

Christ Church C of E Primary School (Brondesbury)



Supporting Children with Medical Needs Policy

Date: November 2014

Review November 2016

Supporting Children with Medical Needs Policy

The purpose of the policy is to ensure that pupils with medical conditions are supported to enable the fullest participation in all aspects of school life. The school will help ensure children with medical needs can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution

The policy has been produced using the statutory guidance 'Supporting Pupils at school with Medical Conditions' published 1 September 2014.

THE ROLE OF THE GOVERNING BODY

The Governing Body is responsible for the school's medical needs policy. They will take account of the views of the Headteacher, staff and parents in reviewing the policy on supporting pupils with medical needs to ensure that their needs are met and that they are included in the full life of the school. The cultural and religious views of parents and pupils will always be taken into account. The governing body should ensure that plans are reviewed at least annually, or earlier if evidence is presented that the child's needs have changed. They should be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing, and minimises disruption.

ROLE OF THE SCHOOL

On admission we aim to establish an atmosphere of mutual trust. This will ensure that parents or guardians and their children do not feel that they are making unreasonable or uninformed demands on the school and to make them feel confident about informing us about their child's condition. The school will ensure that staff, are aware of the policy and where appropriate follow agreed procedures and that staff are properly supported.

ROLE OF PARENTS/GUARDIANS (Appendix One A and B)

Parents or guardians have prime responsibility for their child's health and wellbeing and will need to establish agreements with us about their child's medical needs. The Headteacher is responsible for deciding whether the school can assist a pupil who has such needs and who may need medication.

We will endeavour to ensure that attendance and full participation in school life is maintained by assisting where practical in managing an agreed care plan.

It only requires one parent to agree to or request that medicines are managed. As a matter of practicality, it is likely that this will be the parent with whom the school has day-to-day contact. Where parents disagree over medical support, the disagreement must be resolved by the Courts. The school will continue to administer the medicine in line with the written consent given and in accordance with the prescriber's instructions unless and until a Court decides otherwise.

The following is to be considered before bringing medication in school:

- Prescribers consider the use of medicines which need to be managed only once or twice a day (where appropriate) for young people so that they can be taken outside school hours
- Most prescribed medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime, alleviating the need for them to be brought into school.
- Prescribers consider providing two prescriptions where appropriate and practicable, for a child's medicine: one for home and one for use in the school or setting, avoiding the need for repackaging or relabeling of medicines by parents.
- Parents should encourage self-medication where this is appropriate.
- Parents can receive information regarding the use of medicines in school, for example asthma pump usage, from the school office. Upon request they are welcome to view the records kept in school.

THE ROLE OF SCHOOL STAFF (Appendix Two A B and C)

Although administering medicine is not part of staff professional duties all staff will use their best endeavours for pupils at all times, particularly in emergencies. Safety of both pupils and staff will be of paramount importance at all times.

Staff will NOT give a non-prescribed medicine to a child unless there is a specific prior written permission from the parents/carer in agreement with the school.

A child under 16 will not be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

If pupils refuse to take medication they will not be forced to do so by staff. However, parents/guardians will be informed as a matter of urgency and, if appropriate, the emergency services called.

Staff with children with medical needs in their class or group will be informed about the nature of the condition, and when and where the children may need extra attention. Should an individual health care plan exist for a child this will be shared with staff.

All staff will be made aware of the likelihood of an emergency arising and what action to take if one occurs. Back up cover will be arranged for when the member of staff responsible is absent or unavailable. During times of the day when other staff may be responsible for children, such as lunchtime supervisors, they will be provided with appropriate training and advice.

The relevant health care professional should normally lead on identifying and agreeing with the school the type and level of training required and advise on how this can be obtained.

THE ROLE OF PUPILS

Pupils will be allowed and encouraged to administer their own medication so that they are taught to take responsibility for their needs. This is subject to the agreement of the parents/guardians and Headteacher and if appropriate to the age, understanding, ability and aptitude of the child. Where appropriate and with agreement with the pupil/parents/guardians, other pupils may be made aware of potential emergency situations and how to alert staff and summon help.

LONG TERM MEDICAL NEEDS

Pupils who have medical conditions that, if not properly managed, will limit their access to education are regarded as having medical needs. A CARE PLAN will be agreed with parent/carers for such children. This will include as much information as possible to ensure that the child's medical needs can be supported to assist in their attendance and positive experience in school, including preparing for an emergency situation. If a pupil with medical needs requires local authority (LA) home to school transport then the LA will have a duty to make sure that pupils are safe during the journey.

SHORT TERM MEDICAL NEEDS

Most pupils will at some time have a medical condition that may affect their participation in an education setting. For many this will be short term e.g. finishing a course of medication. A short term care plan will be agreed for such pupils to ensure that pupils are able to attend while completing a course of medication.

