

Summerfields

PRIMARY SCHOOL



Supporting Children with Medical Needs Policy

Reviewed: 16th February 2017

Next Review: 16th February 2020

Signed:

A handwritten signature in black ink, consisting of the letters 'JOM' in a stylized, cursive font.

SUMMERFIELDS PRIMARY SCHOOL SUPPORTING CHILDREN WITH MEDICAL NEEDS POLICY

RATIONALE:

Summerfields Primary School wishes to provide a fully inclusive educational and pastoral system. To do this we need to ensure that correct procedures and protocols are in place to enable any pupil with a long-term medical condition to be able to attend school or have minimum disruption to their education.

Local Authorities and schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The Head Teacher is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. **Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.** However, teachers and other school staff in charge of pupils have a common law duty to act in loco parents and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. Contact details for School Nurses can be requested via the School Office.

Action in Emergencies - this policy does not replace the protocol and procedures already in place in school for emergency situations. Failure to act in an emergency situation could result in a teacher or other member of school staff being found in breach of the statutory duty of care. (See Health and Safety Policy).

AIMS

- To ensure as little disruption to our pupils education as possible.
- To develop staff knowledge and training in all areas necessary for our pupils.

- To ensure we develop links with all outside agency support systems including hospital teachers and specific support groups.
- To ensure safe storage and administration of agreed medication.
- To provide a fully inclusive school.
- To provide cover arrangements in case of staff absence including briefing supply teachers.

RESPONSIBILITY

The ultimate responsibility for the management of this policy in school is with the Head Teacher and Governing Body.

The SENCO will manage the policy on a day to day basis and ensure all procedures and protocols are maintained.

Signed:

Date:

GUIDELINES

DEFINIION

Any pupil who is infectious or too poorly should not attend school until they are well enough.

This policy relates to pupils who have a recognised medical condition, which will last longer than 15 days and will require the pupil to have a care plan protocol in school and a National Health Service Plan may be used.

We will work with parents and medical professionals to ensure we have specific protocols in place as soon as the child starts school. This may take the form of information sharing, developing specific care plans, organising training, employing new staff or reorganising classroom facilities.

We will also regularly send out medical questionnaires to parents to ensure all our records are up to date.

PROVISION AND ORGANISATION

Training regarding specific conditions will be delivered as required. This is usually with the term of a new pupil beginning the school but if necessary before they commence their education at Summerfields. General training on awareness of medical conditions and their possible medication implications will occur annually. This will run in parallel with the school's first aid training, which will continue to be under the guidance of the Health and Safety Policy. Pupils requiring continuous support for a medical condition will be given an Individual Health Care Plan (IHCP)

INDIVIDUAL HEALTH CARE PLANS (IHCP) - See Appendix 2

The main purpose of an IHCP is to identify the level of support that is needed at school for an individual child. The IHCP clarifies for staff, parents/carers and the child the help the school can provide and receive. These plans will be reviewed annually as a minimum, or more frequently at the request of parents/carers or the school, or as required.

An IHCP will include:

- Details of the child's medical condition

- What constitutes an emergency
- What action to take in an emergency
- What not to do in the event of an emergency
- Who to contact in an emergency
- The role of staff
- Special requirements eg dietary needs, pre-activity precautions
- Side effects of medicines

A copy will be given to parents/carers, class teachers/childcare practitioners and a copy will be retained in the medical needs file in the office and the child's individual file. The general medical information sheet given to all staff will indicate that the child has an IHCP.

All trained staff will ensure they are aware of the protocols and procedures for specific pupils in school through attending training provided and reading care plans devised for individual pupils.

Pupils will not be able to carry any medication with the exception of inhalers of asthma control, or care plan specified medication. No pupil is allowed to have any non-prescription drugs in school; this is to ensure that no pupil unwittingly or otherwise gives another pupil his or her medication. This approach is supported in school through our PSHE curriculum.

Medication will be stored in the medical needs cupboard in the office. This cabinet is locked and the key is kept where staff know. Pupils with a prescription inhaler for asthma should carry it with them at all times if moving around school or it should be stored in the inhaler tray in their class.

Emergency medical supplies will remain stored in the office and remain organised under the Health and Safety Policy.

SCHOOL VISITS

When preparing risk assessments staff will consider any reasonable adjustments they might make to enable a child with medical needs to participate fully and safely on visits.

