

Federation of Fairfield and Colneis

Supporting Children with Medical Conditions Policy

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Review undertaken by:	Policy Review Committee

Persons Responsible: Mr Mark Girling (Headteacher), Mr Keith Rimmer (Deputy Headteacher).

Introduction

Fairfield Infant School and Colneis Junior School wish to ensure that pupils with medical conditions receive appropriate care and support at school.

This policy is written in regard to the Supporting pupils at schools with medical conditions statutory guidance from December 2015 which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions.

Aims

- To ensure pupils at school with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.

Procedure

The persons named above are responsible for ensuring that whenever the school is notified that a pupil has a medical condition:

- Sufficient staff are suitably trained
- All relevant staff are made aware of a child's condition
- Cover arrangements in case of staff absence/turnover is always available
- Supply teachers are briefed
- Risk assessments for visits and activities out of the normal timetable are carried out
- Individual healthcare plans are monitored, and reviewed with parents at least annually (usually on a May to May cycle)
- Transitional arrangements between schools are carried out
- If a child's needs change, the above measures are adjusted accordingly

Where children are joining either Fairfield or Colneis at the start of a new academic year, these arrangements should be in place for the start of term. Where a child joins mid-term or a new diagnosis is given, arrangements should be in place as soon as possible, ideally within two weeks.

Any pupil with a medical condition requiring prescribed medication or support in school should have an individual healthcare plan which details the support that child needs. If the parents, healthcare professionals and school agree that a healthcare plan is inappropriate or disproportionate, a record of the child's medical condition and any implications for the child will be kept in the school's medical record and the child's individual record

Individual Healthcare Plans (IHPs)

The following information should be considered when writing an individual healthcare plan:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues
- Specific support for the pupil's educational, social and emotional needs
- The level of support needed including in emergencies
- Who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements
- Who in school needs to be aware of the child's condition and the support required
- Arrangements for written permission from parents and the head teacher for medication to be administered by a member of staff or self-administered (children who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision)
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate
- Confidentiality
- What to do if a child refuses to take medicine or carry out a necessary procedure
- What to do in an emergency, who to contact and contingency arrangements
- Where a child has SEN but does not have an Education, Health and Care plan, their special educational needs should be mentioned in their individual healthcare plan

Roles and Responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the child.

The Governing Body

- must make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented
- must ensure sufficient staff receive suitable training and are competent to support children with medical conditions
- must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk

The Local Authority (LA)

- must promote co-operation between relevant partners regarding supporting pupils with medical conditions.
- must provide support, advice /guidance and training to schools and their staff to ensure Individual Healthcare Plans (IHP) are effectively delivered.
- must work 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 due to a health need and who otherwise would not receive a suitable education.

The Head Teacher

- should ensure all staff are aware of this policy and understand their role in its implementation
- should ensure all staff who need to know are informed of a child's condition
- should ensure sufficient numbers of staff are trained to implement the policy and deliver IHPs, including in emergency and contingency situations, and they are appropriately insured
- is responsible for ensuring that IHPs are in place in line with this policy, although the writing of them may be delegated to pastoral support teams.
- should contact the school nursing service in the case of any child with a medical condition who has not been brought to the attention of the school nurse

School Staff

- Any staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so
- should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions
- any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help

- should know where controlled drugs are stored and where the key is held.
- should take account of the needs of pupils with medical conditions in lessons.
- should undertake training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
- must allow inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.

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
- may support staff in implementing a child's IHP and provide advice and liaison

Other healthcare professionals

- should notify the school nurse when a child has been identified as having a medical condition that will require support at school
- may provide advice on developing healthcare plans
- specialist local teams may be able to provide support for particular conditions (eg. Asthma, diabetes)

Pupils

- should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP
- Must comply with the 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

Parents

- must provide the school with sufficient and up-to-date information about their child's medical needs
 - are the key partners and should be involved in the development and review of their child's IHP
 - must inform the school immediately of any changes to their child's medical needs
 - should carry out any action they have agreed to as part of the IHP implementation
 - complete a parental consent form to administer medicine or treatment before bringing medication into school
- must provide the school with the medication their child requires and keep it up to date including collecting leftover medicine .

