



Governor Committee Responsible:	FGB	Staff Lead:	Michala Reid SENDSCO
Status	Statutory	Review Cycle	Annual / Biennial / Tri-annual
Ratified by	Tracey Johnson, Full Governors Michala Reid, Acting Headteacher	Ratification date	February 26
Next Review Date	February 27	To be read in conjunction with	- Safeguarding and child protection policy - Department for Education - Keeping Children Safe in Education statutory guidance for schools and colleges - Department of Education – Children Missing from Education <u>Attendance and absence from school Gloucestershire County Council</u> <u>Children missing education Gloucestershire County Council</u>

Introduction

Staff and Governors of Berry Hill Primary School are wholly committed to pursuing a policy of inclusive education that welcomes and supports pupils with medical conditions.
This policy is designed to support the management of medication and medical care in school and to support individual pupils with medical needs.

Aims

This policy aims to ensure that:

- Pupils, staff and parents/carers understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The governing board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupils' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring individual healthcare plans (IHPs)

The named person with responsibility for implementing this policy is Michala Reid, SENDSCO .

The governors will:

- Ensure sufficient staff are suitably trained
- Make staff aware of pupils' conditions, where appropriate
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- Provide supply teachers with appropriate information about the policy and relevant pupils
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Pupils with medical needs:

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions. It is also based on the Department for Education (DfE)'s statutory guidance on [supporting pupils with medical conditions at school](#).

- Most pupils at some time will have a medical condition that may affect their participation in school activities. Others have medical conditions that if not properly managed could limit their access to education. Such children are regarded as having medical needs.
- Not all pupils require an Individual Healthcare Plan (IHP). It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.
- Headteacher and school staff will treat medical information as confidential.

Responsibilities around medicines

The headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all Individual Healthcare Plans (IHPs), including in contingency and emergency situations.
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development of IHPs.
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way.
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.

The parents/carers will:

- Have prime responsibility for their child's health and should provide the school with sufficient up-to-date and relevant information about their child's medical needs.
- Keep their child at home, if they are unwell.
- Work with the school in the development and review of an Individual Healthcare Plan (IHP) if the pupil has a more complex medical condition. This will be done in liaison with other healthcare professionals: nurse or other health professional to develop an Individual Health Care Plan. This includes an agreement on the role of the school in managing any medical needs and potential emergencies, but the parent or another nominated adult must be contactable at all times.
- **Only bring prescribed medicines** into school and they will only administer them where it would be detrimental not to.

The staff will:

- Understand that there is no legal duty requiring school staff to administer medication; this is a voluntary role. While teachers have a general professional duty to safeguard the health and safety of their pupils and to act in 'loco parentis', that is, to act as any reasonable parent would, this does not imply a duty or obligation to administer medication.
- Have access to information on pupils' medical conditions and actions to take in an emergency. Staff managing the administration of medicines and those who administer medicines will receive appropriate training and support from health professionals.
- The policy of our school is not to administer medication, or medical care **unless** the pupil has a medical condition, which if not managed, could prove detrimental to their health or limit access to education. The Headteacher accepts responsibility, in principle, for school staff administering, or supervising the

taking of prescribed medication or medical care during the school day only where it is absolutely necessary.

Storage:

- Medicines should be:
 - In Original container, with product instructions, correct storage/ temperature.
 - Clearly labelled with the name of the pupil
 - Name and dose of the drug
 - Frequency of administration
 - Any likely side effects
 - Evidence of effects from previous administering
 - Expiry date
- Non-emergency prescribed medication is stored with the consent form in the School Office.
- Medication requiring refrigeration is stored in the School Office fridge.
- Pupils should know where their medication is stored and how to obtain it.
- Kept in school, for the duration of need and will go home daily with parents/carers collecting from the School Office.
- The exception to the daily collection, is if it is for ongoing medical condition that has an IHP.
- No surplus medication will be stored; out of date medicines are returned to parent/carer, or if necessary taken to the pharmacy for disposal.
- Emergency medications such as asthma inhalers should be readily available in a clearly labelled container in the First Aid Bag hung in class. Epi-pens are stored in the school kitchen.

Medicines:

- Requests for updated *Annual Medical Information Form* including asthma, are distributed to parents at the beginning of each school year. These are collated, registered and recorded. All staff have access to this information.
- Information about allergies is held in the kitchen for catering staff.
- Completed forms should be kept in the Front Office and referred to when administering medication. Whilst Headteacher, and other staff can administer, the Admin Staff are the priority administrators to ensure consistency and accuracy from communication with parent/carer and the relevant forms.

Prescribed Medicines

- This school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber, or pharmacist prescriber and are presented in the **original container** dispensed by a pharmacist and **include the pupil's name, prescriber's instructions for administration and dosage**. Without a completed an *Administering Medicine Permission Form* from the parent, staff will not administer prescribed medicines. Parents/carers are encouraged, where practically possible, to come to school to administer the medication to their child.
- Prescribed medicines should only be brought to school when essential and so, medicines prescribed 'three times a day' should be administered 'before school, after school and at night'. These should not be accepted in school.
- With pupils on IHPs, who have individual medical needs requiring emergency medication, we will treat specific conditions, such as anaphylaxis. The IHP is completed and adhered to and all staff are informed including First Aid and Paediatric trained staff.

