pupil that has a medical condition and/or a specific medical need;
- Information relating to pupil medical needs are obtained from parents and where necessary, a health care plan implemented;
- Information relating to any pupil's medical needs is accurate, up-to-date and secure;
- The development of Health Care Plans.

2.2 The SENDCO and School Attendance / Welfare Officer are responsible for ensuring that:-

- Appropriate procedures for medication are in place for off-site activities;
- Medication is appropriately stored and not accessible to unauthorised persons;
- Records are kept of any medication that is administered and will ensure that it is replenished by parents as necessary;
- Any training needs are identified during the development or review of Health Care Plans;
- They liaise with external agencies to assess staff training needs.
- They arrange for external professionals to train staff.
- They support staff in carrying out their role.
- They liaise with the Headteacher to commission training.
- They work closely with the Infant SENDCO to ensure that any child with medical conditions are known about in advance and so appropriate arrangements can be made.
- HCPs will be reviewed on an annual basis and instigated by the School Attendance / Welfare Officer

### 2.3 All staff are responsible for ensuring that:-

- They are aware of, and familiar with the school's medication policy and arrangements in place;
- They are aware of the agreed procedures and work in accordance to these procedures should any pupil in their care require medication;
- That they work only in accordance to any training that they have received;
- That they advise the appropriate person should they be advised that any new or additional information relating to a pupil's medical needs.

### 2.4 Pupils:

- Should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their Health Care Plan.
- Will be encouraged to take responsibility for managing their own medicines and procedures if, following discussions with their parent / carer, it is agreed they are competent.
- Who refuse to take medicine or carry out a necessary procedure will not be forced to do so but the procedure in the HCP should be followed and the parent / carer must be informed so that alternative options can be considered.

### 2.5 Parent/Carer:

- Should ensure that their child is fit enough to attend school
- Should keep any child who is acutely unwell at home
- Should provide the school with sufficient and up to date information about their child's medical condition and any treatment and special care needed at school.
- Should be involved in the development and review of their child's HCP and may be involved in its drafting.
- Should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.
- Should remind the class teacher of the need to take the relevant medicines on all school trips.

### 2.6 The School Business Manager

- Will brief supply teachers on any child with medical conditions in their class (stored in Safeguarding Folder)

### 2.7 Group Leaders on Educational Visits

- Will liaise with the SENCO / School Attendance / Welfare Officer to carry out risk assessments for school visits, residential trips and other school activities outside of the normal timetable.

### 3. Arrangements

#### 3.1 Administration and Storage

- Medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. We will therefore only administer medicines when absolutely necessary decided on an individual basis. If a parent / carer feels it is absolutely necessary for a child to receive medication during the school day, the parent / carer is always welcome to come into school to administer the dosage.
- Children for whom we are likely to agree to administer medicines include children with long term medical needs including diabetes, epilepsy, asthma, severe allergies and occasionally **medicines prescribed by GPs** that have to be given during the daytime and when the parent / carer is unable to come in to administer them.
- Children will not be given medicines without their parent / carer's written consent.
- If we agree to administer any medicine, the parent / carer must complete form.
- A copy is available from the office and is on the school's web site:
- Children should not bring any medicine into school with them- this includes cough sweets.
- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- Children will never be given medicine containing aspirin unless prescribed by a doctor.
- Medication e.g. for pain relief should never be administered without first checking maximum dosages and when the previous dose was taken.
- We will only accept **prescribed medicines that are in date, labelled with child's name, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage**. The exception to this is insulin which may be inside an insulin pen or pump rather than its original container.
- All medicines, including asthma inhalers and Epipens will be stored in the medical room apart from a 2<sup>nd</sup> Epipen, when prescribed, which will be kept in the classroom in close proximity to the class Teacher.
- On school trips the children should know where their medication is at all times.
- Controlled drugs will be stored in a locked box in the medical room, in the year group medical box and named staff will have access.
- Staff administering medicines should do so in accordance with the prescriber's instructions.
- When no longer required, medicines will be returned to the parent / carer to arrange for safe disposal.
- Medication cover will be in place for the whole school day including during before and after school clubs.

#### 3.2 Managing Medicines on Residential School Trips

During residential school journeys, we will administer medicines prescribed by the GP. We will not administer other medication unless there are exceptional circumstances for the request. Permission must therefore be sought from the head teacher well in advance of any trip if any non- prescribed medicine (for example, travel sickness tablets, hay fever medication) is requested to be administered. A 'Med 1' form will have to be completed and agreement reached from the staff who are being asked to administer this medication. After consultation with all stakeholders we will administer non-prescription medication such as Calpol or travel sickness pills only on residential school journeys, after completion of a Med 1 form.

