Christ Church CE Primary School & Early Years Unit

Supporting Pupils with Medical Conditions Policy

2024 - 2025

Christ Church CE Primary School is a Christian community founded on the core values of Friendship, Thankfulness, Peace, Trust, Forgiveness, Compassion and Hope.

Approved by:	Christ Church CE Governing Body	**Date:**	February 2024
Next review due by:	February 2027		

Contents

1. Aims 3
2. Legislation and statutory responsibilities 3
3. Roles and responsibilities 3
4. Equal opportunities 5
5. Being notified that a child has a medical condition 5
6. Individual healthcare plans 6
7. Managing medicines 7
8. Emergency procedures 8
9. Training 9
10. Record keeping 9
11. Liability and indemnity 9
12. Complaints 9
13. Confidentiality
14. Monitoring arrangements 10
15. Links to other policies 10

1. Aims

This policy aims to ensure that:

- Pupils, staff and parents 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 pupil's condition, 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 are Mrs L Hall (EYFS &KS1 SENCO) and Mrs S Harwood (KS1& KS2 SENCO).

2. Legislation and statutory responsibilities

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's statutory guidance: Supporting pupils at school with medical conditions.

Government Guidelines state:

Medicines should only be taken in school when **essential**; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. Parents could be encouraged to ask the prescriber about this.

It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school and at bedtime.

Procedures for managing prescription medicines which need to be taken during the school day.

3. Roles and responsibilities

3.1 The governing board

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

3.2 The headteacher

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
- 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

3.3 Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Roles and responsibilities of staff administering or supervising administration of medicines

- Staff must ensure a consent form containing all relevant information is completed and signed before administering any medicine.
- Staff must check and confirm all of these details immediately prior to administering any medicine.
- If a medicine is prescribed for a specific time i.e. take for 5 days' staff must not administer medicines outside the specified time scale.
- Staff must make an appropriate record in the bound book each time a medicine is administered.
- In the event of a negative reaction to the medicine staff must record the reaction and inform the parent the same day.
- In the event of a severe negative reaction then the school emergency procedure should be followed.
- It is the parents responsibility to check inhalers each term and replace when out of date.
- Any uncollected medicines must be taken to the local pharmacy for disposal at the end of each half term.

3.4 Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment
- All medicines must be prescribed for the child by a doctor or dentist and be in the original container as dispensed by the pharmacy.
- Inhalers should have a pharmacy label on actual inhaler (ask pharmacy to print extra label).
- Parent (or person with parental responsibility) must sign a consent form giving all relevant information.

  Name of child
  Name of medicine
  Dosage
  Method of administration
  Time/frequency of administration
  Any possible side effects
  Expiry date of medicine
  Permission to share medical information with relevant people.

- Parents must deliver medicines to the named person each morning and collect them each evening.
- Safe disposal of any unused medicine is the responsibility of the parent. School will not be responsible for disposing of unused medicine.
- Parents are responsible for taking inhaler spacers home regularly for cleaning.
- Asthma inhalers must be clearly marked with the dispensing pharmacy label showing the child's name and dosage.

- It is the parent's responsibility to ensure that asthma medication is not out of date.
- Parents must ensure that any relevant information regarding the child or medicine is made available to school.

3.5 Pupils

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.

3.6 School nurses and other healthcare professionals

Our 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.

Healthcare professionals, such as GPs and paediatricians, will liaise with the schools nurses and notify them of any pupils identified as having a medical condition.

4. Equal opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Sporting Activities

- The need to take medication must not be a barrier to children having appropriate access to sporting activities.
- If a child needs access to medication before, during or after sporting activities e.g. asthma inhalers parents should make school staff aware of this need and provide details and consent in line as per the above procedures.

Breakfast Club

- The need to take medication must not be a barrier to children having access to breakfast club. It should be noted that the administration of medication in school is intended to ensure children with medical conditions do not miss school. It is not for school to replace parental responsibility for administering medicines. It is likely that the first dose of medication for the day could be taken before the child arrives at school so that medication, other than perhaps asthma inhalers should not need to be administered in breakfast club. Details and consents must be provided as per the above procedures.