FIRST AID

First Aiders will be responsible for first aid of both pupils and staff.

CONFIDENTIALITY

The medical information relating to a pupil will be treated as confidential and will only be disclosed to those who need to know to be able to support the pupil and with the agreement of the parents/guardian and/or pupil.

ACCURATE RECORDS

We will maintain accurate records at all times of pupils' medical needs and also those pupils with short term care plans. Records will be kept of all medicines that are managed in school. Information will be shared about the children's medical needs with relevant members of staff.

INDIVIDUAL HEALTH CARE PLANS (Appendix three)

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 parent/carer
- SENDCo or a senior leader
- Teaching assistant
- School staff who have agreed to manage medication or be trained in emergency procedures
- The school health service, the child's GP or other health care professionals
- The school nurse if applicable

Educational Visits

Staff supervising educational visits should be aware of any medical needs, and relevant emergency procedures. Sometimes an additional supervisor might accompany a particular pupil. If staffs are concerned about whether they can provide for a pupil's safety or the safety of other pupils on a visit, they will discuss this with the parent, and/or seek medical advice from the School Health Service or the child's GP. Medication kept in school will be taken on school visits. A copy of health care plans will be taken on visits in the event of information being needed in an emergency.

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.

PROCEDURES TO BE FOLLOWED

1. If medication cannot be given outside of school hours, parents or guardians must contact the school office in writing stating the dose, the method of administration, the time and frequency of administration, other treatment, any special precautions and signed consent.
2. All essential medication should be brought into school by the parent or guardian and NOT the pupil. It should be delivered personally to the school office at a pre-arranged time. Only the smallest practicable amount should be kept in school.
3. All medication taken in school must be kept in clearly labelled pharmacy bottle or packaging, preferably with a child safety top which must give the owner's name, contents and the dosage to be taken.
4. Whilst medication is in school it must be kept in a suitable locked cupboard away from the children, which is situated in the office and is readily accessible to the named persons when required. The exception to this rule is the use of an inhaler.
5. Medication to be taken orally should be supplied with an individual measuring spoon. Eye drops and ear drops should be supplied with a dropper.
6. When medication is given, the name, the dose, the mode of administration, the time of the dose and date of expiry should be checked.
7. Where any change of medication or dosage occurs, clear written instructions from the parent/guardian should be provided. If a pupil brings to school any medication for which consent has not been given, the staff of the school will refuse to keep it. In such circumstances a member of staff should contact parent/guardian as soon as possible.
8. Renewal of medication which has passed its expiry date must be the responsibility of the parent/guardian. However, if the parent/guardian is unwilling to collect expired medication it will be taken to the local pharmacy. The medication must not be disposed of in any other way.
9. In all cases where, following the administration of medication, there are concerns regarding the reaction of the pupil, medical advice should be sought immediately.
10. Written records are kept of any medication which has been given to pupils.

ADMINISTRATION OF MEDICINE

Staff must complete and sign a record each time they give medicine to a child or if a child is self-administering.

No child under 16 should be given medicines (prescribed or non-prescribed) without their parent's written agreement.

Any member of staff giving medicines to a child should check: the child's name, prescribed dose, expiry date and written instructions provided by the prescriber on the label or container.

If in doubt about any procedure, staff should not administer the medicines but check with the parents or a health professional before taking further action. If staff has any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with a health professional attached to the school.

Medicine must only be administered by a member of staff when a second member of staff is present.

If children can take their medicine themselves, staff may only need to supervise. Children may (where appropriate) administer their own medicines bearing in mind medical advice from the prescriber in respect of the individual child.

Health professionals, with parents need to assess the appropriate time children can assume responsibility for the administration of medicines.

FIRST AID

A list of the current first aiders are displayed around the school.

Appendix 1A: model letter inviting parents to contribute to individual healthcare plan

