



St. John's C.E. Primary Academy

Supporting Pupils with Medical Conditions and Medicines in School Policy

**Index**

<b>Rationale</b>	<b>1</b>
<b>Key Principles</b>	<b>1</b>
<b>Roles and Responsibilities</b>	<b>1</b>
<b>Training and Staff Awareness</b>	<b>3</b>
<b>Individual Health Care Plans</b>	<b>4</b>
<b>Procedures for Managing Medicines</b>	<b>5</b>
<b>Record Keeping</b>	<b>6</b>
<b>Children Who Manage Their Own Medical Needs</b>	<b>6</b>
<b>Emergency Procedures</b>	<b>7</b>
<b>Day Trips, Residential Visits and Sporting Activities</b>	<b>7</b>
<b>Unusual Occurrences, Serious Illness or Injury</b>	<b>8</b>
<b>Unacceptable Practice</b>	<b>8</b>
<b>Prohibited Treatments</b>	<b>8</b>
<b>Medical Confidentiality</b>	<b>9</b>
<b>Liability and Indemnity</b>	
<b>Complaints</b>	
<b>Further Sources of Information</b>	
<b>Other Relevant Legislation</b>	



St. John's C.E. Primary Academy

Supporting Pupils with Medical Conditions and Medicines in School Policy

This policy should be read in conjunction with the Health and Safety Policy; SEN Policy; Disability Equalities documentation; the Administration of Medication Policy; the Administering Paracetamol Policy and the Asthma Policy.

**Rationale:**

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. Pupils with special medical needs have the same processes of admission as other children and cannot be refused admission on medical grounds alone. Teachers and other school staff have a duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to staff leading activities off site. The prime responsibility for a child's healthcare lies with the parent who is responsible for the child's medical care and medication and should supply the school with information. The school has regard for the DFE 'Supporting Pupils at School with Medical Conditions', December 2015. This policy outlines our approach to meeting the requirements of this guidance.

**Key Principles:**

- Children with medical conditions should be properly supported so that they have full access to education, including school trips and physical education
- Arrangements are in place in our academy to support children with medical conditions, including the appropriate use of risk assessments and the development, implementation and review of health care plans with the support of the parents
- St John's, parents, the child and healthcare professionals will work closely together to ensure that the needs of students with medical conditions are met
- Our focus is on the child as an individual and how their medical needs are met to ensure full inclusion, access and enjoyment of academy life.

**Roles and Responsibilities**

**Local Academy Committee**

- Overall responsibility to ensure pupils with medical conditions are supported to participate fully in academy life
- Responsibility to ensure staff are appropriately trained and competent.



St. John's C.E. Primary Academy

Supporting Pupils with Medical Conditions and Medicines in School Policy

**The Principal**

- Ensure implementation of the policy
- Ensure relevant staff are informed about medical conditions and trained
- Overall responsibility for developing individual Health Care Plans
- Ensure appropriate levels of insurance
- Overall responsibility for liaison with the school nursing service

**Academy Staff**

- Take into account the medical needs of children they teach
- Support pupils following guidelines from the individual HCP
- Attend training as required in supporting pupils with medical conditions

**School Nursing Team**

- Support staff in implementing Health Care Plans providing advice and liaison, particularly training
- Liaise with other NHS staff and clinics

**Medical Administrative Support**

Medical Responsibilities to be taken on by the First Aid Officer with time each week allocated to maintain the following:--

- The safe storage of medicine in the academy
- Check that medicines are not out of date - chase up parents to renew.
- Update Medical File - with up-to-date copies of Health Care Plans
- Liaise with School Nursing Team, Parents and teaching staff to ensure HCP's are in place for all pupils needing one.
- Ensure that Teaching Staff are informed of allergies and any medical needs of pupils in their class.
- Ensure that photographs of children with allergies, plus brief description of allergy is displayed in suitable areas around the school e.g. staff room, Academy Office, kitchen ensuring confidentiality
- Ensure administration of medicine is recorded appropriately.
- Inform lunchtime staff of children with food allergies.



