



SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS

This policy ensures that pupils with medical conditions receive appropriate care and support so that they fully access the curriculum including educational visits and physical education.

It relates to the aims and values of the School which are embedded in the strong Christian ethos of St. Stephen's.

STATUTORY FRAMEWORK

This policy has been developed in line with the Department for Education's statutory guidance 'Supporting Pupils at School with Medical Conditions' (December 2015) under a statutory duty from the Children and Families Act, 2014 which came into force on 1st September 2014. The Governing Body and staff understand that Ofsted places a clear emphasis on meeting the needs of pupils with SEND including those with medical conditions.

KEY ROLES AND RESPONSIBILITIES

The Local Authority, Governing Body, Headteacher, all school staff, school nursing team and parents/carers all have responsibilities to ensure that pupils with medical conditions are supported and fully included in the life of the school.

The Local Authority is responsible for:

- promoting cooperation between relevant partners regarding supporting pupils with medical conditions
- providing support, advice/guidance and training to schools and their staff to ensure Care Plans (CP) are effectively delivered
- working 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 Governing Body is responsible for:

- ensuring arrangements are in place to support pupils with medical conditions
- ensuring the policy clearly identifies roles and responsibilities and is implemented effectively
- ensuring that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds
- ensuring the policy covers arrangements for pupils who are competent to manage their own health needs
- ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips/ sporting activities, remain

- healthy and achieve their academic potential
- ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials
- ensuring written records are kept of, any and all, medicines administered to pupils
- ensuring the policy sets out procedures in place for emergency situations
- handling complaints regarding this policy as outlined in the school's Complaints Policy.

The Headteacher is responsible for:

- ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy
- the day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures of
- liaising with healthcare professionals regarding the training required for staff
- identifying staff who need to be aware of a child's medical condition
- developing Care Plans (CPs)
- ensuring a sufficient number of trained members of staff are available to implement the policy and deliver CPs in normal, contingency and emergency situations
- ensuring more than one staff member is identified, to cover absences and emergencies
- continuous two way liaison with school nurses and school in the case of any child who has or develops an identified medical condition
- ensuring confidentiality and data protection rules are adhered to
- assigning appropriate accommodation for medical treatment/care

Deputy Head / first point of contact is responsible for:

- Liaising with parents on entry to the school to ensure the medical needs form is filled in for the pupil
- Pass on the relevant information to relevant staff within school
- Liaise with other agencies, professionals as well as parents/carers to ensure good communication and effective sharing of information
- Meet termly with the Lead First Aider to review policy and practice

The Lead First Aider is responsible for:

- Collecting medicines on a daily basis from the school office
- Updating records when relevant
- Passing on the relevant information to relevant staff within school
- Meet termly with the SLT to review policy and practice
- Create medical information sheets, with photos, at the beginning of each academic year for display in First Aid Area, Staff Room and classrooms. Update with new information immediately.
- Update medical register and asthma register at the beginning of each school year. Update new information immediately.
- Send asthma and Epi pen care plans home, when children are newly diagnosed with asthma or allergies. To gain parental consent in the administration of emergency Epi pens or inhalers when necessary
- Check all medicines, including expiry dates and keep an up to date medicines list
- Send medicine reminder forms home to parents when medicine is near expiry
- Send out of date medicines home
- Ensuring first aid boxes are fully stocked
- Order first aid resources
- Keep Medical Administration Folder (MAF) and Care plan in good order and up to date

Office Staff are responsible for:

- Collecting in medical forms and medicines from parents
- Ensuring forms are fully completed
- Adding new medical information to Scholarpack immediately
- Ensuring the Lead First Aider collects new medicines
- Ensuring training for first aiders is recorded on the training log at the point of booking

All staff are responsible for:

- taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help
- knowing where controlled drugs are stored
- taking account of the needs of pupils with medical conditions in lessons
- undertaking 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
- allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.
- Ensuring that ALL medical information is passed on at end of year handover meetings
- Ensuring all relevant medications are taken on school trips and returned immediately to the First Aid Area/classroom upon return to school

School nursing teams / medical professionals are responsible for:

- collaborating on developing an CP when a child starts in Reception
- notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career
- supporting staff to implement an CP and then participate
- Giving advice
- liaising locally with lead clinicians on appropriate support. Assisting the Headteacher in identifying training needs and providers of training.

Parents and carers are responsible for:

- keeping the school informed about any new medical condition or changes to their child/children's health
- participating in any reviews of their child's CP
- completing a parental consent form to administer medicine or treatment before bringing medication into school
- providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine
- carrying out actions assigned to them in the CP with particular emphasis on, they or a nominated adult, being contactable at all times.

