

Brackenwood Junior 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 which they are on a course of medication.
- (b) Long-term potentially limiting their access to education and requiring extra care and support (deemed **special medical needs**).

Rationale

LAs and 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 who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions.

Pupils with special medical needs 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 may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. The school takes advice and guidance from LA and encourages self-administration of medication when possible.

Aims

The school aims to:

- assist parents in providing medical care for their children;
- educate staff and children in respect of special medical needs;
- adopt and implement the LA policy of Managing Medicines in Schools;
- arrange training for volunteer staff to support individual pupils;
- liaise as necessary with medical services in support of the individual pupil
- Write Individual Healthcare Plan (where appropriate)
- ensure access to full education if possible.
- monitor and keep appropriate records.

Entitlement

The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils. The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- choose whether or not they are prepared to be involved;
- receive appropriate training;
- work to clear guidelines;
- have concerns about legal liability;
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

Expectations

It is expected that:

- parents will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative

- where parents have asked the school to administer the medication for their child they must ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for school use. The prescription and dosage regime should be typed or printed clearly on the outside. The school will only administer medicines in which the dosage is required 4 times a day. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff. Pupils should not bring in their own medicine. This should be brought into school by the parent. (See Managing Medicines Policy)
- that employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.
- the school will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.
- Any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

What is not acceptable:

Although school staff should use their discretion and judge each case on its own merits with reference to the child's individual healthcare plan, it is not generally 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 (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
- If the child becomes ill, send them to the school 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
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent children from participating or create unnecessary barriers to children participating in any aspect of school life, including school trip, e.g. by requiring parents to accompany the child
- Children who are **not** kept at home when acutely unwell

- Non prescribed medication and medication not clearly labelled (see Storing Medicines)
- Medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the school day
- Unused medicines that have not been collected by parents for their safe disposal or return to the pharmacy

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 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 the development of IHPs
- 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

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 on 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 (e.g. Asthma, diabetes)

Pupils

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

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
- should carry out any action they have agreed to as part of the IHP implementation
- should ensure the school has adequate supplies of medication, if required

What the school will do to support pupils with medical needs on trips and visits;

- Unless it is stated in their Individual health Care plan, or a clinician e.g. GP or parent categorically states a pupil should not participate pupils will not be excluded from trips and visits
- Teachers and/or other designated school staff should be aware of how a child's medical condition will impact on their participation
- There should be enough flexibility for all children to participate according to their own abilities and with reasonable adjustments unless evidence from a clinician such as a GP states that this is not possible
- The school will consider what reasonable adjustments may need to be made to enable children with medical needs to participate fully and safely on visits
- A risk assessment will be carried out to aid planning arrangements and parents consulted where appropriate. Advice will be taken from relevant healthcare professionals to ensure that pupils can participate safely
- When storing or transporting medicines for day trips, residential visits and sporting activities, staff will refer to the "Transport of Medication" and "Storing Medicines" sections of this policy

Emergency Procedures

The Individual Healthcare plan (IHP) will define clearly what constitutes an emergency for that child, in relation to their medical condition and explain what to do. All relevant staff will be made aware of emergency symptoms and procedures.

Other pupils in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed. In the event of an emergency not specified on the IHP, school staff will be guided by First Aiders and the First Aid policy. Parents will be notified.

If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance. A record of preceding events, including any medications given should be recorded.

Transport of Medications

School staff will take medicines belonging to a child who is taking part on a school trip or visit with them and return these medicines to the school office when back from the trip.

Storing Medicines

Medicines should personally be handed over to the school by a responsible adult and not by a child.

- Medicines must be in date and in the original container marked with a pharmacy label stating the child's name, the type of medicine, and the required dosage and storage instructions
- Medicine will be kept in a secure area, out of reach of children and visitors, except in emergency situations where children are competent to self administer. Medicines such as asthma inhalers, epipens, blood glucose testing kits are readily available and not kept locked away
- Directions of the pharmacy label will be strictly followed
- Large volumes of medicine should not be stored
- Children should know where their own medicine is stored, who holds the key and able to access them when required and under supervision
- Medicines should be stored strictly in accordance with product instructions and in the original container it was dispensed
- Where a child needs two or more prescribed medicines, each should be in a separate container

Policy into Practice

There is a need for proper documentation at all stages when considering the issue of support for pupils with medical needs in school.

Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure. Making a formal complaint to the Department for Education should only

occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempt at resolution have been exhausted

Insurance

The school purchases the Wirral council insurance scheme

- Where a member of staff acting in the course of employment supports pupils with medical conditions at schools, they will be indemnified by the Council's liability insurance for any claim for negligence relating to injury or loss through their action. The cover includes the administration or supervision of prescription and non-prescription medication orally, topically, by injection or by tube and the application of appliance or dressings, providing that the following criteria have been met:
- They have received full appropriate training and are competent to carry out any medical interventions for that pupil
- They have received refresher training at the required intervals
- They have used the relevant protective equipment for that purpose
- There is written parental instruction and consent
- It is made clear to non-trained staff that they should not administer medication

Please see Managing Medicines Policy