



St John's Mead School

Valuing Effort, Valuing Others, Valuing Self

# MANAGING MEDICAL NEEDS POLICY

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**St JOHNS MEAD  
MANAGING MEDICAL NEEDS POLICY**

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**1 INTRODUCTION**

The school will properly support pupils at school with medical conditions so that they have full access to education, including school trips and physical education. The school will also put in place procedures to deal with emergency medical needs.

This Policy will be regularly reviewed and updated by the school and governing body on 2 yearly basis, unless changes are identified and required. The overall responsibility for the effective implementation of this policy is held by the Headteacher.

The school will work together with local authorities, health professionals and other support services to ensure that children with medical needs receive a full education. 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. Consideration will be given to how children will be reintegrated back into school after periods of absence.

No child with a medical condition will be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with our safeguarding duties, we will ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases. We retain the right not to accept a child at school at times where it would be detrimental to the health of that child or to others.

## **2 PROCEDURES**

The following procedures are to be followed when notification is received that a pupil has a medical condition.

1. A parent or a health care professional informs the school that:
  - a child has been newly diagnosed, or;
  - is due to attend a new school, or;
  - is due to return to school after a long-term absence or
  - has medical needs that have changed.
2. The Headteacher or delegate, Mrs J Rowsell co-ordinates a meeting to discuss the child's medical support needs, and identifies the member of school staff who will provide support to the pupil.
3. A meeting will be held to discuss and agree on the need for an Individual Healthcare Plan (IHCP). A copy of the IHCP is identified in Appendix 1. The meeting will include key school staff, child, parent, relevant healthcare professional and other medical/healthcare clinician as appropriate (or to consider written evidence provided by them).
4. An IHCP will be developed in partnership, and the meeting will determine who will take the lead on writing it. Input from a healthcare professional must be provided.
5. School staff training needs will be identified.
6. Healthcare professional commissions or delivers appropriate training and staff are signed off as competent. A review date for the training will be agreed.
7. The IHCP will then be implemented and circulated to all relevant staff.
8. The IHCP will be reviewed annually or when the medical condition changes. The parent or healthcare professional will initiate the review.
9. For children starting at a new school, arrangements should be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or children moving to a new school mid-term, every effort will be made to ensure that arrangements are put in place within two weeks.

## **3 INDIVIDUAL HEALTHCARE PLANS**

1. Not all pupils with medical needs will require an IHCP. The school together with the healthcare professional and parent will agree, based on evidence, whether a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached the Headteacher will take the final view.
2. The format of the IHCP will depend on the child's condition and the degree of support needed. Where a child has SEN but does not have a statement or EHC plan, their special educational needs will be mentioned in their healthcare plan.
3. The following will be considered when deciding what information will be recorded on IHCPs:
  - The medical condition, its triggers, signs, symptoms and treatment;
  - The pupil's needs including medication and other treatments;
  - Specific support for the pupil's educational, social and emotional needs;
  - The level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies;
  - Who will provide this support, their training needs, expectation of their role and confirmation of proficiency, and cover arrangements for when absent;
  - Who in school needs to be aware of the child's condition and required support;
  - Arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff or self-administered by the pupil during school hours;

- 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 e.g. risk assessments;
- Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and
- What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician.

## **4 ROLES AND RESPONSIBILITIES**

### **4.1 Governing body**

- Must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions is developed and implemented.
- Ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.

### **4.2 Headteachers**

- Ensure that their school's policy for supporting pupils with medical needs is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy and understand their role in its implementation.
- Ensure that all staff who need to know (including first aiders) are aware of the child's condition.
- Ensure sufficient number of trained staff are available to implement and deliver all required IHCPs.
- Have overall responsibility for the development of IHCPs, including contingency and emergency arrangements.
- Ensure that school staff are appropriately insured and are aware they are insured to support pupils in this way.
- Ensure the school nurse is aware of children with medical conditions.

