



GLENAIRE PRIMARY SCHOOL

Supporting Pupils with Medical Needs Policy

Approved by the governing body on: _____ 01/2017

To be reviewed: _____ 01/2019

Signed on behalf of the governing body: _____

Glenaire Primary School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the DfE's guidance released in April 2014: Supporting pupils at school with medical conditions. Ofsted places a clear emphasis on meeting the needs of pupils with special educational needs and disabilities (SEND), and this includes children with medical conditions.

1. Key roles and responsibilities

1.1. The local authority (LA) is responsible for:

- 1.1.1. Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- 1.1.2. Providing support, advice and guidance to schools and their staff.
- 1.1.3. Making alternative arrangements for the education of pupils who need to be out of school for 15 days or more due to a medical condition.
- 1.1.4. Providing suitable training to school staff in supporting pupils with medical conditions to ensure that Individual Healthcare Plans (IHCPs) can be delivered effectively.

1.2. The governing body is responsible for:

- 1.2.1. The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Glenaire Primary School.
- 1.2.2. Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.2.3. Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.2.4. Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- 1.2.5. Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- 1.2.6. Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- 1.2.7. Keeping written records of any and all medicines administered to [individual pupils](#) and [across the school population](#).
- 1.2.8. Ensuring the level of insurance in place reflects the level of risk.

1.3. The headteacher is responsible for:

- 1.3.1. The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Glenaire Primary School.
- 1.3.2. Ensuring the policy is developed effectively with partner agencies.
- 1.3.3. Making staff aware of this policy.
- 1.3.4. Liaising with healthcare professionals regarding the training required for staff.
- 1.3.5. Making staff who need to know aware of a child's medical condition.
- 1.3.6. Developing IHCPs.
- 1.3.7. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 1.3.8. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- 1.3.9. Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- 1.3.10. Contacting the school nursing service in the case of any child who has a medical condition.
- 1.3.11. Organising first-aid training.

1.4. Staff members are responsible for:

- 1.4.1. Taking appropriate steps to support children with medical conditions.
- 1.4.2. Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- 1.4.3. Administering medication, if they have agreed to undertake that responsibility.
- 1.4.4. Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- 1.4.5. Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

1.5. School nurses are responsible for:

- 1.5.1. Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- 1.5.2. Liaising locally with lead clinicians on appropriate support.

1.6. Parents and carers are responsible for:

- 1.6.1. Keeping the school informed about any changes to their child/children's health.
- 1.6.2. Completing a [parental agreement for school to administer medicine](#) form before bringing medication into school.
- 1.6.3. Providing the school with the medication their child requires and keeping it up-to-date.
- 1.6.4. Collecting any leftover medicine at the end of the course or year.
- 1.6.5. Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- 1.6.6. Where necessary, developing an [IHCP](#) for their child in collaboration with the headteacher, other staff members and healthcare professionals.

2. Definitions

- 2.1. "Medication" is defined as any prescribed or over the counter medicine.
- 2.2. "Prescription medication" is defined as any drug or device prescribed by a doctor.
- 2.3. A "staff member" is defined as any member of staff employed at Glenaire Primary School, including teachers.

3. Training of staff

- 3.1. Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.
- 3.2. Teachers and support staff will receive regular and ongoing training as part of their development.
- 3.3. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering medication.
- 3.4. No staff member may administer drugs by injection unless they have received training in this responsibility.

- 3.5. The Admin team will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

4. The role of the child

- 4.1. Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- 4.2. Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.
- 4.3. If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- 4.4. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

5. Individual Healthcare Plans (IHCPs)

- 5.1. Where necessary, an IHCP will be developed in collaboration with the pupil, parents/carers, headteacher, special educational needs coordinator (SENCO) and medical professionals.
- 5.2. IHCPs will be easily accessible while preserving confidentiality.
- 5.3. IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- 5.4. Where a pupil has an Education, Health and Care (EHC) plan or special needs statement, the IHCP will be linked to it or become part of it.
- 5.5. Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

6. Medicines

- 6.1. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours. At Glenaire, we will only administer prescribed medicines which need to be taken four or more times in a day.
- 6.2. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 6.3. Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- 6.4. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.

