

SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS POLICY



Believe, Achieve, Succeed

MAY 2015



INTRODUCTION

The purpose of this policy is to put into place **effective management systems** and arrangements to support children and young people with medical needs in the school and to provide clear guidance for staff and parents/carers on the administration of medicines. This document, where appropriate, must be considered in conjunction with all other relevant policies, for example, health and safety.

Under the Equality Act 2010, schools and settings should make **reasonable adjustments for disabled children, including those with medical needs**, and are under a duty to plan strategically to increase access over time. Hartley will consider what reasonable adjustments are needed to enable children with medical needs to participate fully in all areas of school life, including educational visits and sporting activities.

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

All children with medical conditions, in terms of both physical and mental health, will be properly supported in Hartley so that they can play a **full and active role in school life**, remain healthy and achieve their academic potential.

In some cases this will require **flexibility** and involve, for example, programmes of study that rely on part time attendance at school in combination with alternative provision arranged by the local authority.

The **Head teacher** or, in their absence, an authorised member of staff, (currently Mrs Murray, inclusion leader) shall have the ultimate responsibility for deciding what to do in any given situation, within the guidelines of this document.

ROLES AND RESPONSIBILITIES

All staff at Hartley have a duty to maintain professional standards of care and to ensure that children and young people are safe.

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. Hartley staff will **work co-operatively** with other agencies, healthcare professionals (and, where appropriate, social care professionals), the local authority, and parents/carers/carers and pupils

The Governing body will make arrangements to support pupils with medical conditions in school, including making sure that this policy is implemented and reviewed regularly. They will ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life.

The Head teacher will ensure that this policy is effectively implemented, ensuring that all staff are aware of the policy and understand their role in its implementation. The head teacher will ensure that all staff who need to know are aware of the child's condition. The head will also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations, and in cases of staff absence or turnover. This may involve recruiting a member of staff for this purpose. The head teacher has overall responsibility for the development of individual healthcare plans and should also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way.



The London Borough of Newham currently has appropriate insurance in place relating to the administration of medication.

The head should contact the school nursing service in the case of any child 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.

These duties are delegated, in large part, to the **designated person** with responsibility for medical care. This is currently **Mrs Ann Murray, inclusion leader**.

The Head teacher, in consultation with the Governing body, staff, parents/carers, health professionals and the local authority, is responsible for deciding whether Hartley can assist a child with medical needs.

Other Hartley staff Any member of Hartley's staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach.

Hartley staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of Hartley's staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

If staff become concerned about a pupil's medical needs, they should speak to both the parent and Mrs Murray.

Staff, including supply staff, will always be informed of a child's medical needs where this is relevant and of any changes to their needs as and when they might arise.

School nurses Every school has access to school nursing services. Our current school nurse is Oluseyi Jacobs. She is responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, this should be before the child starts at Hartley. She may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs.

Other healthcare professionals, including GPs and paediatricians, should notify the school nurse when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Specialist local health teams may be able to provide support in schools for children with particular conditions (e.g. asthma, diabetes, epilepsy). Mrs Murray will seek guidance as necessary.

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. They will be fully involved, appropriately and according to their personal level of development, in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

After discussion with parents/carers, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be reflected within individual healthcare plans.



If it is not appropriate for a child to self-manage, then relevant staff should help to administer medicines and manage procedures for them.

Other Hartley pupils will be encouraged to be sensitive to the needs of those with medical conditions and to fully include them in all aspects of school life.

Parents/carers should provide the school with sufficient and up-to-date information about their child's medical needs. They may be the first to notify the school that their child has a medical condition. Parents/carers are key partners and will be involved in the development and review of their child's individual healthcare plan. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

PROCEDURE WHEN HARTLEY IS NOTIFIED THAT A PUPIL HAS A LONG TERM MEDICAL CONDITION

For existing pupils with new or changing needs, Mrs Murray will **meet with parents/carers** at the first opportunity. Parents/carers will give the following information about their child's medical needs and will update it as necessary, at least annually.

