



## Supporting Pupils with Medical Conditions Policy September 2020

Please refer to current national statutory guidance “Keeping Children Safe in Education, DfE ” and “Working together to safeguard children, DfE March” For Wirral policies, procedures and guidance go to: <https://www.wirralsafeguarding.co.uk/>

Please refer to the following school policies for related information and guidance: Safeguarding Policy, Behaviour Statement , Staff Code of Conduct , Volunteer Policy , Safer Recruitment Policy, Behaviour and Anti-bullying Policy , Health & Safety Policy , First Aid Policy, Intimate Care Policy , First Aid Policy , SEND Policy , SRE Policy , E-safety Policy , Acceptable Use of technology including Social Networking Policy , Whistleblowing Policy , WLSCB Preventing Extremism and Radicalisation Safeguarding Policy and Covid-19 Policy

### Definition

Pupils’ medical needs may be broadly summarised as being of two types:

- (a) **Short-term**, affecting their participation in school activities which they are on a course of medication.
- (b) **Long-term**, potentially limiting their access to education and requiring extra care and support

### School Ethos

LAs 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 so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. West Kirby Primary School is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) may need.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. **Pupils with medical conditions 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 parentis’ and must ensure the safety of all pupils in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. Parents are responsible for making sure their child is well enough to attend school. Children should be kept at home when they are acutely unwell. The school takes advice and guidance from a range of sources,

including the School Nurse, Health professionals and the child's GP, in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected (for example, class mates).

### **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 by a professional in order to administer support or prescribed medication.
- To comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs.
- To write, in association with healthcare professionals, Individual Healthcare Plans and Intimate Care 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.

### **Individual health care plans**

These enable the school to identify the level of support that is needed at school. Those who may need to contribute to the plan are

- the headteacher
- the parent or guardian
- the child (if sufficiently mature)
- the class teacher
- teaching assistant
- school staff who have agreed to administer medication or be trained in emergency procedures
- the school health service, the child's GP or other health care professionals.

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

### **Unacceptable Practice**

While school staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent children from accessing their medication
- Assume every child with the same condition requires the same treatment
- Ignore the views of the child or their parents/carers;
- Ignore medical advice
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare Plan
- Penalise children for their attendance record where this is related to a medical condition
- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- Require parents to administer medicine where this interrupts their working day

- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part, unless it is deemed appropriate for a specific trip

### **Entitlement**

West Kirby Primary School provides full access to the curriculum for every child wherever possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows:

Employees may:

- Choose whether or not they wish to be involved
- Receive appropriate training
- Work to clear guidelines
- Bring to the attention of Senior Leadership any concern or matter relating to the support of pupils with medical conditions

### **Expectations**

It is expected that:

- 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
- Parents will ensure that medicines to be given in school are in date and clearly labelled
- Parents will co-operate in training their children to self-administer medicine if this is appropriate, and that 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
- West Kirby Primary School 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 (for example, an inhaler)
- 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 West Kirby Primary School 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
- 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

### **The Governing Body**

The Governing Body of West Kirby Primary School has a duty to ensure that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions.

### **The Headteacher**

The headteacher is responsible for implementing the governing body's policy in practice and for developing detailed procedures. When teachers volunteer to give pupils help with their medical needs, the head should agree to their doing this, and must ensure that teachers receive proper support and training where necessary. Day to day decisions about administering medication will normally fall to the headteacher. The headteacher is also responsible for making sure parents are aware of the school's policy and procedures for dealing with medical needs. The head is responsible for arranging and briefing back-up cover or supply teachers when the member of staff responsible for a pupil with medical needs is absent or unavailable.

### **Teachers and other school staff**

Teachers who have pupils with medical needs in their class should understand the nature of the condition, and when and where the pupil may need extra attention. They should be aware of the likelihood of an emergency arising and what action to take if one occurs. If staff are to administer medication, they may only do so if they have had appropriate training. All staff training to be recorded on the appropriate form (APPENDIX D).