- 6.5. Medicines MUST be **in-date, labelled**, and provided in the **original container** (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- 6.6. A maximum of four weeks supply of the medication may be provided to the school at one time.
- 6.7. Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence.
- 6.8. Medications will be stored in the Admin office where possible.
- 6.9. Any medications left over at the end of the course will be returned to the child's parents.
- 6.10. Pupils will never be prevented from accessing their medication.
- 6.11. Glenaire Primary School cannot be held responsible for side effects that occur when medication is taken correctly.

7. Administering medication

- 7.1. Medications will only be administered at school if it would be detrimental to the child not to do so.
- 7.2. Prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement.
- 7.3. Staff members may refuse to administer medication. If a class teacher refuses to administer medication, the headteacher will delegate the responsibility to another staff member.
- 7.4. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.
- 7.5. Written records will be kept of any medication administered to children.

8. Emergencies

- 8.1. Medical emergencies will be dealt with under the school's emergency procedures.
- 8.2. Where an IHCP is in place, it should detail:
 - What constitutes an emergency?
 - What to do in an emergency.
- 8.3. Pupils will be informed in general terms of what to do in an emergency, such as telling a teacher.

- 8.4. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

9. First aid

- 9.1. Glenaire Primary School accepts its responsibilities under the Health and Safety (First Aid) Regulations 1981.
- 9.2. The headteacher will ensure that an annual risk assessment of first aid needs is undertaken, appropriate to the circumstances of the school and the supporting of pupils with medical conditions.
- 9.3. The headteacher is responsible for organising first aid training.
- 9.4. New staff members are offered first aid training where appropriate as part of their induction. Unless first aid cover is part of a staff member's contract of employment, people who agree to become first aiders should do so on a voluntary basis.
- 9.5. Lunch time supervisors will also be encouraged to undertake first aid training.
- 9.6. The Hygiene Room is the school's designated medical room and meets the DfE guidance specifically to:
- Be large enough to hold the necessary equipment.
 - Have washable surfaces and adequate heating, ventilation and lighting.
 - Be kept clean and tidy at all times.
 - Be positioned as near as possible to a point of access for transport to hospital.
 - Display a notice on the door advising of the names, locations and telephone numbers of first aiders.
 - Have a sink with hot and cold water, if possible.
 - Have drinking water and disposable cups.
 - Have soap and paper towels.
 - Have a suitable container with disposable waste bags.
- 9.7. First Aid kits can are located in the following areas:
- Hygiene Room
- School office
- Staff room
- Stock cupboard
- Classrooms
- 9.8. The school has travelling first aid containers for use during school trips and off-site visits, which are stored in the stock cupboard.

- 9.9. Inventories are kept of all first aid supplies including expiry dates. Full lists can be found in each first aid container.
- 9.10. First aiders will be made aware of any pupils with medical conditions and treat them accordingly, should the need for first aid arise.
- 9.11. The main duties of the first aiders are to give immediate help to casualties with common injuries and those arising from specific hazards or medical conditions at the school and ensure that an ambulance or other professional medical help is called where appropriate.
- 9.12. The headteacher will ensure that procedures are in place to report any major or fatal injuries without delay (e.g. by telephone), as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Other reportable injuries will be reported within 10 days.
- 9.13. All staff should ensure that they have read the school's First Aid Policy and signed the training record to say they have done this.

10. Reasonable adjustments

Glenaire Primary School will meet its duties under the Equality Act 2010.

Glenaire Primary School will make reasonable adjustments for pupils with medical conditions, including the provision of auxiliary aids.