Dear Parent/Guardian

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

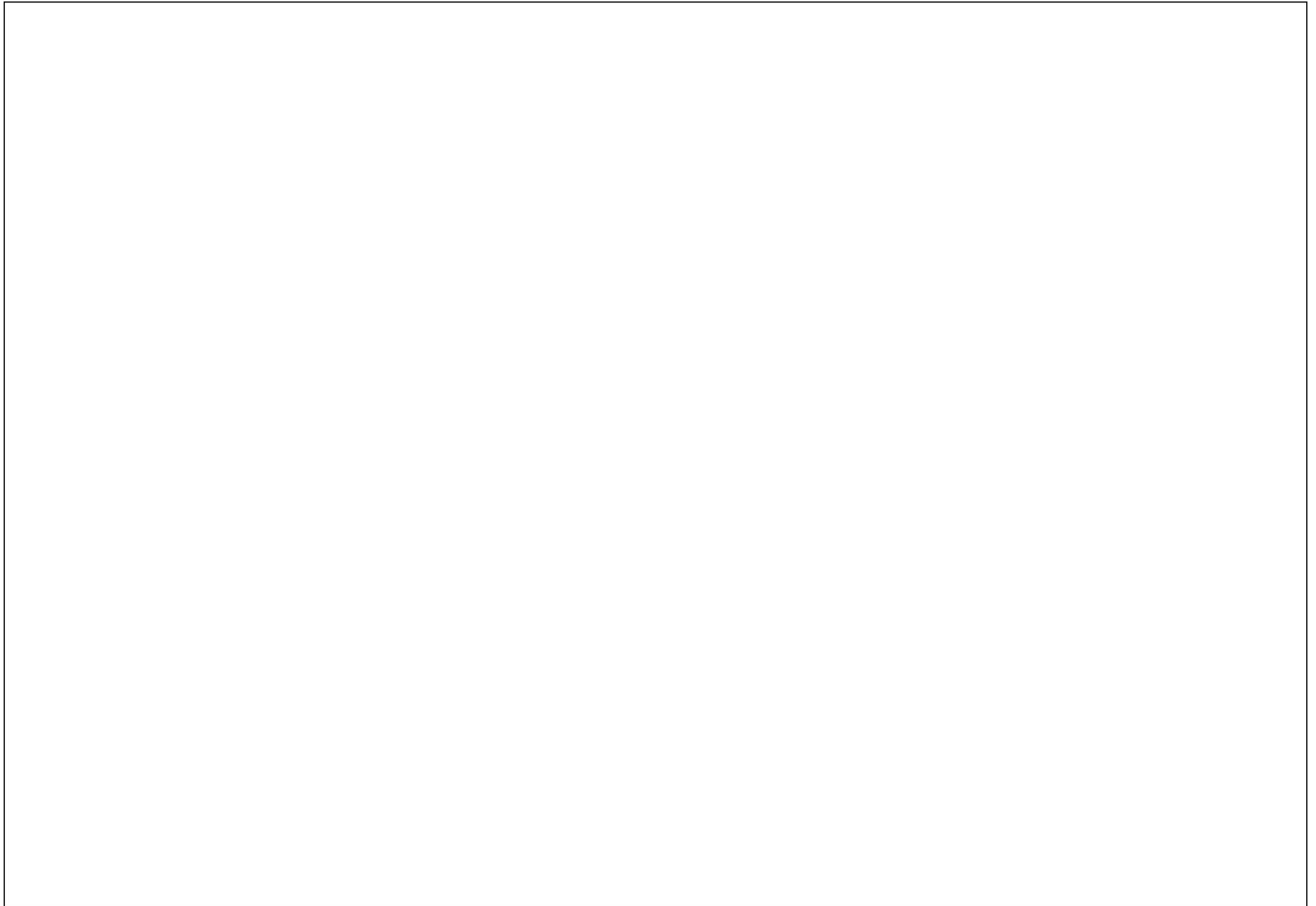
Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

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 between the school, parents, pupils and if required the relevant healthcare professionals 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 on 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 Healthcare Plan has been scheduled for 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 involve the following people..... Please let us know if you would like us to invite any other 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 any other member of staff involved in plan development or pupil support) would be happy to be contacted by email or telephone if this would be helpful.

Yours sincerely



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

Contact Details

Name

--

Daytime telephone no.

--

Relationship to child

--

Address

--

I understand that I must deliver the medicine personally to

[agreed member of staff]

Appendix 2A: record of medicine administered to an individual child

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

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Date

--	--	--

Time given

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Dose given

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Name of member of staff

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Staff initials

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Appendix 2C: 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. School telephone number.
2. School name.
3. School 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.

Appendix 3A: Brent Health Care Plan

Health care plan for

_____.

Date _____.

Pupil information

<p>Surname</p> <p>First name</p>	<p>Gender <i>Male</i> <i>female</i></p> <p>date of birth</p> <p>UPN</p>
<p>School</p> <p>School contact</p>	<p>Who transports the pupil to & from school? <i>LBB</i> <i>parent/carer</i> <i>other</i> <small>(please specify)</small></p>
<p>Parent / carer</p> <p>Address</p> <p>Contact numbers</p>	<p>Key health professionals supporting this pupil</p> <p>name tel. no.</p>
<p>Medical condition</p>	

Description of the medical condition for this pupil:
Every child, regardless of their medical condition has a right to their health details being kept confidential. In most instances these details will be known to the head teacher / manager and will only be shared on a need to know basis, e.g. when disclosure would enhance the child's ability to access the curriculum or if there are issues of safety to be considered including the use of transport. Staff working directly with a pupil are deemed to have a need to know.

Health care plan review date:

Emergency plan

Signs / symptoms	Actions to be taken

Emergency transport plan

Signs / symptoms	Actions to be taken