### **Information**

Children with serious medical conditions will have their photo and brief description of condition, along with any other necessary information, in the staffroom. Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible in their classroom, and all adults dealing with the child will have their attention drawn to this information. All other medical conditions will be noted from children's SIMs records and this information will be provided to class teachers annually.

### **In an emergency**

In a medical emergency, teachers have been appropriately trained to administer emergency paediatric first aid if necessary. If possible, the school's Senior First Aider, Mrs Green, will be asked to attend.

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 complete the form Parental agreement for school to administer medicine a written permission slip before any medicine is administered (APPENDIX B). 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 the Policy.

- Essential medicines will be administered on Educational Visits, subject to the conditions above. 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 give medicines (see end of Policy). 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. If necessary, the school will call the emergency services.
- All doses administered will be recorded in the Administration of Medicines file (located in the school office) on the appropriate form (APPENDIX A).
- Each child will have an individual record form (APPENDIX C).
- All medicines will be stored safely. Medicines needing refrigeration will be stored in the staffroom fridge. Some medicines (inhalers, etc) 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 in a cabinet in the school office. Access to these medicines is restricted to the named persons. Epi-pens are kept in a cabinet in the school office.
- Staff will record any doses of medicines given in the Medicine file. The use of inhalers will be recorded in each classroom's red inhaler book and a note sent home to parents informing them of inhaler usage (APPENDIX F).
- Inhalers are kept in the child's classroom. Children have access to these inhalers at all times, though must inform a member of staff that they are taking a dose. All inhalers are marked with the child's name. All children with an inhaler must take them on educational visits, however short in duration.

### **Sporting activities**

Children with medical needs will be encouraged to take part in sporting activities appropriate to their own abilities. Any restrictions on a pupil's ability to participate in PE will be included in their individual health care plan. Some pupils may need to take precautionary measures before or during exercise and/or need to be allowed immediate access to their medication if necessary. Teachers should be aware of relevant medical conditions and emergency procedures.

### **Confidentiality**

The school will treat medical information confidentially. The head will agree with the parents who will have access to records and information about a pupil. If information is withheld from staff they cannot be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith. Parents sign all completed Health Care Plans (HCPs), a copy of which is then kept in the school office. The parents are informed that a copy will be given to their child's class teacher as it contains important information for the day-to-day care and safety of their child.

### **Strong medication**

Where practical, the parent or child will be asked to bring in the required dose each day. When the school stores medicine it will be labelled with the name of the pupil, the name and dose of the drug and the frequency of the administration. Pupils should know

where their medication is stored. Asthma inhalers will be stored in the child's classroom. Other medicines are kept in a secure place not accessible to pupils.

### **Disposal of medicines**

Parents must collect medicines held at school at the end of each term. Parents are responsible for disposal of date expired medicines. Parents will be reminded to collect and replace any unused or out of date medicines.

### **Hygiene/infection control**

Staff should follow basic hygiene procedure. Staff should use protective disposable gloves and take care when dealing with blood or other body fluids and disposing of dressing or equipment. Such disposal must be in the yellow medical bin by the school office.

### **Emergency procedures**

Allocated staff have regular training in First Aid and know how to call the emergency services (APPENDIX E). A pupil taken to hospital by ambulance will be accompanied by a member of staff until the pupil's parents arrive. A Green Accident form will be completed by the member of school staff who dealt with the injury in school. This will then be checked and signed by Kate Takashima before a copy is sent to the Local Authority.

### **Complaints**

Should parents be unhappy with any aspect of their child's care, 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 or allay concern, the problem should be brought to a member of the leadership team, who will, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the school's Complaints Procedure.

