

## **Hevingham and Marsham Primary School Partnership**

### **Supporting pupils with medical conditions including administration of medicines**

#### **Policy Statement**

Hevingham and Marsham Primary School Partnership is an inclusive community that welcomes and supports pupils with medical conditions. This school understands that pupils can suffer from long term, short term, chronic and acute illnesses and will provide for all pupils without exception or discrimination. This includes both physical and mental health conditions.

Hevingham and Marsham Primary School Partnership provides all pupils with any medical condition the same opportunities as others at school, enabling them to play a full and active role in school life, remain healthy and achieve their academic potential.

We will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution

Hevingham and Marsham Primary School Partnership make sure all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

This school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

This school understands the importance of medication and care being taken as directed by healthcare professionals and parents. All pupils with medical conditions will have a care plan written as soon as possible after diagnosis or joining the school and kept under review at least annually.

- All staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils.
- This school ensures all staff receive appropriate first aid training and have easy access to first aid equipment. At Hevingham a first aid box is kept in the school office and at Marsham they are in both classrooms and the school office.
- Portable first aid kits are taken on any off site visits.
- This school ensures this policy is applied across the curriculum, including PE and Educational Visits.
- The named member of school staff responsible for this medical conditions policy, including the administering of medicines and first aid and its implementation is Lydia Board.

## **Policy Framework**

The policy framework describes the essential criteria for how the school can meet the needs of children and young people with long term and short term medical conditions and those suffering from unexpected illness or injury at school.

### **1. Our schools are inclusive and support and welcome pupils with medical conditions.**

- This school is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out of school) as other pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
- This school will listen to the views of pupils and parents.
- Pupils and parents feel confident in the care they receive from this school and the level of care that meets their needs.
- This school will ensure all pupils joining at normal transition times will have arrangements in place to manage their medical condition by the beginning of that term. Any pupil joining the school mid-term will have arrangements in place within no longer than two weeks.
- Staff understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school and local health community understand and support the medical conditions policy.
- This school understands that not all children with the same medical condition will have the same needs.
- The school recognises that duties in the Children and Families Act 2014 (England only) and the Equality Act (England, Wales and Scotland) relate to children with disability or medical conditions are anticipatory. This school understands that some children who have medical conditions may also have disabilities and / or special educational needs and this policy may be read in conjunction with the school's SEND policy and the SEN code of practice.

### **2. This policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.**

- Pupils, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels. The policy will be available on the school's website for public view and all staff will be reminded of the policy and how it is implemented on an annual basis.

### **3. All staff understand and are trained in what to do in an emergency at this school.**

- All school staff, including temporary or supply staff (and volunteers if and when appropriate), are aware of the medical conditions at our schools and understand their duty of care to pupils in an emergency.
- The induction of new staff will include training for supporting pupils with medical needs.
- All staff are familiar with normal procedures for avoiding infection and follow basic hygiene procedures. Staff have access to protective clothing and suitable disposal equipment to safely deal with spillages of blood or other bodily fluids, including the changing of dressings.
- Any member of staff providing support to a pupil with medical needs will have received suitable training.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent or legal guardian arrives, or accompanies a child taken to hospital by ambulance. If a pupil requires medical assistance but not an ambulance and a parent is unable to get to school within an appropriate time period a pupil may be taken to hospital in a member of staffs car. There will always be two staff members present if this is required.
- All children with a medical condition at this school have a care plan, which explains what help they will need to manage their condition in school and what to do in an emergency. The care plan will accompany a pupil should they need to attend hospital.

### **4. Care plans**

Care plans should be developed in the context of assessing and managing risks to the pupil's education, health and social wellbeing and to minimise disruption.