- details of pupil's medical needs
- medication, including any side effects
- any allergies
- name of GP/consultants
- any special requirements e.g. dietary needs, pre-activity precautions
- what to do and who to contact in an emergency
- any relevant cultural and religious views regarding medical care

Mrs Murray and other relevant Hartley staff/healthcare professionals will make all necessary arrangements to ensure that existing pupil's needs are met as soon as possible.

For pupils yet to join the school, every effort will be made to ensure all is in place when the pupil joins Hartley.

If there is **uncertainty** about a pupil's medical condition, Hartley will seek advice from parents/carers and healthcare professionals as to the way forward.

ADMINISTERING MEDICATION, BOTH FOR SHORT TERM AND LONG TERM CONDITIONS

It is expected that **parents/carers will normally** administer medication to their children at home. If this is not possible, **school staff may volunteer** to administer medicines/ supervise a pupil taking medicine in school, under the following guidelines

- medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so



- where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours
- all medication administered/taken in school should be prescribed by a doctor or healthcare professional; over the counter remedies will not be accepted
- it is the responsibility of parents/carers to inform the school of their child's medical needs and any changes therein and to provide any medication in a container clearly labelled with the following;

the child's name
 name of medicine
 dose and frequency of medication
 any special storage arrangements

- it is also the responsibility of the parents to collect and dispose of any medicines held in school that are no longer prescribed/ out of date and to ensure that medicines have not passed the expiry date
- no medication will be administered without prior written permission from the parents/carers (Template B)
- written permission from the parents/carers will be required for pupils to self-administer medication. Parents/carers must indicate this on Template B
- any member of staff providing support to a pupil with medical needs should have received suitable training
- wherever possible, medication will be administered/taken during breaks/lunchtime to minimise disruption
- wherever possible, two members of staff will be present when medication is administered/taken
- parents/carers may come into the school medical room to administer medication if they wish
- medication will be stored securely in the nearest medical room to the child/ nursery office
- medication will be administered/ taken only in the medical room
- the exception to this rule is asthma inhalers and Epipens
- all pupils from year 1 upwards are to carry their blue relief inhalers around with them at all times (We are advised that the risk to other pupils from taking a peer's inhaler is minimal, and far outweighed by the danger of delay for a child having an asthma attack)
- responsibility for this lies with parents/carers, as does the responsibility to ensure their child is competent in using the inhaler
- if a child is not yet developmentally ready to take on this responsibility, an Individual Healthcare plan will be drawn up (see section below)
- pupils with severe allergies who have been prescribed an Epipen are to carry it with them at all times
- a spare inhaler/ Epipen may be stored in the medical room if parents/carers wish
- pupils in Early Years will have their inhalers/Epipens stored in the nursery office/ a safe place in the reception classroom, easily accessible as necessary
- Early Years staff are to ensure inhalers/Epipens are taken if the pupil is offsite/ in another part of the building
- pupils under 16 must never be given medicine containing aspirin unless prescribed by a doctor



Any member of staff giving medicine to a pupil should check, on EVERY occasion

- name of pupil
- written instructions provided by the parents/carers or doctor
- prescribed dose
- expiry date.
- keep a written record of administered medication (Template C)

STORAGE

All medication will be kept in a **locked**, non-portable cabinet (or refrigerator, if necessary) in a medical room. **Sharps** boxes should always be used for the disposal of needles and other sharps.

No medicines are to be stored in classrooms/ pupil's bags, etc. Asthma inhalers and Epipens are the **exception** (see above).

No member of staff shall accept or receive medication from parents/carers. They are to be directed to the main office, where medical room staff will store the medication and ensure the necessary forms are filled in.

If medication is brought to school by pupils/ older siblings etc., Mrs Murray will attempt to contact parents/carers and will decide whether the medication can be given, on a case by case basis.