Procedures for managing prescription medicines on trips and outings

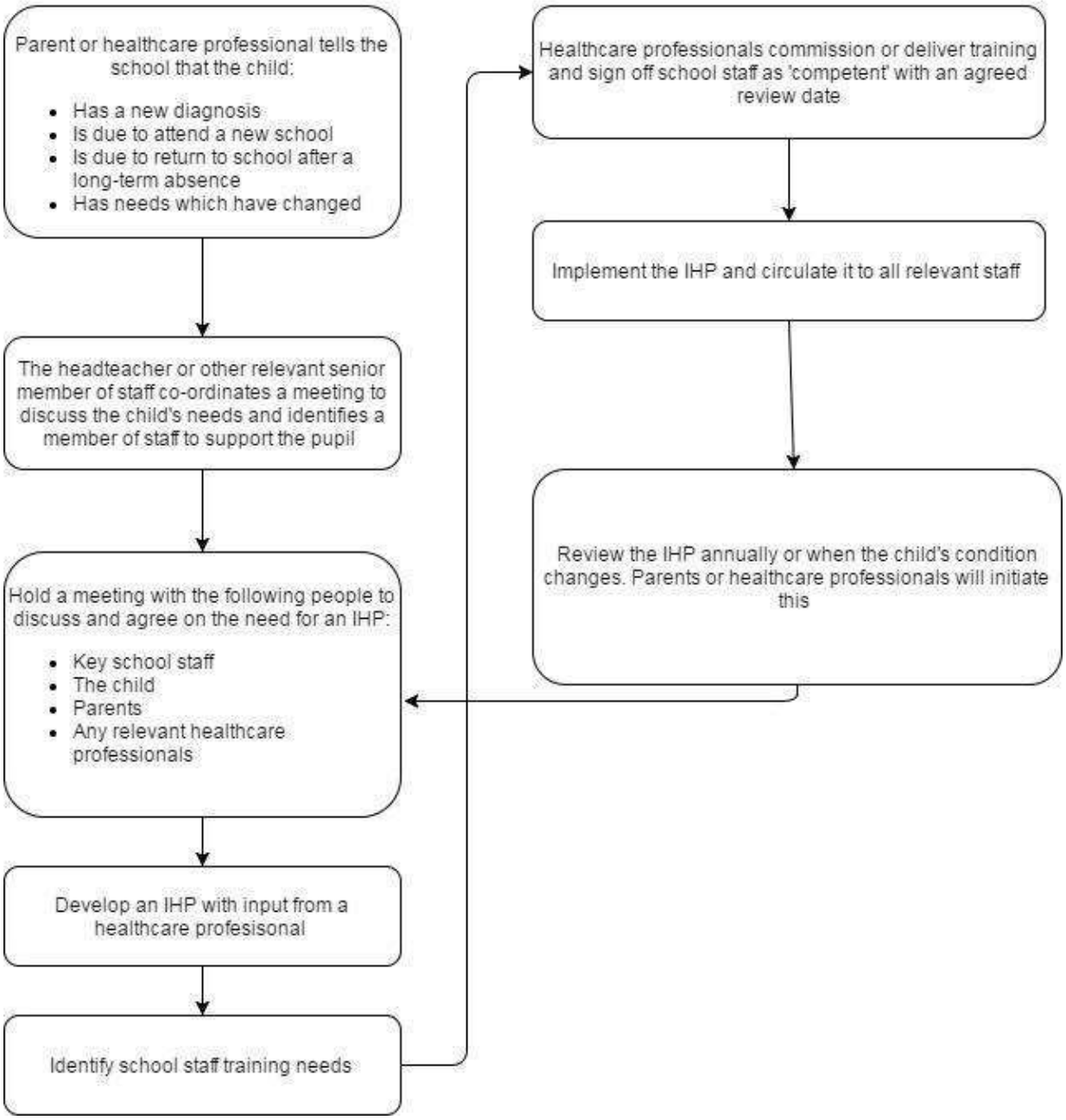
- If a child needs medication to be administered during a school trip or residential then parents must sign a consent form and provide all relevant information as above.
- A member of staff will be allocated to administer the medicine during the trip/residential.
- A record of the administration will be made using the school pro-forma and will be stored in the administration of medicines file.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

5. Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.



6. Individual healthcare plans

The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to Miss Johnson, Mrs Harwood & Mrs Hall.

Plans will be reviewed at least annually or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an 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 not a consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any statement of special educational needs (SEND) or education, health and care (EHC) plan. If a pupil has SEND but does not have a statement or EHC plan, the SEND will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board and Miss Johnson, Mrs Harwood & Mrs Hall will consider the following when deciding what information to record on IHPs:

- 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, including in emergencies. If a pupil is self-managing their medication, this will 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 pupil'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 pupil's condition and the support required
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements

7. Managing medicines

Prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so **and**
- Where we have parents' written consent.
- It is noted in Government Guidelines that medicines that need to be taken three times a day could be taken in the morning, after school and at bedtime.

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.

Although the school is not obliged to administer medicines the governors and headteacher may agree to administer medicines in accordance with the Administration of Medicine Policy.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage
- The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.
- School will not administer non-prescription medicines.
- A record will be made in a bound book each time a medicine is administered recording dosage, time and any reactions.
- If a child has a reaction to any medication attention will be sought following the school's emergency procedure and parents informed.

- If a child refuses to take medicine this will be recorded and reported to parents the same day.
- If refusal results in an emergency the school's emergency procedure will be followed.

Storage of Medication

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately.

- All medicines will be stored in their original container, medicines must not be decanted into any other container.
- Medicines will be stored in a suitable place with access restricted to members of staff, children will not be allowed to access medicines.
- Where medicines require refrigeration, they will be stored in the refrigerator in the school office.
- Inhalers may be stored in the class medical bags in agreement with the class teacher or in the school office.
- Adrenaline pens will be stored centrally (in the school office) in order to allow immediate access to them in an emergency.
- Where possible and with parental consent children will be encouraged to take medicines themselves, in this instance the child will be supervised by an appropriate adult whilst they take their medicine.
- Medicines will be returned to parents to arrange for safe disposal when no longer required.

7.1 Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

7.2 Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

7.3 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- 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 IHPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Administer, or ask pupils to administer, medicine in school toilets

8. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

9. 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 head teacher/ SENCO/ Pastoral Manager. 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 the 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.

10. Record keeping

The governing board will ensure that written records are kept of all medicine administered to pupils. 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.

11. Liability and indemnity

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The details of the school's insurance policy are covered through the following policies that are procured centrally through Sefton LEA:

Public Liability Policy number Y092874QBE0123A

Medical Malpractice Number: 046249/01/2023 0028

12. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the head teacher/ SENCO/ Pastoral Manager in the first instance. If the head teacher/ SENCO/ Pastoral Manager cannot resolve the matter, they will direct parents to the school's complaints procedure.

13. Confidentiality

All medical information will be treated confidentially and parental consent will be sought as to who will have access to this information. Where information is withheld from staff they will not be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

14. Monitoring arrangements

This policy will be reviewed and approved by the governing board every 3 years.

15. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality and Diversity Policy
- Health and safety
- Safeguarding
- Special educational needs information report and policy