Non-prescribed Medicines

- Non-prescribed medicines will only be administered by the parent/carer who comes into school to administer it. This school wants the parent to be the medical administrator and come in at pre-arranged times.
- Only in extreme circumstances, if child is suffering following an operation, tooth extraction etc, or on a school trip and with prior written permission from parents, when they are unable to come into school in a short period of time should a member of staff administer.
- When a pupil presents with a temperature, headache, tummy ache, the child's parents/ carers should be contacted and the child will be taken home and school staff should not administer for example Calpol: the additional adults listed should be contacted.
- Staff will check the medicine has previously been administered without adverse effect and an *Administering Medicine Permission Form* must be completed.
- Staff will never administer medicines containing aspirin unless prescribed by a doctor.
- Staff will never administer medication containing ibuprofen to children who are asthmatic.

Administering Medicines

- This school recognises no child under 16 should be given medicines without their parent/carer written consent.
- The governing board will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents will be informed if their pupil has been unwell at school.
- IHPs are kept in a readily accessible place which all staff are aware of to support medical need..
- School requires written consent on the [Administering Medicine Permission Form](#) and communicates with parents/ carers if unclear before administering any medicines.
- A written record on the [Administering Medicine Permission Form](#) of time, dose and two adult signatures should be completed carefully (safeguards and protects both pupil and administering adults). If a child refuses medicine, parent will be contacted immediately and this noted on the form.
- Risk assessments will be used to highlight any potential difficulties and ensure procedures are in place to support pupils.

Long-term Medical Needs

When the school is notified that a pupil has a medical condition, the process to be followed and the school will initiate an Individual Health care Plan (IHP) and support the completion of the [Completing a Health Care Plan Form](#) to meet individual needs and support the pupil. The level and details of the IHP depends on the complexity of the pupil's condition and how much support is required. Whilst the headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to SENDco.

Emergency Procedures

- All staff are aware of procedures when dealing with a medical emergency. These will always be supervised by a trained First Aider if available.
- All staff are aware of pupils on an IHP and understand the need to follow agreed emergency support.
- All staff know how to call the emergency services; guidance is displayed on the School Office noticeboard.
- In the event of an emergency, every effort will be made to contact a parent/carer so that they may accompany their child to hospital. If this is not possible, a member of staff will accompany the child to hospital by ambulance and stay until the parent/carer arrives. Health care professionals are responsible for any decisions on medical treatment when parents/carers are not available.

Educational Visits

- This school actively encourages children with medical needs to participate in trips and visits and will make reasonable adjustments to enable pupils with medical needs to participate fully and safely on visits.
- Prior to an overnight school trip, parents must complete an up-to-date medical questionnaire about pupil's current general health and medication [Trip and Visits Medical Form](#). The school will make reasonable adjustments. Parents/carers are required to provide written consent to enable staff to act 'in loco parentis' and administer Calpol analgesia, or Paracetamol if required. Where this is refused, parents are requested to discuss alternative support measures with staff.
- Accompanying staff will be aware of any medical needs and relevant emergency procedures. A copy of [Completing a Health Care Plan Form](#) IHP will be taken on all visits as well as emergency medication that may be required. Risk assessments in consultation with Health professionals and parents/ carers will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included.

Staff Training

- We aim that all staff undertake First Aid staff training, and at least one member of staff will be two day paediatric first-aid trained.
- A log of staff training is maintained.
- Berry Hill Primary School has several trained First Aiders and Paediatric First Aiders. Training is reviewed regularly and updated every three years, or more frequently if available and needed.
- A green First Aid folder is kept in each classroom cupboard so staff are up-to-date with medical needs of children.

Pupils with Medical needs:

- Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.
- The school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. They may also support staff to implement a child's IHP.
- Healthcare professionals, such as GPs and paediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

Asthma

- This school recognises that asthma is a widespread, potentially serious, but controllable condition and encourages pupils with asthma to achieve their potential in all aspects of school life. There is an Asthma Policy with clear guidelines.
- Parents have a duty to ensure that the child has their inhaler in school.
Preventative inhalers make the airways less sensitive (brown/white containers) should be provided and labelled with the pupil and class name and Dr's label of prescription. Relievers help the pupil's breathing difficulties (usually blue and may have spacer device and children may need support with this.)
- Children should know where their medicines are stored; they should not be locked away. Age appropriate administration of inhalers is practised; adults will supervise and administer; a more experienced/responsible pupil will self-administer, and with adult complete the record of using the medication *Administering Medicine Permission Form* so there is clear record of frequency and date. Parents will be informed of a change of frequency.
- The inhaler should accompany the child on any visits or trips.

Head Injuries

- Pupils who sustain a head injury MUST be reviewed by a First Aider in school.
- If a pupil has a visible wound, swelling or adverse reaction, parents will be contacted and invited to assess their child personally.
- Where there are no residual effects, the pupil can remain in school whilst being observed.
- A head injury advice sheet must be completed and sent home with the routine accident record slip, an NHS information sheet and body map will be given to parent/carer.
- The bump body map will also accompany other more significant injuries that require intervention care and parents informed.

Epilepsy, Anaphylaxis and Diabetes

- Parents have a duty and responsibility to notify the school if their child has any of these conditions and should provide details of any treatment and support they may require in school.
- Relevant health care professionals will liaise between parents/guardians and school personnel to ensure staff are aware of, and trained to provide, any relevant or emergency support or treatment. An individual health care plan will usually be compiled, detailing the course of action to be taken.

Appendix 1: Being notified a child has a medical condition