Medical room staff will inform the class teacher that medication has been brought in and of the arrangements for it to be taken/ given. (Template K)

When a course of medication is complete/ when a container is empty/ when the medication reaches its expiry date, medical room staff will contact **parents/carers to come and collect it**; it is not to be given to class teachers to hand over/ pupils to take home

RECORDS

All medication will be logged onto and out of the school's **Record of Medication** stored in School (see Template H).

Staff will complete and sign a record sheet (Template C) **each time** medication is given to/ taken by a child.

REFUSING MEDICATION

If a child refuses to take their medication,

- staff will not force them to do so.
- parents/carers will be informed as soon as possible that the medication has been refused.
- refusal to take medication will be recorded and dated on the child's record sheet (Template C).
- reasons for refusal to take medication must also be recorded as well as the action then taken by staff



- if a child refuses to carry out a necessary procedure, staff should not force them to do so, but follow the agreement laid out in the individual healthcare plan.
- parents/carers should be informed so that alternative options can be considered.

TRAINING

Training and advice will be provided by healthcare professionals for staff involved in the administration of medicines/ first aid.

- only those staff suitably trained may administer medication/ treatment
- training for all staff will be provided on a range of medical needs, including any implications for learning, as and when appropriate.
- the head teacher is responsible for ensuring that sufficient staff are suitably trained
- the relevant healthcare professional will lead on identifying and agreeing with the school the type and level of training required, and how this can be delivered
- training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans.
- relevant staff will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

HEALTHCARE PLANS

Where appropriate, an individual healthcare plan will be drawn up, **in partnership** with the school, parents/carers and health professionals, and with the pupil him/herself wherever appropriate.

Hartley will use **Template A**, as recommended by NPW, or another **suitable format**, such as those provided by healthcare professionals. Pupils at Hartley with care plans in another format will have theirs changed at their next review (due Jan 2016).

The healthcare plan will outline the child's needs and the level of support required in school. The plan will seek to **minimise disruption/ remove barriers** to learning that exist due to the medical condition.

Where a pupil has **SEND** identified in a statement/ EHC plan, the individual healthcare plan should be linked to or become part of that statement or EHC plan.

Where a child is **returning to school** following a period of hospital education or alternative provision (including home tuition), Hartley will work with the local authority and current education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

All relevant staff will be familiar with the care plans and how to implement them.

The plans will be readily accessible to those that need them, while maintaining **confidentiality**.

Healthcare plans will be reviewed at least **annually**.



SPECIAL DIETS

Pupils with **food allergies or intolerances** will have an individual healthcare plan drawn up this will state which foods/ substances to avoid and will specify arrangements that will enable the pupil to be safe in school.

Parents/carers may provide all food to be eaten in school if they wish, and/or take the pupil home for lunch. Should they wish their child to have a hot school lunch, parents/carers will make an application to NPW for a **special diet** to be prepared.

The nutritionist will draw up a **special menu** and send it to the school cook in good time, adjusting as necessary throughout the year for any main menu changes. As soon as possible upon receipt of the menu, giving catering staff time to procure any special ingredients, the pupil will commence school lunches.

Until this time, parents/carers are to provide a suitable packed lunch/home dinners.

The pupil will be introduced to **catering staff** so that all are aware of his/her needs, and a specified member of serving staff will be assigned to give the pupil his/her special meal. According to the pupil's individual needs/age/maturity/confidence, he/she may wear a badge to **identify** her/himself to staff, or be accompanied to the servery by a member of staff, to ensure the correct meal is given.

Office staff inform the cook each day of those on special diets who are absent, to prevent waste. **Parents are to inform the school in good time of planned absences** in order to prevent waste, and also to give notice if they prefer to switch back to packed lunches/home dinners.

The situation will be reviewed annually.

INTIMATE OR INVASIVE TREATMENT

This will only take place at the discretion of the head teacher and governors, with written permission from the parents/carers and only under exceptional circumstances (for example, for a pupil with epilepsy who may require rectal valium).