11. Avoiding unacceptable practice

11.1. Glenaire Primary School understands that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school.
- Sending the pupil to the school office alone if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

12. Insurance

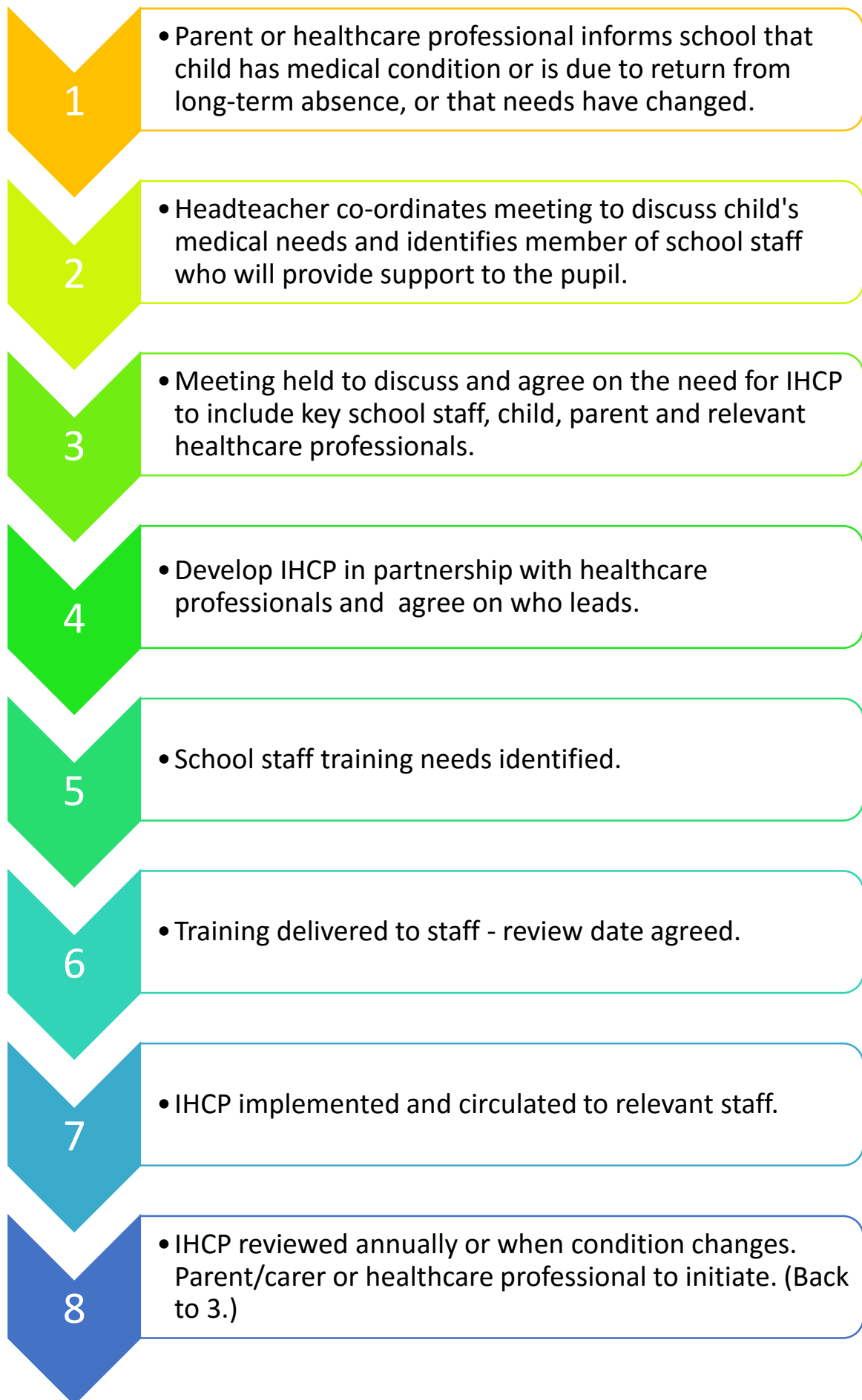
12.1. Teachers who undertake responsibilities within this policy are covered by the school's insurance.

Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the headteacher.

13. Complaints

13.1.1. Any complaints should be made in accordance with the school's complaints procedures.

Appendix 1 - Individual healthcare plan implementation procedure



Appendix 2 - Individual healthcare plan template

Glenaire Primary School individual health care plan

Child's name:

Group/class/form:

Date of birth:

Child's address:

Medical diagnosis or condition:

Date:

Review date:

Family contact information

Name:

Phone number (work):

(home):

(mobile):

Name:

Relationship to child:

Phone number (work):

(home):

(mobile):

Clinic/hospital contact

Name:

Phone number:

G.P.

Name:

Phone number:

Who is responsible for providing support in school?

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Name of medication, dose, method of administration, when to be taken, side effects, contra-
indications, administered by/self-administered with/without supervision.

Daily care requirements:

Specific support for the pupil's educational, social and emotional needs:

Arrangements for school visits/trips:

Other information:

Describe what constitutes an emergency, and the action to take if this occurs:

Who is responsible in an emergency (*state if different for off-site activities*):

Plan developed with:

Staff training needed/undertaken – who, what, when:

Form copied to:

Appendix 3 - Parental agreement for a school to administer medicine template

Whilst school will endeavour to administer medicine where possible, it is not a service that the school is obliged to undertake. The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Glenaire Primary School medicine administering form

Date for review to be initiated by:

Name of child:

Date of birth:

Group/class/form:

Medical condition or illness:

Medicine

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

Expiry date:

Dosage and method:

Timing:

Special precautions/other
instructions (including storage):

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

Self-administration – y/n:

Procedures to take in an emergency:

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact details

Name:

Daytime telephone number:

Relationship to child:

Address:

I understand that I must deliver the
medicine personally to:

Mrs Barrow/ Mrs MacKenzie

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Glenaire Primary School staff administering the medicine (which has been prescribed by a doctor/consultant) in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. I consent to medical information concerning my child's health to be shared with other staff and /or health professionals to the extent necessary to safeguard his/her health and welfare.

Signature(s): _____

Date: _____

Appendix 4 - Record of medicine administered to an individual child template

Glenaire Primary School record of medicine administered to an individual child

Name of child:
 Date medicine provided by parent:
 Group/class/form:
 Quantity received:
 Name and strength of medicine:
 Expiry date:
 Quantity returned:
 Dose and frequency of medicine:

Staff signature: _____

Signature of parent: _____

Date:
 Time given:
 Dose given:
 Name of member of staff:
 Staff initials:

Date:
 Time given:
 Dose given:
 Name of member of staff:
 Staff initials:

Date:
 Time given:
 Dose given:
 Name of member of staff:
 Staff initials:

Date:

Time given:

Dose given:

Name of member of staff:

Staff initials:

Date:

Time given:

Dose given:

Name of member of staff:

Staff initials:

Date:

Time given:

Dose given:

Name of member of staff:

Staff initials:

Date:

Time given:

Dose given:

Name of member of staff:

Staff initials:

Date:

Time given:

Dose given:

Name of member of staff:

Staff initials:

Appendix 6 - Staff training record – administration of medicines

Name of school/setting:

--

Name:

--

Type of training received:

--

Date of training completed:

--

Training provided by:

--

Profession and title:

--

I confirm that _____ has received the training detailed above and is competent to carry out any necessary treatment.

Trainer's signature: _____

Date: _____

I confirm that I have received the training detailed above.

Staff signature: _____

Date: _____

Suggested review date: _____

Appendix 7 - Contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

- Your telephone number – 01274 582514
- Your name.
- Your location as follows:
 - Glenaire Primary School
 - Thompson Lane
 - Baildon
 - BD17 7LY
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.

Put a completed copy of this form by the phone.

Appendix 8 - Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent,

RE: DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will include (add details of team). Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I (or add name of other staff lead) would be happy for you contact [me/them] by email or to speak by phone if this would be helpful.

Yours sincerely