Additional safety measures may need to be taken for outside visits and it may be that an additional staff member, a parent/carer or other volunteer might be needed to accompany a particular child. Arrangements for taking any medicines will need to be planned or as part of the risk assessment and visit planning process. A copy of IHCP should be taken on trips and visits in the event of information being needed in an emergency.

SHORT TERM MEDICATION PRESCRIBED BY THE DOCTOR

Any pupil who is infectious or too poorly should not attend school until they are well enough.

Wherever possible parents should time the giving of medication so that it does not coincide with the school day.

On the rare occasion that the Doctor prescribes children medication that needs to be taken more than three times daily, parents will need to complete the Medication Reply Slip (appendix 3). The medication **MUST** be in the original packaging which clearly states the child's name and dosage. Parents **MUST** ensure that there is an appropriate way to measure and administer the medication, eg the medicine spoon provided with liquid medication or a clean syringe. A teaspoon is **NOT** acceptable.

School will ensure a Medical Record Sheet (appendix 1) is created for each child on short term medication and this will be completed accordingly.

The class Teaching Assistants are responsible for administration of the medicine and the office staff will ensure the appropriate checks take place:-

- Original packaging
- Name check
- Dosage
- Time

No child under the age of 16 will be given medication containing aspirin without a doctor's consent.

STORAGE

Medications will be stored in the medical box in the school office or fridge in the staffroom.

Paragraph about calpol on school trips. Should each residential have the specific wording giving permission for this to be administered?????

Summerfields cannot be held responsible for any side effects that occur when medication is taken correctly. Staff will not force a pupil if the pupil refuses to comply with their health procedure. Their parents will be informed as soon as possible.

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. A school's ability to provide effective support will depend to an appreciable extent on working co-operatively with other agencies. Partnership working between school staff, healthcare professionals (and, where appropriate, social care professionals), local authorities, and parents and pupils will be critical. An essential requirement for any policy therefore will be to identify collaborative working arrangements between all those involved, showing how they will work in partnership to ensure the needs of pupils with medical conditions are met effectively.

Some of the most important roles and responsibilities are listed below.

Governing bodies should ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. They should also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

The Head Teacher should ensure their school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. Head Teachers should ensure that all staff who need to know are aware of the child's condition. They should 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. This may involve recruiting a member of staff for this purpose. Head Teachers have overall responsibility for the development of individual healthcare plans. They should also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. They 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.

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

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development

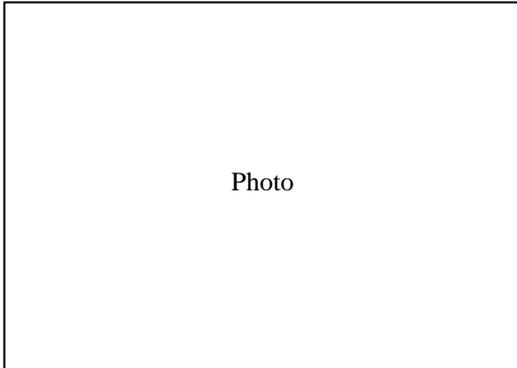
of, and comply with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions.



HEALTH CARE PLAN FOR A PUPIL WITH SPECIAL MEDICAL NEEDS

Date: _____ Work _____

Relationship: _____



Photo

Clinic/Hospital Contact

Name: _____

Phone No: _____

CHILD'S NAME: _____

DATE OF BIRTH: _____

CONTACT INFORMATION

Family Contact 1

Name: _____ Relationship to child: _____

Phone No: Work: _____ Home: _____

Mobile: _____

Family Contact 2

Name: _____ Relationship to child: _____

Phone No: Work: _____ Home: _____

Mobile: _____

Name of Child's Doctor: _____

Phone No: _____

Describe condition and give details of pupil's individual symptoms:-



CONFIDENTIAL

MEDICATION - REPLY SLIP

Parental agreement for school to administer prescribed medicine

Pupil Name: _____ DofB: _____

Medical condition or illness: _____

MEDICINE

Name/type of medicine: _____
(as described on the container)

Date dispensed: _____ Expiry Date: _____

Agreed review date: _____

Dosage and method:- _____

Timing: _____

Special precautions (if any): _____

Are there any side effects that the school needs to know about?

Self administration: YES/NO

Procedures to take in an emergency:-

CONTACT DETAILS

Name: _____

Daytime telephone number: _____

Relationship to child: _____

Address: _____

I understand that this medicine must be delivered personally to a member of the class staff or office staff.

I accept that this is a service that the school is not obliged to undertake. I understand that I must notify the school of any changes in writing.

Signature: _____ (Parent/Carer) Date: _____