### **Qualified First Aiders are:**

Mrs Belinda Hope – FS Teaching Assistant  
Mrs Sam Gilbert – Teaching Assistant  
Mr Mike Procter – Y4 Class Teacher

### **Paediatric First Aiders are:**

Mrs Cath Smith – FS Leader  
Mrs Belinda Hope – FS Teaching Assistant  
Mrs Rachael Lancashire – FS Teaching Assistant  
Mrs Jan Billington – FS Teaching Assistant  
Mr Gary Hunter – Playleader

### **Staff to administer medication**

Mrs Kate Ryan – Office Manager  
Mrs Sue Sinnott – Office Staff  
Mrs Cath Smith – Foundation Stage Leader

### **Automatic Emergency Defibrillator:**

The Defibrillator is mounted on the wall in the first aid room. The following 12 staff have been trained in its use.

Mrs Kate Takashima – Headteacher

Mrs Cath Smith – FS Leader & Paediatric First Aider

Mrs Tracey McCann – LKS2 Leader

Mrs Kate Ryan – Office Manager

Mrs Debbie Smith – KS2 Teaching Assistant

Miss Sophie Steinmann – KS1 Teaching Assistant

Mrs Emma Bailey – Deputy Headteacher

Mrs Belinda Hope – FS Teaching Assistant

Mr Mike Houghton – Caretaker

### Covid-19 Addendum

All staff should be familiar with procedures for responding to a child or adult showing symptoms of Covid-19 as set out in the Covid-19 policy.

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures, as advised by health professionals. Staff should have access to and must use protective disposable aprons and gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment. Where staff have to supervise children taking medicine, they will do so from a 2metre distance. Where medicine has to be administered by a member of staff and social distancing is not possible, PPE must be worn.

**APPENDIX A**  
**(Template D)**  
**FORM 6**

**Record of medicines administered to all children**

Name of School/Setting
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Date	Child's Name	Time	Name of Medicine	Dose Given	Any Reactions	Signature of Staff	Print Name

**APPENDIX B**  
**(Template B)**

Parental agreement for school to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Name of school/setting	
Full name of child	
Date of birth	/ /
Group/class/form	
Medical condition or illness	
Daily care requirements (e.g. before sport/lunchtime)	
Describe what constitutes an emergency for the child, and action taken if this occurs	

**Medicine**

**Note: Medicines must be the original container as dispensed by the pharmacy**

Name/type of medicine <i>(as described on the container)</i>	
Date dispensed	/ /
Expiry date	/ /
Agreed review date to be initiated by	
Dosage and method	
When to be given	
Any other instructions	
Timing	
Special precautions:	
Are there any side effects that the school/setting needs to know about?	
Self administration	
Procedures to take in an emergency	

**Contact Details**

Name	
Daytime telephone no.	

Mobile telephone no.

Relationship to child

Address

Who is the person to be contacted in an emergency (state if different for offsite activities)

Emergency telephone contact no.

Name and phone no. Of GP

I understand that I must deliver the medicine personally to


I accept that this is a service that the school/setting is not obliged to undertake.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school/setting staff (or my son/daughter) administering medicine in accordance with the school/setting policy. I understand that I must notify the school/setting in writing of any change in dosage or frequency of medication or if medication is stopped.

PRINT NAME \_\_\_\_\_

Signature(s) \_\_\_\_\_

DATE:

**APPENDIX C**  
**(Template C)**

**Record of medicine administered to an individual child**

Name of school/setting	
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			

**Record of medicine administered to an individual child (Continued)**

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			
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Time given  
Dose given  
Name of member of staff  
Staff initials


**APPENDIX D**  
**(Template E)**

**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 [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_

APPENDIX E  
(Template F)

### **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.**

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

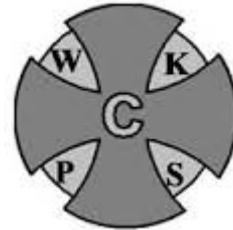
Inhaler Use – Note to Parents

Dear Parents/Carers

We are informing you that your child

\_\_\_\_\_

used their inhaler in school today.



Date: \_\_\_\_\_

Time: \_\_\_\_\_

Dose: \_\_\_\_\_