



Barn Croft Primary School

Supporting Pupils with Medical Conditions policy

Definition

Pupils' medical needs may be broadly summarised as being of two types:

- (a) **Short-term**, affecting their participation in school activities while they are on a course of medication.
- (b) **Long-term**, potentially limiting their access to education and requiring extra care and support

School Ethos

Schools have a responsibility for the health and safety of pupils in their care. The **Health and Safety at Work Act 1974** makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. Barn Croft Primary School is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) may need.

The **Children and Families Act 2014** places a duty on schools to make arrangements for children with medical conditions. **Pupils with medical conditions have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.** However, teachers and other school staff in charge of pupils have a common law duty to act 'in loco parentis' and must ensure the safety of all pupils in their care.

In line with Safeguarding duties, governing bodies should ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases. We therefore will not accept a child in school, at times, where it would be detrimental to the health of that child or others to do so. This will extend to situations like residential trips or day trips which occur off site.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including the School Nurse, Health professionals and the child's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected (for example, class mates).

Our Aims

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits
- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication
- To comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs
- To write, in association with healthcare professionals, Individual Healthcare Plans where necessary
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support
- To keep, monitor and review appropriate records

Unacceptable Practice

While school staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent children from accessing their medication
- Assume every child with the same condition requires the same treatment
- Ignore the views of the child or their parents / carers; ignore medical advice
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare plan
- Penalise children for their attendance record where this is related to a medical condition
- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- Require parents to administer medicine where this interrupts their working day
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part

Entitlement

Barn Croft Primary School provides full access to the curriculum for every child wherever possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows: Employees may:

- Choose whether or not they wish to be involved
- Receive appropriate training
- Work to clear guidelines
- Bring to the attention of Senior Leadership any concern or matter relating to the support of pupils with medical conditions

Expectations

It is expected that:

- Parents will inform school of any medical condition which affects their child.
- Parents will inform the school upon admission if their child has any allergies
- Parents will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container and they will inform the school of any changes to the medication or new concerns.
- Parents will ensure that medicines to be given in school are in date and clearly labelled, particularly, at the beginning of each new term when medication may have been taken home over the holidays.
- Parents will co-operate in training their children to self-administer medicine e.g. Ventolin inhalers, if this is appropriate, and that staff members will only be involved if this is not possible.
- Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the school life of that individual
- Barn Croft Primary School will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan (for example, an inhaler)
- School staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to-date advice about a pupil's medical needs and will seek support and training in the interests of the pupil
- Transitional arrangements between schools will be completed in such a way that Barn Croft Primary School will ensure full disclosure of relevant medical information, Healthcare plans and support needed in good time for the child's receiving school to adequately prepare
- Individual Healthcare plans will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals

Procedure

The Governing Body of Barn Croft Primary School ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions. This is supplied under the London Borough of Waltham Forest Employer's Liability Insurance, available from the school office.

Information

All children with medical conditions will be noted on the school's information system (SIMs) and this information will be provided to appropriate staff annually and updated as information is obtained from Parents. This information will also be in the Pupil Information/SEND file which is kept in each class so that all staff are aware of the needs of their children. Breakfast and tea time club staff are informed of any children with medical needs (this is clarified at the point that parents apply for a place) and can access this information from the office, medical room or DSL who is on duty.

Children with serious medical conditions e.g. epilepsy, diabetes, allergies, that may require emergency attention, will have their photo and brief description of condition, along with any other necessary information, displayed in the medical room (with the Individual Healthcare Plan) and

the school kitchen. A copy is also in the lunchtime log folder (for use by Midday Staff) and in each classroom in the Pupil Information/SEND file. This ensures that all adults (teachers, teaching assistants, breakfast and tea time staff, lunchtime staff, catering staff, supply staff etc.) dealing with the child will have their attention drawn to this information.

At each opportunity, e.g. parents' evenings, staff request information from parents for any changes to their details, so that our records can be updated.

The school nurse reviews Individual Healthcare Plans (IHP's) annually or sooner should the need arise.

Records are kept of all medicines administered to pupils and parents are informed if their child has been unwell and are followed up by office staff.

In an emergency

In a medical emergency the school's First Aiders (names and certificates are displayed in the school's Medical Room and available in the First Aid Policy) will be asked to attend. Staff will follow the school's normal emergency procedures (for example, calling 999) notify the Senior Leadership Team (SLT) and parents. All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.
- Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

Administration of medicines

Only essential medicines will be administered during the school day. These will be only those prescribed by a doctor for four times a day prescriptions. Medical guidance is that three times a day medicines be administered before school, after school and at bedtime. Parents must submit a written permission slip before any medicine is administered. Medicines to be given during the school day must be in their original container. Controlled drugs can also be administered, subject to all other conditions as described in the Policy.

Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

Named staff members will give medicines (see First Aid Policy). **Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct, and that written permission has been given by checking with the staff in the office where the medicine is kept and administered.** Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded in the Child's individual log in their medicine bag and a copy of this will be regularly updated and stored in the Administration of Medicines book (located in the school reception office).

All medicines will be stored safely. Medicines needing refrigeration will be stored in the staffroom fridge. Some medicines (inhalers, etc.) will be kept in the child's classroom and carried with the children, for ease of access during outside activities. All medicines must be clearly labelled. Controlled drugs will be kept in a locked cabinet in the School Office. Access to these medicines is restricted to the named persons. Epi-pens are kept out of children's reach and within quick access for staff in relevant children's teaching areas. Staff will record any doses of medicines given on the Administration of Medicines forms and will sit with children to ensure that they are okay.

Children self-administering asthma inhalers will be monitored and the dosage recorded. Inhalers are kept in the child's classroom. Children have access to these inhalers at all times, though must inform a member of staff that they are taking a dose. Staff may need to inform parents when a child has taken a dose. All inhalers are marked with the child's name. All children with an inhaler must take them on educational visits, out of class visits or PE sessions on external areas (such as a local park), however short in duration. Again, a first-aider will monitor the children.

Epi-pen – Any member of staff can administer an epi-pen in an emergency (staff will have up to date training). The pen (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn. Ambulances must be called for a child who may require an epi-pen. Cetirizine may be given if slight tingling of the lips occurs following ingestion of possible irritants for nut allergy sufferers. This is a liquid medicine stored with the epi-pen. If symptoms are more severe, the epi-pen should be given immediately. An ambulance must be called immediately. Parents should be contacted after this call has been made. Individual healthcare plans will be closely followed.

Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with SENCo. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

Complaints

Should parents be unhappy with any aspect of their child's care at Barn Croft Primary School, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be managed. If this does not resolve the problem or allay concern, the problem should be brought to a member of the leadership team, who will, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the Barn Croft Primary School Complaints Procedure.

Monitoring arrangements

This policy will be reviewed and approved by the governing body annually.

Link to other policies

This policy links to the following policies:

- Accessibility Plan
- First Aid Policy
- SEND policy

Date: 3.11.22

To be reviewed 3.11.23