### **3.3 Record Keeping**

- A record must be kept of all medicines administered to individual children, stating what, how and how much was administered and by whom. Any side effects of the medication should be noted.
- A record will be kept of any doses of a controlled drug used and the amount of the controlled drug held in school.

### **3.4 Procedure to be followed when notification is received that a pupil has a medical condition**

- Parent/carer or healthcare professional informs the school that the child has been newly diagnosed, or is due to attend new school, or is due to return to school after a long term absence, or that needs have changed.
- The Attendance / Welfare Officer informs the head teacher.
- A meeting is arranged between the SENCO, the parent/carer, child and relevant healthcare professional (or to consider written evidence provided by them) to ascertain the child's medical support needs. A member of staff is identified to provide support to the child.
- At the meeting a discussion will take place to agree on the need for a HCP.
- The school will liaise with the healthcare professional in order to develop and write the HCP.
- The SENCO will identify any training needs.
- The SENCO commissions/delivers training and staff are signed off as competent. Review date agreed.
- The HCP will be signed by the parent/carer and the head teacher.
- The HCP will be implemented and circulated to relevant staff.
- The HCP will be reviewed annually or when the condition changes. (Parent/carer or healthcare professional to initiate)
- In the case of a new diagnosis or children moving to the school mid-term every effort will be made to ensure that arrangements are put in place within two weeks.

### **3.5 Transition Arrangements**

When a child transfers from another school the previous setting will be contacted by the Attendance and Welfare Officer and a request will be made for any paperwork to be transferred.

If a child transfers to another school the SENCO will contact the new school to share information about the child. The school will send the child's school records to the receiving school on the child's last day at the school so that documentation is in place for the start of the next term.

Parent/carers are responsible for informing the school about any change to their child's condition.

### **3.6 Healthcare Plans**

Healthcare plans (HCPs) can help to ensure that the school effectively supports pupils with medical conditions. They provide clarity about what needs to be done, when and by whom.

Healthcare plans may be initiated, in consultation with parent/carer, by a member of school staff or a healthcare professional involved in providing care to the child. The school, healthcare professional and parent/carer will agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate.

A healthcare plan will be essential in cases where:

- a condition fluctuates
- there is a high risk that emergency intervention will be needed

They will also be helpful in other cases where a medical condition is long term and complex.

The healthcare plan will be drawn up in partnership between the school, parent/carer and a relevant

healthcare professional who can best advise on the particular needs of the child.

Where the child has a special educational need identified in a statement or EHC plan the HCP will be linked to or become part of the statement or EHC plan.

When a child returns to school following a period of hospital education or alternative provision the school will work with the local authority to ensure that the HCP identifies the support the child will need to reintegrate effectively.

The HCP will be made accessible to all staff and professionals who need to refer to it.

The HCP will be reviewed on an annual basis or earlier if evidence is presented that the child's needs have changed.

Copies of all HCP's are placed

1. In the register of the child's class
2. In the school office in the HCP folder
3. On the wall of the Medical Room.
4. With the medication in the Medical Room
5. There is a picture of the children with HCP's in the Staffroom along with a copy of the HCP in the blue folder nearby.
6. In the child's white record folder

### **3.7 Emergency Procedures**

If a child needs to be taken to hospital, staff will stay with the child until the parent/carer arrives or accompany a child taken to hospital by ambulance.

### **3.8 Day Trips, Residential Trips and Sporting Activities**

The school will carry out a risk assessment to take account of any steps needed to ensure that pupils with medical conditions are supported to participate in school trips and visits wherever possible.

The school will consider what reasonable adjustments can be made to enable children with medical needs to participate fully and safely on visits.

The school will consult with parent/carer, and take advice from the relevant healthcare professional to ensure that the child can participate safely.

### **3.9 Unacceptable Practice**

It is unacceptable 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 parent/carer or ignore medical evidence or opinion (although this may be challenged)
- send children with medical conditions home frequently or prevent them from staying for normal school activities.
- send a child to the school office unaccompanied or with someone unsuitable if they become ill.
- penalise children for their attendance record if their absences are related to their medical condition for which they have a HCP for, e.g. hospital appointments.
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.

require parent/carer to attend school to administer medication or provide medical support to their child.

- Prevent children from participating or create unnecessary barriers to children participating in any aspect of school life including school trips.

#### **4. Complaints**

If parent/carers are dissatisfied with the support provided they should discuss their concerns directly with the school. If this does not resolve the issue they should make a formal complaint via the school's complaints procedure which is available on the school website.

The Policy will be monitored for effectiveness and reviewed every two years.