Care plans should consider:

1. the medical condition, its trigger, signs, symptoms and treatment
2. the pupil's resulting needs, including medication (its side-effects and storage if necessary) and other treatments
3. dose, time, facilities, equipment, testing, dietary requirements and environmental issues
4. specific support for the pupil's educational, social and emotional needs, for example how absences will be managed, requirements for extra time to complete work, rest periods or additional support
5. the level of support needed, including in emergencies. If a child is self-managing their own medication, this should be clearly stated with arrangements for monitoring.
6. who will provide this support, their training needs, expectations of their role and confirmation of their proficiency to provide support for the pupil's medical needs from a healthcare professional
7. who in school needs to be aware of the child's condition and the support required
8. written permission from parents for medication to be administered
9. separate arrangements or procedures required for school trips or other school activities outside the normal school timetable that will ensure the pupil can participate, e.g. risk assessments

10. arrangements for travel to and from school and what should be done if an emergency arises (at this school we request that the parent, or an appropriate representative, delivers and collects the pupil to and from school) depending on need
11. where confidentiality issues are raised by the parent or pupil, the designated individuals to be entrusted with information about the child's condition
12. what to do in an emergency, including who to contact and contingency arrangements.

**5. This school has clear guidance on providing care and support and administering medication and first aid at school.**

- This school understands the importance of medication being taken and care received as detailed in the pupil's care plan.
- This school will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child. This school will ensure there are sufficient members of staff trained to cover any absences, staff turnover and other contingencies. The school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- This school will not give prescribed medication to any child under 16 without a parent's written consent.
- Parents may be permitted to come into school during school hours to administer a single dose of analgesic and/or antipyretic medicine such as paracetamol or ibuprofen if they feel it is necessary.
- Medicines will only be administered at school when it would be detrimental to the pupil's health not to do so and where it is not clinically possible to arrange doses to be taken solely outside of school hours.
- When administering medication by arrangement with parents, for example, prescribed pain relief or antibiotics, this school will check the maximum dosage, when the previous dose was given and keep a written record using the agreement for school to administer medicine form (appendix 1).
- Children at this school will not administer their own medication, unless they have received appropriate training and it is the wish of the pupil and their parent. This will be recorded on their care plan. A member of staff must be present to supervise and be prepared to intervene if necessary to ensure the child's health and safety are not compromised. Whilst pupils will be encouraged to keep themselves healthy, and self-care is to be promoted, this school recognises that some pupil's needs may be complex and some medical conditions can be fatal if not managed well.
- If a pupil refuses to take their medication or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the care plan. Parents will be informed.
- This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site educational visit and the needs of the pupil, associated risks and how these are to be managed will be included in the risk assessment for the visit.

- Parents at this school understand that they should let the school know immediately if their child's needs change and provide enough information to ensure their needs are met.

**6. This school has clear guidance on the storage of medication and equipment at school.**

- This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication / equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away. Pupils may carry their emergency medication / equipment with them if this is appropriate or know where and how to access it.
- Children at this school know to ask any member of staff and that they may have immediate access to their medication when required. In this school medications are stored safely in the school offices/staffrooms or the staffroom fridge if required to be stored at a controlled temperature.
- In very exceptional circumstances and under direction of a doctor, pupils can carry controlled drugs if they are competent, otherwise the school will keep controlled drugs stored securely, but accessibly, in a non-portable container with only named staff having access. Staff at this school can administer a controlled drug to a pupil once they have had specialist training. It is legal for a child who is competent to carry their own controlled drug, but it is an offence for them to pass it to anyone else to use.
- This school will store medication that is in date and labelled in its original container.
- Medication will only be accepted where it is in its original container, complete with dispensing label including the child's name and instructions for administering from a qualified healthcare professional.
- This school will check all medication held in school on at least a termly basis and all medicines which will expire before the end of the following term will be returned to parents and replacements requested.
- This school disposes of needles and other sharps in line with local policies. Sharps boxes are held securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

**7. This school has clear guidance about record keeping.**

- Parents at this school are asked if their child has any medical conditions on the admissions form.
- This school uses a care plan to record the support an individual pupil needs around their medical condition. The care plan is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- This school has a centralised register of care plans, and an identified member of staff who has responsibility for this register.
- Care plans are reviewed regularly, at least every year or whenever the pupil's needs change.
- The pupil (where appropriate), parents, specialist nurse (where appropriate), and relevant healthcare services hold a copy of the care

plan. Other school staff, including MSAs, are aware and have access to the care plans for pupils in their care.