St. John's C.E. Primary Academy

Supporting Pupils with Medical Conditions and Medicines in School Policy

**Parents**

- Should notify the academy if their child has been identified as having a medical condition which will require support in school. Wherever possible, this should be done before the child starts attending St John's
- Should inform the academy if their child has a condition which may require rapid intervention, the symptoms and the appropriate action to follow
- Should provide the academy with up to date information
- Should attend clinic appointments as appropriate
- Should be involved in the development and review of HCP's
- Should carry out action they have agreed to implement as part of the HCP
- Should inform St John's immediately of any change of emergency contact details

**Training and Staff Awareness**

All staff will be made aware of the school's policy for 'Supporting Pupils with Medical Conditions' and their role in implementing that policy via whole academy email, with the policy available for reference on the Staff Shared Area and the school website.

Induction arrangements for new staff will include reference to this policy.

The details of continuing professional development provision opportunities will be provided to staff as appropriate. The First Aid Officer has responsibility for identifying where specific training is required. They will then make the Professional Development Co-ordinator aware of what is required. Training will then be arranged by the Co-ordinator with an appropriate provider. If such training is not available the medication will not be administered and the parent advised of the situation. Records will be kept in the office of all staff training.

- The academy has a number of trained first aiders, a list of which is displayed in the medical room. There are first aiders on duty each break time and lunch time
- Relevant staff will be made aware of each child's medical condition and needs
- Key staff will be regularly trained in supporting individual pupils with specific medical conditions such as asthma, diabetes, epilepsy and severe allergies. Training will be sufficient to ensure that staff are competent



## St. John's C.E. Primary Academy

### Supporting Pupils with Medical Conditions and Medicines in School Policy

and have confidence in their ability to support pupils with medical conditions.

- We will ensure that cover arrangements are made in the case of staff absence or turnover to ensure needs are met
- We will undertake risk assessments for activities off site taking into account individual needs.

**Staff must not give prescription medicines or undertake health care procedures without appropriate training.**

#### **Individual Health Care Plans**

Where the child has a long term and complex medical condition(s), they should have an individual healthcare plan (HCP) providing clear guidance on what needs to be done, when and by whom. The school nurse, parent or carer, academy staff and healthcare professionals collaborate to develop the plan.

It is vital that the HCP reflects up to date medical knowledge about the child (input from healthcare professionals) and agreement should be reached as to who is responsible for leading on writing it. These should be reviewed annually. Not all pupils with medical conditions need a HCP. If the child transfers to another school a copy of the HCP will be provided for the next school.

#### **Contents of Individual Pupil's Health Care Plans**

These may include, as appropriate:

- The medical condition, its triggers, signs, symptoms and treatments;
- The pupil's resulting needs, including medication (dose, side-effects and storage) taken at home and other treatments, access to food and drink, dietary requirements and environmental issues e.g., crowded corridors,
- Specific support for the pupil's educational, social and emotional needs - for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
  - The level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;
- Who in the academy needs to be aware of the child's condition and the support required;



## St. John's C.E. Primary Academy

### Supporting Pupils with Medical Conditions and Medicines in School Policy

- Arrangements for written permission from parent/carers and the head teacher for medication to be administered by a member of staff, or self-administered by the pupil during academy hours;
- Arrangements or procedures required for trips or other academy activities outside of the normal timetable, that will ensure the child can participate, e.g. risk assessments;
- What to do in an emergency, including whom to contact, and contingency arrangements.

### **Children with Education Health Care (EHC) plans and Medical Needs**

For pupils with EHC plans, the HCP should be linked to or become part of the EHC plan.

### **Procedures for Managing Medicines**

In conjunction with the Administration of Medicines Policy

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so
- All medicines must be accompanied by an 'Authorisation to Administer Medication and Record' form available from the office - Appendix 1
- St John's Academy only accepts prescribed medicines that are
  - in date
  - labelled with child's name
  - provided in the original container as dispensed by a pharmacist
  - include instructions for administration, dosage and storageThe exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container
- Pupils should 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. Parents should be contacted prior to administration (see Administering Paracetamol Policy)
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside academy hours



## St. John's C.E. Primary Academy

### Supporting Pupils with Medical Conditions and Medicines in School Policy

- All medicines must be stored safely in the locked cabinet in the medical room or in the locked fridge located in the staff room. Children should know where their medicines are at all times. Where relevant, they should know who holds the key to the storage facility. Keys are stored in the office. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside of academy premises, e.g. on educational trips
- Academy staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions.
- A record of all medicines administered to individual children must be kept, stating what and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted - Appendix 1
- When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps

### **Record Keeping**

Governing bodies should ensure that written records are kept of all medicines administered to children. On a day-to-day basis, staff administering medication will keep written records of all medicines given - appendix 1 (this may be on the child's individual authorisation form, or a continuation of this form, or a more specific form relating to their medical condition).

