



# **How Wood Primary School and Nursery**

## **Children with Medical Conditions including the Administering of Medicines Policy**



## **Policy Statement**

How Wood Primary School is an inclusive community that welcomes and supports pupils with medical conditions. We understand 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. How Wood School 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

## **Introduction**

The Children and Families Act 2014 includes a duty for schools to support children with medical conditions.

- Where children have a disability, the requirements of the Equality Act 2010 will also apply. Where children have an identified special need, the SEN Code of Practice will also apply.
- All children have a right to access the full curriculum, adapted to their medical needs and to receive the on-going support, medicines or care that they require at school to help them manage their condition and keep them well.
- We recognise that medical conditions may impact social and emotional development as well as having educational implications.
- Our school will build relationships with healthcare professionals and other agencies and in order to support effectively pupils with medical conditions.

## **Our Aims**

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits.
- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained in order to administer support or prescribed medication.
- To write, in association with healthcare professionals, Individual Healthcare Plans where necessary.
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support.
- To keep, monitor and review appropriate records.

## **The following practice is not acceptable**

- To prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- To assume that every child with the same condition requires the same treatment.
- To ignore the views of the child or their parents; or ignore medical evidence or opinion.

- To send children with medical conditions home frequently 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.
- To penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments.
- To 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, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs.
- To 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 to accompany the child.

### **Individual Health Care plans- see Appendix A**

The following information should be considered when writing an individual healthcare plan:

- The medical condition, its triggers, signs, symptoms and treatments.
- The pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues.
- Specific support for the pupil's educational, social and emotional needs.
- The level of support needed including in emergencies.
- Who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements.
- Who in school needs to be aware of the child's condition and the support required.
- Arrangements for written permission from parents and the head teacher for medication to be administered by a member of staff or self-administered (children who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision).
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate.
- Confidentiality.
- What to do if a child refuses to take medicine or carry out a necessary procedure.
- What to do in an emergency, who to contact and contingency arrangements.
- Where a child has SEN but does not have an Education, Health and Care plan, their special educational needs should be mentioned in their individual healthcare plan.
- It will be developed in collaboration with pupils, parents/carers, the Head Teacher, staff and medical professionals. The SENCo may also be involved.
- Will be accessible to relevant staff, including being displayed in the staff room and class room areas.

### **Roles and responsibilities**

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the child.

### **The Governing Body**

- Will make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented.
- Will ensure sufficient staff receive suitable training and are competent to support children with medical conditions.
- Will ensure the appropriate level of insurance is in place and appropriately reflects the level of risk.

### **The Head Teacher**

- Should ensure all staff are aware of this policy and understand their role in its implementation.
- Should ensure all staff who need to know are informed of a child's condition.
- Should ensure sufficient numbers of staff are trained to implement the policy and deliver IHPs, including in emergency and contingency situations, and they are appropriately insured.
- Is responsible for the development of IHPs.
- Should contact the school nursing service in the case of any child with a medical condition who has not been brought to the attention of the school nurse.

### **School Staff**

- Any staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.
- Should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions.
- Any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

### **School Nurses**

- Are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school.
- May support staff on implementing a child's IHP and provide advice and liaison.

### **Other healthcare professionals**

- Should notify the school nurse when a child has been identified as having a medical condition that will require support at school.
- May provide advice on developing healthcare plans.
- Specialist local teams may be able to provide support for particular conditions (eg. Asthma, diabetes).

### **Pupils**

- Should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP.
- Provide information about how their medical condition affects them.
- Comply with self-managing medicines or devices if judged competent to do so by a healthcare professional and agreed by parents.

## **Parents**

- Must provide the school with sufficient and up-to-date information about their child's medical needs. Parents must inform the school if the child no longer needs medication so that records can be updated.
- Are the key partners and should be involved in the development and review of their child's IHP.
- Should carry out any action they have agreed to as part of the IHP implementation.
- Parents will inform school of any medical condition which affects their child.
- Parents will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container. When parents send in medication they should make a note of the expiry date and ensure that it is replaced before this date.
- Parents will ensure that medicines to be given in school are in date and clearly labelled. They will co-operate in training their children to self-administer medicine if this is appropriate. Staff members will only be involved if this is not possible.
- Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the school life of that individual.
- How Wood will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan.
- School staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to-date advice about a pupil's medical needs and will seek support and training in the interests of the pupil.
- Transitional arrangements between schools will be completed in such a way that How Wood will ensure full disclosure of relevant medical information, Healthcare plans and support needed in good time for the child's receiving school to adequately prepare pupils for the transition.
- Individual Healthcare plans will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals.

## **Emergency procedures**

If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred.
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.
- Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

## **Administration of medicines**

- Only essential medicines will be administered during the school day. These will be only those prescribed by a doctor. Parents must submit a written permission slip before any medicine is administered. ( Appendix B- Parental Agreement) Medicines to be given during the school day must be in their original container. Controlled drugs can also be administered, subject to all other conditions as described in this policy.
- Essential medicines will be administered on Educational Visits. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

- Named staff members will administer medicine (see below). Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct, and that written permission has been given. Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded in the Administration of Medicines folder located in the school office – see Appendix C for individual children with regular and ongoing conditions and Appendix D for all other children.
- All medicines will be stored safely. Medicines needing refrigeration will be stored in the staffroom fridge. Some medicines (e.g. inhalers) will be kept in the child's classroom and carried with the children, for ease of access during outside activities. All medicines must be clearly labelled.
- Controlled drugs or prescribed medicines will be kept secure in the school office.
- Epi-pens are kept in the teacher's cupboard in relevant child's teaching area (they are kept out of reach from children but accessible to all adults in the classroom). Additional epi-pens are also kept in the school office.
- Staff will record any doses of medicines given in the Medicine Folder. Children self-administering asthma inhalers do not need to be recorded.
- Inhalers are kept in the child's classroom. Children have access to these inhalers at all times, though should inform a member of staff that they are taking a dose. All inhalers are marked with the child's name.
- Inhalers must be taken on all educational visits, however short in duration. The class teacher is responsible for ensuring all children have their inhaler.

### **Day trips, residential visits and sporting activities**

- The school will make arrangements for pupils with medical conditions so that they can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician or GP states it is not possible.
- To comply with best practice risk assessments should be undertaken, in line with H&S executive guidance on school trips, in order to plan for including pupils with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day IHP requirements for the school day.

### **Complaints**

Should parents be unhappy with any aspect of their child's care at How Wood School, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be managed. If this does not resolve the problem then it should be brought to the Head Teacher. In the unlikely event of this not resolving the issue, the parents must use the schools complaints procedure.

### **Insurance**

Staff members are insured through the school insurance policy provided by the Local Authority. AIG are the insurance providers for How Wood School. Staff members can view the policy covers.

### **The following persons will administer medicines:**

Head Teacher  
 School Secretary  
 School Administrator  
 Deputy Headteacher  
 Business Manager  
 Staff named on the IHP