TRAINING

The Headteacher is responsible for ensuring that newly appointed teachers and support staff,

receive training in relation to this policy as part of their induction.

The Headteacher also ensures that sufficient staff are suitably trained to administer prescription medicines or undertake healthcare procedures. A register is kept of all training undertaken and a list of staff is kept who are trained and willing to undertake procedures of an intrusive nature.

Agency/supply staff are briefed on their first day about relevant pupils in the class(es) they will be working in.

MEDICAL CONDITIONS REGISTER

The School's admission forms capture information about pre-existing medical conditions. This information is entered on Scholarpack and the Register of Medical Conditions which is kept in the First Aid Area. Both sets of records are updated as new/updated information is received.

During the school year parents are requested to inform the School Office of any change to their child's medical condition and this is then used to update records.

The SLT is responsible for keeping teaching and non-teaching staff informed of children's medical conditions on a 'need to know' basis.

CARE PLANS (CP)

These are provided by either the School Nursing team or medical professionals for pupils in Reception Class onwards. A copy is kept with the child's medication in the First Aid Area, another copy is kept in the care plan folder. Photos of pupils with CP are displayed in the First Aid Area, staff room and classrooms so that all staff are aware of the potential of a medical emergency.

These are update as necessary.

If judged competent to do so by a healthcare professional and the Headteacher, and agreed by parents, children are encouraged to take responsibility for managing their own medicines and procedures.

MEDICINES

Where it is necessary for a prescribed medicine to be administered during school hours the parent/carer must complete and sign a consent form (Appendix B). For pupils suffering from asthma the parent/carer must complete and sign a separate consent form

Non-prescription medicines are not usually administered but can be in exceptional circumstances at the discretion of the Headteacher.

Where medication is administered for pain relief parents/carers are informed at the end of the day when the last dose was administered and the dosage. This also applies to the administration of insulin.

Parents/carers must ensure that medicines brought in to school are:

- in date
- clearly labelled with the child's name
- provided in the original container
- include dosage instructions

Medication expiry dates are checked at regular intervals and the Medical TA sends a note to the parent/carer informing them of the date. When medication reaches its expiry date it is returned to

the parent/carer.

All medicines are stored in a cupboard in the First Aid Area and are administered only by staff with the appropriate training.

Upon receipt of temporary medication in school the lead first aider puts the parental permission form on the medical information board in the First Aid area.

The school keeps an emergency salbutamol inhaler kit.

MEDICAL EMERGENCIES

A child's CP defines what constitutes an emergency and explains what to do. Children with potentially life-threatening conditions have an emergency medicine box in their classroom. This must be taken with them when working in other areas of the school, if needed. When a medical emergency arises that requires hospitalisation the ambulance **MUST** be called before the parent/carer is informed.

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

EDUCATIONAL/RESIDENTIAL VISITS

All children are given opportunities to fully participate in school life unless a clinician has stated that the child should not.

Risk assessments are undertaken for all out of school activities and **MUST** include provision for pupils with medical conditions.

INSURANCE

The Governing Body ensures that the school's insurance adequately covers staff who undertake responsibilities within this policy.

CONCERN

If a parent/carer or pupil is dissatisfied with the support provided by the school they should discuss their concerns with the Class Teacher, Head Teacher or Inclusion Manager in the first instance.



ADMINISTRATION OF MEDICINE

The school will not administer your child's medicine unless you complete and sign the form

Name of Child _____

Class _____

Date _____

Medical condition or illness _____

He /she is considered fit for school but requires the following prescription medicines to be administered.

I give consent for a member of staff to administer the following prescription medicines.

Name of medication(s) in the order in which they should be taken

1. _____ 2. _____

Dosage (e.g. one 5ml spoon as prescribed by the doctor)

1. _____ 2. _____

Frequency e.g. how many times a day and at what time(s) or as required

(please state before or after food).

1. _____ 2. _____

Are there any side effects the school should know about _____

Please tick if your child has a care plan issued by a medical professional

Parent Name _____

Contact numbers _____

Signed _____ Parent / Carer



ADMINISTRATION OF MEDICINE FOR ASTHMA

Name of Child _____

Class _____ **Date** _____

The above named child has been diagnosed as suffering from asthma. He /she is considered fit for school but requires the following prescription medicines to be administered during school hours.

I give consent for a member of staff to give following prescription medicines.

Name of medication(s) in the order in which they should be taken

1. _____

2. _____

Dosage (e.g. number of puffs prescribed by the doctor)

Frequency (e.g. how many times a day and at what time(s) or as required)

Please tick if your child has a care plan issued by a medical professional or the school

Parent Name _____

Contact numbers _____

Signed _____ Parent / Carer