Records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents should be informed if their child has been unwell at school.

### **Children who manage their own Medical Needs**

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 health care plans. Guided by safety considerations, some children can be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. Children who can take their medicines themselves or manage procedures may require an appropriate level of



St. John's C.E. Primary Academy

Supporting Pupils with Medical Conditions and Medicines in School Policy

supervision. If it is not appropriate for a child to self-manage, then relevant staff should help to administer medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, staff must not force them to do so. Parents will be informed immediately so that alternative options can be considered.

**Emergency Procedures**

Where a child has an individual health care plan, this will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Where appropriate, other pupils in the academy should know what to do in general terms, such as informing a teacher immediately if they think help is needed. If a child needs to be taken to hospital, staff will stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance. For children with severe medical needs, where the Health Care Plan states emergency procedures, up to date information must be kept readily available for emergency services.

All St John's staff understand the local emergency services cover arrangements and that the correct information is provided for navigation systems.

**Day Trips, Residential Visits and Sporting Activities**

**Pupils with medical conditions will be actively supported to participate in educational trips and visits, or in sporting activities, so that their condition does not prevent them from doing so.**

Teachers will be aware of how a child's medical condition will impact on their participation, but be flexible enough to enable all children to participate according to their own abilities and with any reasonable adjustments. The academy will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.

Academy staff will consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. The lead member of staff will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. This may require consultation with





St. John's C.E. Primary Academy

Supporting Pupils with Medical Conditions and Medicines in School Policy

parents/carers and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.

As part of general risk management processes, St John's has arrangements in place for dealing with emergencies for all academy activities wherever they take place, including on educational trips within and outside the UK. These are reflected in the academy visit plan forms.

**Unusual Occurrences, Serious Illness or Injury**

When such instances occur, the academy office will make every effort to advise the parent of the situation and to make arrangements for them to collect their child/seek further medical advice or assistance. Where this is not possible and the pupil becomes seriously unwell or injured, the academy will if necessary call an ambulance to transport the pupil to hospital. We will then continue to try and make contact with the parent/emergency contact.

**Unacceptable Practice**

Academy staff will use their discretion and judge each case on its merits with reference to each child's Health Care Plan. It is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers and medication;
- Where a child is able, to prevent them administering their medication; themselves under adult supervision and in line with safety;
- 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, (although this may be challenged);
- Send children with medical conditions home frequently or prevent them from staying for normal academy activities, including lunch, unless this is specified in their individual health care plans;
- If the child becomes ill, send them to the academy office or medical room unaccompanied or with someone unsuitable;
- Penalise children for their attendance record if their absences are related to their medical condition 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;



St. John's C.E. Primary Academy

Supporting Pupils with Medical Conditions and Medicines in School Policy

**Prohibited Treatments**

The treatments listed below will not be carried out by academy staff unless specifically trained to do so:

- Injections (excluding EpiPens used in treatment of anaphylactic shock)
- Administration of a medication to any child unless specifically prescribed or provided for that child - with the exception of emergency Calpol (see 'Administering Paracetamol' Policy)
- Administration of Buccal Midazolam
- Insertion of any form of catheter or any form of intravenous therapy
- Insertion or changing of any form of feeding tube

**Medical Confidentiality**

The staff at St John's Academy do not have an automatic right to be informed of any medical conditions suffered by a pupil. However, in order that pupils can receive the best possible care, parents are asked to advise the academy of any conditions that may require intervention during the academy day.

All information provided or supplied as part of any Health Care Plans will remain confidential and only shared with those members of staff whose role may lead to them providing treatment or other intervention as agreed with parents.

This policy was presented to and approved by the LAC on 15 December 2020. It will be reviewed in summer 2021.