

Sabden Primary School



Supporting Pupils with Medical Needs Policy

Equality Statement

At Sabden Primary School, equality is a key principle for treating all people fairly and creating a society in which everyone has the opportunity to fulfil their potential - irrespective of their gender, ethnicity, disability, religion or belief, sexual orientation, age or any other recognised area of discrimination.

Aims

- To ensure pupils at school with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.

Procedure

The SENCO is responsible for ensuring that whenever the school is notified that a pupil has a medical condition:

- sufficient staff are suitably trained
- all relevant staff are made aware of a child's condition
- cover arrangements in case of staff absence/turnover is always available
- supply teachers are briefed
- risk assessments for visits and activities out of the normal timetable are carried out
- individual medical care plans are monitored (at least annually)
- transitional arrangements between schools are carried out
- if a child's needs change, the above measures are adjusted accordingly

Asthma Inhalers

From 1st October 2014, the Human Medicines Regulations 2014 will allow schools to keep a salbutamol inhaler for use in emergencies. A spare inhaler is kept at Sabden Primary School.

Asthma Inhalers are checked at the end of every term, and at the beginning of each new school year. All children who have an inhaler must have filled out a parental consent form from the office.

PARENTS SHOULD BE INFORMED THAT DAY IF THEIR CHILD HAS REQUIRED USE OF THEIR INHALER.

Where children are joining Sabden Primary at the start of a new academic year, these arrangements should be in place for the start of term. Where a child joins mid-term or a new diagnosis is given, arrangements should be in place as soon as possible, ideally within two weeks.

Any pupil with a medical condition requiring medication or support in school should have an individual healthcare plan which details the support that child needs and procedures to take in an emergency **situation. Records will be kept of all medicines** administered in school.

Individual Medical Care Plans (IMPs) & Emergency Medical Plans

The main purpose of an **Individual Medical Care Plan (IMP)** for a pupil with medical needs is to identify what intervention and support is required in school. It clarifies for staff, parents and the pupil anything that the school can expect to provide and receive. In this way, the needs of each pupil can be addressed individually.

Some children may also require a **Medical Emergency Plan**. These plans are for children who may be at risk of serious reactions to asthma, food allergies or something else.

The following information should be considered when writing an individual medical care plan/emergency care 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 in an emergency, who to contact and contingency arrangements
(*Emergency Care Plan*)

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

- must make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented
- must ensure sufficient staff receive suitable training and are competent to support children with medical conditions
- must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk
- must ensure that children with medical conditions are supported to enable the fullest participation possible in all aspects of school life

The SENCO

- Should ensure that their school's policy is developed and effectively implemented with partners
- 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 IMPs, including in emergency and contingency situations, and they are appropriately insured
- is responsible for the development of IMPs
- make sure that staff are appropriately insured and are aware that they are insured to support pupils in this way
- 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
- SENCO will inform kitchen staff of children with food allergies

School Nurses

- school should contact the school nurse if they require assistance in producing an individual medical care plan
- may support staff on implementing a child's IMP and provide advice and liaison
- provide advice and liaison
- can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs

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 medical care plans
- specialist local teams may be able to provide support for particular conditions (eg. Asthma, diabetes)

Pupils

- will often be best placed to provide information about how their condition affects them
- should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IMP
- with permission of parents, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures.
- will be sensitive to the needs of those with a medical condition

Parents:

- must provide the school with sufficient and up-to-date information about their child's medical needs
- are the key partners and should be involved in the development and review of their child's IMP
- should carry out any action they have agreed to as part of the IMP implementation

Staff Training and Support

Staff will be given the necessary training to support pupils with medical conditions. If a member of staff has a change of role, training will be organised before they start to support a child with medical needs. A transition period will also take place where new staff work alongside current staff to observe good practice. Staff must feel confident in their ability to support pupils with medical conditions, although they cannot be required to do so. Staff must not give prescription medicines or undertake health care procedures without appropriate training.

Moving and handling courses will be provided by LCC and other courses by the relevant agencies e.g. Cough assist by physiotherapist. The member of staff responsible for staff training is the

Headteacher/SENCO.

Managing Medicines on School Premises

It is the responsibility of the parent/carer to ensure the school is aware of any significant medical needs of their child prior to admission.

No child under 16 should be given prescription or non-prescription medicines without their parent's written consent.