Two adults, one of the same gender as the child where possible, must be present for the administration of such treatment.

All such treatment will be recorded on Template C

TOILETING

Hartley's policy is that **all pupils should be fully toilet trained upon entry** to any year group in the school, including the nursery, **UNLESS**

- a) The pupil has a disability or medical need that prevents this, OR
- b) The pupil has special educational needs/ developmental delay which prevents this from being achievable as yet



In these cases, procedure will be **decided on a case by case basis**.

- If the pupil has a disability or medical needs, an individual healthcare plan will be drawn up, with the input of relevant professionals, parents/carers and the pupil
- If the pupil has SEN, the situation will be regularly reviewed and a toilet training programme instigated when the pupil is ready
- Other cases will be decided on their individual merits
- If the child has no particular needs but is still in nappies, we will seek to engage parents in a toilet training programme before entry
- The pupil is to wear pull ups rather than nappies so that he/she can begin to help with the process
- If parents/carers fully engage with the programme, staff will change the pupil as necessary and the situation will be kept under review
- Parents/carers are to provide all necessary supplies, except disposable gloves
- If at any time teachers feel that the parents/carers are not engaging with the programme, they can ask them to come in and change the pupil when necessary
- If the child comes in to school in the morning in a dirty or very full nappy, suggesting that it has not been changed that morning, the parents/carers are to be asked to change the child before leaving
- All support staff and medical room staff are to undertake changing duties as necessary
- Disposable gloves are to be worn at all stages of the changing process
- Good hygiene procedures are to be followed at all times
- Nursery children are to be changed in the nursery
- Pupils in other year groups are to be changed in the hygiene room in the lower school building, or the accessible toilets in the upper school building
- The child's personal dignity is to be respected at all times
- Two people are to be present at all times, as per the health and safety policy
- Changing areas are to be cleaned hygienically after use and left in good condition for the next user
- Unusual occurrences are to be reported to Mrs Murray straight away



SCHOOL VISITS

Hartley will consider what **reasonable adjustments** they might make to enable children with medical needs to participate fully and safely on visits.

To ensure that as far as possible, all children have access to all activities and areas of school life, a thorough **risk assessment** will be undertaken to ensure the safety of all children and staff before each school visit.

This will require **consultation** with parents/carers and pupils and may require advice from the relevant healthcare professional.

Sufficient essential medicines and appropriate Healthcare Plans will be **taken and controlled** by the member of staff supervising the visit.

If it is felt that **additional supervision** is required during any activities, Hartley will arrange additional members of staff and/or may request (but not insist upon) the assistance of the parents/carers.

Teachers should be aware of how a child's medical condition will impact on her/his participation, and there should be enough **flexibility** for all children to participate according to their own abilities and with any reasonable adjustments.

FIRST AID

Hartley follows the **local authority guidelines** in the administering of first aid to all pupils and staff. All first aiders must complete a **training course** approved by the Health and Safety executive, and must renew it before it runs out.

- Pupils who feel unwell or who are injured at school will receive first aid from qualified staff
- Disposable gloves must be worn at all times by staff tending to ill or injured pupils
- Good hygiene procedures are to be followed at all times
- Name, class, date, time, nature of illness/ injury and treatment given will be recorded
- If pupils have soiled themselves in some way, they are to be changed as quickly as possible, whilst having their dignity respected
- Spare, clean clothes are kept in the medical rooms for this purpose
- Soiled clothes are to be rinsed and given to parents at the end of the day
- If pupils feel better/ recover well from minor injuries, they will return to normal activities
- Class teachers will be fully informed regarding pupils in their class who have been injured or felt unwell and who subsequently return to class
- All head injuries, however minor, will result in an "I bumped my head today" sticker on the child and a note explaining follow up care being given to the class teacher to give to parents/carers at home time
- If the child goes home alone, medical room staff are to ring a parent contact and inform them of the injury
- Class teachers will inform parents/carers at home time of all minor injuries and illnesses
- If appropriate, parents/carers will be called to take the pupil home. If parents/carers are unable to be reached, the emergency contact provided will be called to collect the child
- If the illness/ injury is serious, an ambulance will be called, too