Training of staff

- Newly appointed teachers, supply and support staff will receive training on the 'Supporting Pupils with Medical Conditions' Policy as part of their induction.
- Where appropriate, the clinical lead for each training area/session will be named on each IHP.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and signed off as competent.
- School will keep a record of medical conditions supported, training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

Medical conditions register /list

- Schools admissions forms should request information on pre-existing medical conditions. Parents must have easy pathway to inform school at any point in the school year if a condition develops or is diagnosed.
- A medical conditions list or register should be kept, updated and reviewed regularly by the nominated member of staff. 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. Parents should be assured data sharing principles are adhered to.
- For pupils on the medical conditions list key stage transition points meetings should take place in advance of transferring to enable parents, school and health professionals to prepare an IHP and train staff if appropriate.

Medicines

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- 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. The school will make 'best endeavours' to administer medicines on this basis, however cannot guarantee they will be. Parents will be informed if a medicine hasn't been administered.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances and on instruction from a medical professional.
- 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.

- A maximum of four weeks supply of the medication may be provided to the school at one time.
- A termly 'audit' of medicines kept in school will be carried out as part of the safeguarding audit undertaken by SLT and safeguarding governors.
- It is parent's responsibility to collect medication at the end of the day.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed.
- Medications will be kept securely in a locked cabinet in each year group except for inhalers and epi-pens which will be kept in the red medical boxes in the classrooms.
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children.
- Pupils will never be prevented from accessing their medication.
- Fairfield and Colneis cannot be held responsible for side effects that occur when medication is taken correctly.

Administering 'over the counter' medicines

- The school deals with the administering of over the counter medicines in the same manner as it does prescribed.
- Wherever possible, parents/carers are encouraged to administer over the counter medicines outside of school hours. Where this is not possible, they are invited into school at the appropriate time to administer the medicine themselves.
- If this is not possible then parents/carers must complete and sign a parental agreement form in the same way they would be expected to for prescribed medicines.
- All record keeping and storage will follow the same guidelines as for prescribed medicines.
- Children will not be given access to over the counter medicines such as Calpol because they 'feel unwell' – the school does not hold a stock of medicine to give in this manner.
- The maximum duration that the school will administer over the counter medicines for is 2 days.

Emergencies

- Medical emergencies will be dealt with under the school's emergency procedures.
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
 - What constitutes an emergency.
 - What to do in an emergency.

- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

Generic asthma inhalers will be available from both school offices if required.

Day Trips, Residential Visits and Sporting Activities

- Unambiguous arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.
- To comply with best practice risk assessments should be undertaken, in line with Health and Safety executive guidance on school trips, in order to plan for including pupils with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day IHP requirements for the school day.

Avoiding unacceptable practice

Fairfield Infant School and Colneis Junior 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 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 medication or provide medical support, including toilet issues.
- Preventing children from easily accessing their medication and administering it when and where necessary
- 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.

Note: The school does not have to accept a child identified as having a medical condition at times when it would be detrimental to the health of that child or others to do so.

Insurance

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

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 Business Manager.

Complaints

Should parents or pupils be dissatisfied with the way the school is supporting them with their medical needs then they should talk directly to staff to try and resolve the issue. If they feel that they have tried doing this and it has failed then they should make a complaint through the usual complaints procedure.

Appendix 1 – Template Individual Healthcare Plan

Appendix 2 – Template Parental Agreement for Setting to Administer Medicine

Appendix 3 - Record of Medicine Administered to all Children

Appendix 1: Individual healthcare plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix 2: Parental agreement for setting to administer medicine

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

Date for review	
Name of school/setting	
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/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 _____

Date medicine returned to parent/carer _____

Staff signature _____

Appendix 3: Record of medicine administered to an individual child

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

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
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