

# Orchard Junior School

Growing together. **Branching out.**



## Policy Statement: Supporting Children With Medical Needs Policy

<b>Issue Date:</b>	September 2021
<b>Review Date:</b>	September 2022
<b>Reviewing Committee:</b>	Full Governors

<b>Signed:</b>	
<b>Authorised by:</b>	

<b>Hampshire ref</b> (if applicable)	
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# Supporting Children With Medical Needs

In line with the duty, which came into force on 1<sup>st</sup> September 2014, to support pupils at school with medical conditions we are committed to ensuring that all children with medical conditions, in terms of both physical and mental health, are properly supported at Orchard Junior School so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

No child with a medical condition will be denied admission or prevented from taking up a place in our school because arrangements for their medical condition have not been made.

We will ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases therefore we 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 policy will be reviewed regularly (annually in the summer term) and it is readily accessible to parents and school staff.

## Policy implementation

The named person, who has overall responsibility for policy implementation, is Carol Taylor, Headteacher.

They will

- ensure that sufficient staff are suitably trained;
- ensure that all relevant staff will be made aware of the child's condition;
- cover arrangements in case of staff absence or staff turnover to ensure someone is always available;
- brief supply teachers; sports coaches and after school club providers
- carry out risk assessments for school visits, residential trips, and other school activities outside the normal timetable;

and

- monitor individual healthcare plans, reviewing and updating annually or earlier if evidence is presented that the child's needs have changed

## Procedure to be followed when notification is received that a pupil has a medical condition

When our school is notified that a pupil has a medical condition we will:

- make arrangements for any staff training or support
- make every effort to ensure that arrangements are put in place within two weeks
- not wait for a formal diagnosis before providing support to pupils

## Individual healthcare plans

Our school will send home a health questionnaire. Any parent reporting that their child has an ongoing medical condition such as asthma, epilepsy, diabetes or more complex medical condition will be asked to complete an Individual Healthcare Plan (IHP). It is a legal requirement that this is updated annually. At our school we will ensure that plans are reviewed at least annually, or earlier if evidence is presented that the child's needs have changed. We will assess and manage risks to the child's education, health and social wellbeing, and minimises disruption.

Our IHP requires information about:

- the **medical condition, its triggers, signs, symptoms and treatments;**

- the **pupil's resulting needs**, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons;
- 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 (NB If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring)
- **who will provide this support**, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- who in the school needs to be aware of the child's condition and the support required;
- arrangements for **written permission from parents** for medication to be administered by a member of staff, or self-administered by the pupil during school hours;
- arrangements or procedures required for **school trips** or other school activities outside of the normal school 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. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

## Roles and responsibilities

It is the responsibility of the child's parents to keep the School informed **in writing** of any changes regarding the administration of medicines to their child through the school office, and to participate fully in any further meetings required.

At our school the person designated by the Head Teacher to be responsible for setting up the initial arrangements to support pupils at school with medical conditions, in line with current LA requirements, is the Administration Officer (currently Mrs Julie Croton). The Administration Officer will be responsible for robust and clear record keeping. If necessary, in their absence, any other member of the office team may deputise as selected by the Finance Manager (currently Ms Angela Symes).

Following the set-up of the requirements, the Admin Officer at our school the people involved in fulfilling the arrangements to support pupils at school with medical conditions include:

- Admin staff based in the school office (currently Ms Symes, Mrs Croton, Mrs Baxter, Mrs Trunley).
- Relevant class based staff dependent upon individual pupil needs
- Any other member of staff who has a school first aid qualification dependent upon individual pupil needs

## Staff training and support

Staff are supported in carrying out their role to support pupils with medical conditions through appropriate training (see training record held in the school office). Training needs are assessed regularly and training will be accessed through HTLC, St John Ambulance and Lead Clinicians.

Any member of school staff providing support to a pupil with medical needs will have received suitable training.

No member of staff will give prescription medicines or undertake healthcare procedures without appropriate training or instruction (updated to reflect requirements within individual healthcare plans).

## The child's role in managing their own medical needs

Where children are deemed competent to manage their own health needs and medicines by their parents and medical professional they will be supported to do this. We see this as an important step towards preparing pupils for the next stage of their education.