### **4.3 School staff**

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

### **4.4 School nurses**

- Responsible for notifying the school when a child has been identified as having a medical condition which will require support in school.
- Support staff to implement IHCPs, providing advice and training.
- Liaise with lead clinicians locally on support for child and associated staff training needs.

### **4.5 Healthcare professionals (GPs etc)**

- Notify school nurse when a child has been identified as having a medical condition that will require support at school.
- Provide advice on developing IHCPs.

### **4.6 Pupils**

- Full involvement in discussions about their medical support needs.
- Contribute to the development of, and comply with, IHCP.

### **4.7 Parents**

- Provide the school with sufficient and up to date information about their child's medical needs.
- Contribute to the development of the IHCP.
- Carry out any action they have agreed to as part of the IHCP implementation.

#### 4.8 Local Authority

- Provide support, advice and guidance, including suitable training for school staff, to ensure that the support identified in the IHCP can be delivered effectively.
- Where a pupil would not receive a suitable education in a mainstream school because of their health needs, to make other arrangements.

### 5 STAFF TRAINING AND SUPPORT

Any member of school staff providing support to a pupil with medical needs will receive suitable training.

The relevant healthcare professional will normally lead on identifying the type and level of training required. The training will be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions.

School staff will not give prescription medicines or undertake healthcare procedures without appropriate training.

All school staff will be made aware of the school's policy for supporting pupils with medical conditions, and their role in implementing that policy.

### 6 CHILD'S ROLE IN MANAGING THEIR OWN MEDICAL NEEDS

Where a child is deemed competent to manage their own health needs and medicines, this should be reflected in their IHCP.

Wherever possible children will be allowed to carry their own medicines and relevant devices, and to access their medicines for self-medication quickly and easily, but with an appropriate level of supervision.

### 7 MANAGING MEDICINES ON SCHOOL PREMISES

Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

No child under 16 will be given prescription or non-prescription medicines without their parent's written consent. The only circumstances in which non-prescription medicines may be administered are where a "permission to administer medication" form (Appendix 2) has been completed by the parent(s)/guardian(s) of a pupil. No medication will be given unless this form is completed. The form is to be completed prior to the pupil starting at the school or, if already in attendance, as soon as the condition is identified.

**NB if a pupil simply turns up with medication it may be necessary to send the pupil home.**

In the case of emergency short term medication (e.g. administration of travel sick tablets on a school visit), parents are asked to sign an undertaking giving approval for their child to go on the trip, confirming the child is fit for the trip and they are asked to indicate any particular needs of the pupil, whether medical, dietary etc. Parents will be advised that the school can not administer medication to children aged 12 or younger without written permission from the parents/carers, and information on what medication the child can have.

No child under 16 will be given medicine containing aspirin unless prescribed by a doctor.

Wherever possible prescribed medicines should be taken outside school hours.

The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist (except insulin which may be in a pen or pump) and include instructions for administration, dosage and storage.

All medicines will be safely stored in a location which is known and accessible to the child.

Where a child has been prescribed a controlled drug, they may legally have it in their possession if they are competent to do so, but passing it to another child is an offence and will be dealt with accordingly.

The school will keep a record of all medicines administered to individual children stating what, how and how much was administered, when and by whom.

When no longer required medicines will be returned to parents to arrange for safe disposal.

## **8 EMERGENCY PROCEDURES**

Each IHCP will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.

If a child is taken to hospital, a member of school staff will stay with the child until the parent arrives.

## **9 USE OF EMERGENCY SALBUTAMOL INHALERS**

From October 2014 schools have been allowed to keep salbutamol inhalers and spacers for use in emergencies.

## **10 DEFIBRILLATOR PROVISION**

A defibrillator is a machine used to give an electric shock to restart a patient's heart when they are in cardiac arrest. The school does not have a defibrillator.