- If parents/carers do not come before the ambulance leaves, a member of school staff will accompany the child and stay with him/her till the parents/carers arrive
- Hartley staff will ensure they understand the local emergency services cover arrangements and that the correct information is provided for navigation systems.
- Some injuries need to be reported to the Health and Safety executive see the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995)

EMERGENCY PROCEDURES

The Head teacher will ensure that all staff are aware of the school's **planned emergency procedures** in the event of a medical emergency.

Where a child has an **individual healthcare plan**, this should include a section on what constitutes an emergency for the pupil and procedures to follow in such an emergency.

INFECTIOUS DISEASES

Pupils are encouraged to **come to school wherever possible**, and not to take time off for minor complaints.

However, Hartley must ensure, in line with its **safeguarding duties**, that pupils' health is not put at unnecessary risk from infectious diseases. Therefore, Hartley 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.

Hartley follows the guidelines set out by the Health Protection Agency, "**Guidance on Infection Control in Schools and Other Childcare Settings**" (see appendix).

If there is a case of a **notifiable disease**, Mrs Murray will inform the relevant authorities and implement the relevant procedures.

REINTEGRATION

Where a child is **returning to school** following a period of hospital education or alternative provision (including home tuition), Hartley will work with the local authority and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

HOME-TO-SCHOOL TRANSPORT

This is the responsibility of the local authority, who may find it helpful to be aware of a pupil's individual healthcare plan and what it contains, especially in respect of emergency situations.



ASTHMA

Asthma is a common childhood condition and **can vary** from very mild, with only occasional need for reliever medication, to severe cases.

On learning that a pupil has asthma, Hartley will ask **parents/carers** to complete a form, Template I, specifying the severity of the asthma, trigger factors, the medication to be taken, dose, special arrangements and contact numbers etc.

An individual healthcare plan will be drawn up for **severe cases** or for those pupils with SEND who need assistance with managing the condition.

Pupils from year 1 and up are to **carry their medication** around with them at all times.

It is the parents'/carers' responsibility to ensure the child knows how to use the reliever.

Pupils in **Early Years** will have their medication stored away from other pupil's reach but in an easily accessible place, for staff to access when needed.

Early Years staff are to take any asthma medication with the child when out on **visits** or when in different parts of the school.

It is parents'/carers' responsibility to ensure there is sufficient, in date medication available.

Parents/carers may leave spare inhalers in the medical rooms/ nursery office should they so wish.

Posters explaining what to do in the event of an **asthma attack** are displayed in all classrooms and halls, in case of emergency.

Schools are now able to hold generic asthma inhalers for emergency use; Hartley is exploring this with the school nurse.

UNACCEPTABLE PRACTICE

Although Hartley staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable 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/carers, or ignore medical evidence or opinion (although this may be challenged)
- send children with medical conditions home frequently as a result of their underlying 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/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues
- 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/carers to accompany the child

COMPLAINTS

Any complaints concerning the support provided to pupils with medical conditions should in the first instance be made to the **class teacher**.

If this does not resolve the issue, complaints should be made to the assigned member of staff, currently **Mrs Murray, via the school office**.

Should parents/carers or pupils be still dissatisfied with the support provided they should discuss their concerns with senior members of staff via the **weekly drop in sessions** held on Thursday mornings.

If for whatever reason this does not resolve the issue, complaints should be made to the **governing body, via the school office**. Governors will be able to signpost further steps, should they become necessary.

This policy was drawn up by the Inclusion Working Party, with input from the school nurse, school support staff and a selection of parents of pupils with medical needs. Thank you for your most valuable input.

APPENDICES

Templates of standard forms and other information attached

MAY 2015

To be reviewed May 2018