- This school makes sure that the pupil's confidentiality is protected.
- This school seeks permission from parents before sharing medical information with any other party.
- This school meets with the pupil (where appropriate), parent, specialist nurse (where appropriate), and relevant healthcare services prior to any extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded on the pupil's care plan which will accompany them on the visit.
- This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- This school makes sure that all staff providing support to a pupil have received suitable training and ongoing support, to make sure they have the confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's care plan. This should be provided by the specialist nurse / school nurse / other suitably qualified healthcare professional and / or the parent. The specialist nurse / school nurse / other suitably qualified healthcare professional will confirm their competence, and this school keeps an up to date record of all training undertaken and by whom.

**8. We ensure that the whole school environment in both schools is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.**

- Our schools are committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This school is also committed to an accessible environment for out of school activities.
- This school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, including extended school activities.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's behaviour policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- This school understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out of school clubs and team sports.
- This school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid / take special precautions during activity, and the potential triggers for a pupil's condition when exercising and how to minimise these.
- This school makes sure that pupils have the appropriate medication / equipment / food available during physical activity.
- This school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at

school as any other child, and that appropriate adjustments and extra support are provided.

- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This school will not penalise pupils for their attendance if their absence relates to their medical condition. Following absence, reintegration back into school will be properly supported so pupils with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short term absences, including those for medical appointments are effectively managed as per the school's attendance policy.
- In this school pupils with medical conditions who are finding it difficult to keep up educationally will be monitored and helped by the SENCo (currently the Headteacher) who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- Pupils at this school learn what to do in an emergency.
- This school makes sure that a risk assessment is carried out before any out of school educational visit. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

**9. Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective supporting pupils with medical conditions policy.**

- This school works in partnership with all relevant parties including the pupil (where appropriate), parent, governing body, staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

## Appendix 1

### Hevingham & Marsham Primary School Partnership

#### **PARENTAL/HEADTEACHER AGREEMENT FOR SCHOOL/SETTING TO ADMINISTER MEDICINE**

The school/setting will not give medicine unless you complete and sign this form and the school/setting has a policy that staff can administer medicine.

Name of School/Setting \_\_\_\_\_

Date \_\_\_\_\_

Child's Name \_\_\_\_\_

Group/Class/Form \_\_\_\_\_

Name and strength of medicine \_\_\_\_\_

Expiry Date \_\_\_\_\_

How much to give (dose to be given) \_\_\_\_\_

When to be given \_\_\_\_\_

Any other instructions \_\_\_\_\_

Number of tablets/quantity to be given \_\_\_\_\_

#### **Medicines must be in the original container as dispensed by the pharmacy**

Daytime phone no. of parent / carer \_\_\_\_\_

Name and phone of GP \_\_\_\_\_

Agreed review date to be initiated by  
[name of member of staff] \_\_\_\_\_

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to schools/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature: \_\_\_\_\_ Print name: \_\_\_\_\_



### Confirmation of Headteacher's agreement to administer medicine

It is agreed that \_\_\_\_\_ [name of child] will receive

\_\_\_\_\_ [quantity and name of medicine] every day at

\_\_\_\_\_ [time medicine to be administered e.g. Lunchtime or afternoon break].

\_\_\_\_\_ [name of child] will be given/supervised whilst he/she takes their

medication by \_\_\_\_\_ [name of member of staff].

This arrangement will continue until \_\_\_\_\_ [either end date of course

of medicine or until instructed by parents].

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

[The Head teacher/Head of Setting/Named member of staff]