## **11 DAY TRIPS, RESIDENTIAL VISITS AND SPORTING ACTIVITIES**

Pupils with medical conditions will be actively supported to participate in school trips and visits, or in sporting activities.

School will consider what reasonable adjustments may be required to enable children with medical needs to participate fully and safely on trips and visits. This will be considered as part of the activity risk assessment to take account of any steps needed to ensure that pupils with medical conditions are included.

## **12 UNACCEPTABLE PRACTICE**

The following is regarded by the school as unacceptable practice:

- Preventing children from easily accessing their inhalers and medication;
- Assuming that every child with the same condition requires the same treatment;
- Ignoring the views of the child, parents or medical professionals;
- Sending children with medical conditions home frequently, or preventing them from staying for normal school activities;
- Penalising children for their attendance record if their absences are related to their medical condition;
- Preventing pupils from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively;
- Requiring parents to attend school to administer medication or provide medical support to their child including toileting issues; and
- Preventing children from participating, or creating unnecessary barriers to children participating, in any aspect of school life, including school trips.

## **13 LIABILITY AND INDEMNITY**

**13.1** The schools insurance provider is supplied by the Local Authority and is currently Zurich Insurance

## **14 COMPLAINTS**

If parents or pupils are dissatisfied with the support provided by the school to pupils with medical conditions, they should discuss their concerns directly with the school. If the issue remains unresolved, they may make a formal complaint via the school's complaint procedure, Policy No. 8 held on the school website.



### Individual Healthcare Plan (IHCP)

Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

#### Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

#### Clinic/Hospital Contact

Name	
Phone no.	

#### G.P.

Name	
Phone no.	

Who is responsible for providing support in school	
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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

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Daily care requirements

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

Arrangements for school visits/trips etc

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

## St John's Mead CEVC Primary Request and Permission to Administer Medicine Form

Parents/Guardians are advised that, unless you complete and sign this form the school will not administer medication to your son/daughter/ward.

**Details of pupil**

Pupil's name:	Class:	Date of birth:
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**Details About the Medication**

Name of medication:	Dose required:
Expiry date of medication:	Time(s) to administer:

Is the medication prescribed?	<b>YES</b>	<b>NO</b>
<i>(Please note all medication must be in its original packaging as dispensed by the pharmacy)</i>		

Give a brief description of why your child requires this medication.
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Are you aware of any side effects your child may experience by taking the medication?	<b>YES</b>	<b>NO</b>
If 'YES' please list these below:		

**How long are you requesting we administer the medication for?**

Date of first dose:	Date of last dose:	<b>or</b>	On-going (please tick):
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**Confirmation of permission**

I give permission for St John's Mead CEVC Primary School to administer the above medication to my child. I understand that I must personally deliver the medicine to the School Office Staff and accept that this is a voluntary service provided by the school. The information I have provided on this form is accurate and correct.		
Name:	Signed:	Date:
Contact number:	Alternative contact number:	

**Logging in and out of medication**

Date	Signed in (SJM staff to sign)	Date	Signed out (parent/carer or Den to sign)

Medication log-in disclaimer: 'I do not accompany my child to/from school and request that my child deliver and collect their medication to and from the office'.

Name:

Signed:

Date:



17 STAFF TRAINING RECORD

First Aid Training					Needs updating
Appointed Person/Paediatric					
Nicola Berry	Head teacher	Appointed person first aid course		23.11.15	22.11.18
Louise Seaton	Deputy Head	Appointed person first aid course		23.11.15	22.11.18
Judith Welsh	Teacher	Appointed person first aid course <i>Certificate: Emergency First Aid at work</i>	BHST First Aid Training	23.3.15	23.3.18
Julie Rowsell	TA	Appointed person first aid course <i>Certificate: Emergency First Aid at work</i>	BHST First Aid Training	23.3.15	23.3.18
Sam Lovell	TA	Appointed Person first aid course <i>Certificate: Emergency First Aid at work</i>	BHST First Aid Training	23.3.15	23.3.18
Faye Dare	Teacher	Paediatric First Aid	Acorn Health and Safety Ltd	17.05.15	17.05.18
Marianne Lodge	TA	Paediatric First Aid	Acorn Health and Safety Ltd	17.05.15	17.05.18
Anita Shepherd	HLTA	Paediatric First Aid (includes First Aid at work)	Switch	12.06.14	11.06.17
Jo Heritage	SMSA/TA	Paediatric First Aid	BHST First Aid Training	14.5.15	14.5.18
Helen Winkett	TA	Pediatric First Aid	BHST First Aid Training	14.5.15	14.5.18
Sarah Minett	TA	Pediatric First Aid	BHST First Aid Training	14.5.15	14.5.18
SMSA					
Teresa Nicholls	SMSA	SS249 Emergency First Aid at Work	Stoke Lodge	1.3.11	March 2014
Andrea Baird	SMSA	Bespoke Basic First Aid Acorn	SJM	04.01.16	03.01.19
Selena Hodey	SMSA/TA	Bespoke Basic First Aid	SJM	04.01.16	03.01.19

		Acorn			
Aleya Hannah	SMSA	Bespoke Basic First Aid Acorn	SJM	04.01.16	03.01.19
Karen Ruskin	SMSA	Bespoke Basic First Aid Acorn	SJM	04.01.16	03.01.19
Sue Graham	SMSA	Bespoke Basic First Aid Acorn	SJM	04.01.16	03.01.19
Marcus Millais	SMSA	Bespoke Basic First Aid Acorn	SJM	04.01.16	03.01.19
Hannah Denley	Administra tor	Emergency First Aid at Work	BHST First Aid Training	22.09.15	21.09.18
<b>Teaching Staff</b>					
Mike Swanson	Teacher	Bespoke Basic First Aid Acorn	SJM	04.01.16	03.01.19
Stuart Barker	Teacher	Bespoke Basic First Aid Acorn	SJM	04.01.16	03.01.19
Stephanie Wilson	Teacher	Bespoke Basic First Aid Acorn	SJM	04.01.16	03.01.19
Nicky Glover	Teacher	Bespoke Basic First Aid Acorn	SJM	04.01.16	03.01.19
Emma Galsworthy	Teacher	Bespoke Basic First Aid Acorn	SJM	04.01.16	03.01.19
Heidi Britton	Teacher	Bespoke Basic First Aid Acorn	SJM	04.01.16	03.01.19
Elizabeth Carver	Teacher	Bespoke Basic First Aid Acorn	SJM	04.01.16	03.01.19
Christie Harris	Teacher	Bespoke Basic First Aid Acorn	SJM	04.01.16	03.01.19
Emily Williams	Teacher	Bespoke Basic First Aid Acorn	SJM	04.01.16	03.01.19
Laura Hamilton	Teacher	Bespoke Basic First Aid Acorn	SJM	04.01.16	03.01.19
Charlotte Hewson	Teacher	Bespoke Basic First Aid Acorn	SJM	04.01.16	03.01.19
Geraldine Kerley	HLTA	Bespoke Basic First Aid Acorn	SJM	04.01.16	03.01.19
Allison Jones	TA	Bespoke Basic First Aid Acorn	SJM	04.01.16	03.01.19

Helen Potts	TA	Bespoke Basic First Aid Acorn	SJM	04.01.16	03.01.19
Deborah Greenslade	TA	Bespoke Basic First Aid Acorn	SJM	04.01.16	03.01.19
Caroline Neale	TA	Bespoke Basic First Aid Acorn	SJM	04.01.16	03.01.19
Natalie Goddard	TA	Bespoke Basic First Aid Acorn	SJM	04.01.16	03.01.19
Sian Goldsack	TA	Bespoke Basic First Aid Acorn	SJM	04.01.16	03.01.19
Hannah Denley	School secretary	Administering medications in school		03.02.16	