## Managing medicines on school premises

At our school:

- medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so
- no child will be given prescription or non-prescription medicines without their parent's written consent (by completion of homely medicine permission letter)
- we will never give medicine containing aspirin unless prescribed by a doctor.
- Medication, e.g. for pain relief will never be administered without first checking maximum dosages and when the previous dose was taken.
- Parents will be informed when liquid paracetamol (Calpol) or Cetirizine Hydrochloride (Piriton) is administered
- where clinically possible, we will expect that medicines will be prescribed in dose frequencies which enable them to be taken outside school hours
- we will only accept prescribed medicines if
  - they: o are in-date
  - o are labelled
  - o are provided in the original container as dispensed by a pharmacist**
  - o include instructions for administration, dosage and storage.** *(NB The 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)*
- all medicines will be stored safely.
- Children will know where their medicines are at all times and will be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be always readily available to children. All other medicines will be stored in the school office with school staff being aware of the location.
- when no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps
- a child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary. Schools should otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held
- school staff will administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines will do so in accordance with the prescriber's instructions.
- We will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school will be noted in school

## Non-prescribed medicines

At our school we will administer non-prescription medicines.

Following on from Supporting Pupils with Medical Conditions, December 2015, we have decided to review and renew our policies and procedures and from 29<sup>th</sup> January 2018 we will carry on accepting

non-prescribed medicines into school but will keep a small stock of Homely Remedies such as a parent/carer may have at home such as:

- \* Paracetamol (Calpol) — suitable for children aged 6 years plus
- \* Cetirizine Hydrochloride (Piriteze) — suitable for children aged 6 years plus
- \* Mepyramine Maleate 2% w/w (Anthisan) — bite and sting cream.
- \* Vaseline Petroleum Jelly

We will only administer these Homely Remedies as per the direction on the packaging which tells us the correct dose to give. Obviously we would not keep a child in school unnecessarily if they were very poorly. If we did give your child any Calpol and/or Piriteze during the school day, we would contact you to let you know via our school text message system or telephone call from the School Office.

Keeping Homely Remedies on site ensures school can keep track of expiry dates and ensure equality for all; no child shall be at a disadvantage if their parent/carer is unable to come into school to administer medication as parents/carers can consent to school taking on this role.

## **Record keeping**

We will ensure that written records are kept of all medicines administered to children. We recognise that records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents will be informed if their child has been unwell at school.

## **Emergency procedures**

The emergency services should be contacted requesting an ambulance and giving the following information:

- The school telephone number
- The relevant staff member's name
- The location where the ambulance is needed, using full address and postcode
- The exact location of the patient within school setting
- The name of the child and a brief description of their symptoms
- The best entrance to use and that there will be someone to meet the ambulance and take the crew to the patient

Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and provide a process to follow. All relevant staff will be made aware of the emergency symptoms and procedures. We will ensure other children in the school know what to do in the event of an emergency i.e. informing a teacher immediately if they are concerned about the health of another child.

Where a child is required to be taken to hospital, a member of staff will stay with the child until their parents arrives, this includes accompanying them to hospital by ambulance if necessary (taking any relevant medical information, care plans etc that the school holds).

## **Emergency Asthma Inhalers and Auto Injector Pens**

Schools may hold asthma inhalers and Auto Injector Pens for emergency use. As a school we have agreed to purchase and keep emergency inhalers. These can only be used for pupils who already have a completed permission form and IHP. School emergency inhalers will only be used in an emergency and at all times the school will seek to use the child's prescribed inhaler.

However, we are no longer able to purchase emergency auto injector pens this means that parents need to provide the school with the necessary medication to cover emergencies as detailed in the pupils' IHP.

## **Day trips, residential visits and sporting activities**

We always actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

As a school we believe it to be unacceptable 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; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child

## **Liability and indemnity**

Maintained schools and academies with a SLA with HCC will be insured as long as all appropriate training and risk assessment has taken place

Proprietors of academies should ensure that either the appropriate level of insurance is in place or that the academy is a member of the Department for Education's Risk Protection Arrangement (RPA).

## **Complaints**

If you have a complaint about how your child's medical condition is being supported in school please contact the Headteacher and the Chair of Governors in the first instance.