Parents/carers will need to sign a consent form available from the school stating clearly the type of medication, dosage and times. This should be kept in the medical file. Parents/carers need to know they have a responsibility to notify the school immediately of any change to their child's medication, dosage or timing. If new medication is brought into school with different dosage or times a new consent form will need to be completed by the parent/carer.

Prescribed medicines must be in-date, in the original container, labelled and include instructions for dosage and storage. The exception is insulin which may be in a pen or a pump.

Non-prescribed medicines can only be administered for pain relief with written permission from the parent stating the time and dosage.

For the administration of all medicines, the parent/carer must complete the administration of medicine form available from the school office. This consent form must be stored in the medical file.

Storage of Medicine

All medication should be stored safely, in a secure place. This storage place should not be accessible to pupils (except for inhalers) and should preferably be in an area supervised by staff. The key for the medicine cupboard in Foundation Stage is kept on a hook above the cupboard out of a child's reach.

Care should be taken to store medication at the correct temperature. Some medication will need to be refrigerated, this can be kept in the refrigerator in the TA room, however, it must be in an airtight container and clearly labelled.

Medicine should be given to children away from the storage area, so they cannot access it without the help of an adult. However, some pupils will need immediate access to their own medication for conditions such as asthma and we allow pupils to carry their own inhalers dependent on their age and maturity.

When no longer required or out of date, medicines should be returned to parents for safe disposal.

Administering medicines

No child at school should be given medicines without the parent's written consent. Any member of staff giving medicines to a child must check:

- The child's name
- Prescribed dose
- Expiry date
- Written instructions provided by the prescriber on label or container
- If in doubt staff should not administer the medicine and should check with parents/ carers or a health professional before taking further action.
- Staff should complete and sign a written record each time they give medicine to a child. Parents/carers will indicate on the Parental Agreement Form if their child is to self-administer the medicine.
- If a child refuses to take medicine, staff should not force them to do so but should note this in records. Parents should be informed on the same day.

Record Keeping

Any medicine administered in school must not exceed the stated dosage, be administered in the presence of 2 adults and be recorded stating what, how much, when and by whom. Parents must be informed at the end of the school day when medicine has been administered. Records offer protection to staff and children and provide evidence that procedures have been followed.

EMERGENCY PROCEDURES

All staff should know how to call an ambulance in the event of a medical emergency arising, and be aware of who is responsible for carrying out the appropriate emergency procedures. If an ambulance is required, it should be summoned immediately, preferably while someone else administers any first aid procedures that may be required. To assist the ambulance service and avoid delay, the caller must give as much information as possible.

If emergency medication is given to a pupil, to treat, for example, a severe allergic reaction (anaphylaxis), or a seizure, an ambulance may still need to be called. This should be specified in the pupil's Individual Emergency Care Plan.

A designated 'First Aider', or anyone who has received appropriate training should carry out emergency First Aid procedures.

If a medical emergency arises, parents/carers should be informed as soon as possible.

A pupil taken to hospital by ambulance should be accompanied by a member of staff who should remain until the pupil's parent(s) arrives. Generally, staff should not take pupils to hospital in their own car. However, in an emergency, it may be the best course of action. The member of staff should be accompanied by another adult and have public liability vehicle insurance.

School Trips/Educational Visits

Staff supervising excursions should always be aware of any medical needs and relevant emergency procedures and should be appropriately trained. Risk assessments must refer to pupils with medical needs and the relevant support required. See the LEA Policy on Educational Visits.

The school will actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities.

Unacceptable practice

The following practice is considered not acceptable:

- preventing children from easily accessing their medication and administering it when and where necessary
- assuming children with the same condition require the same treatment
- ignoring the views of the child, their parents; ignoring medical advice or opinion
- sending children with medical conditions home frequently or prevent them from staying for normal school activities (unless specified in IHP)
- penalising children for their attendance record if their absences are related to their medical condition that is recognised under this policy
- preventing children from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively
- to require parents to attend school to administer medication or provide medical support to their child, including toileting issues (no parent should have to give up working because the school is failing to support their child's medical needs)
- preventing children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips (such as requiring parents to accompany the child)

Liability

If staff, follow the school's documented procedures they will normally be covered by their employer's liability insurance in the event of a parent/carer making a claim. Governors must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk.

Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

This policy should be read in conjunction with:

- First Aid Policy
- SEN Policy (where applicable)

This policy is written in regard to Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions.

Document Control

Date Last Reviewed: March 2025

Date of Next Review: March 2026

Review Period: Annually