



St Anne's C of E Primary School

SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS

Aims and values of school

'Let all that you do be done in love' - 1 Corinthians 16:14

St Anne's C of E Primary School fully recognises the responsibility it has with regard to supporting children with medical conditions at school. This policy outlines how we meet the requirements of the statutory guidance 'Supporting pupils at schools with medical conditions' (DfE, first issued September 2014).

The guidance states:

"Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education".

We will ensure that all children at St Anne's with medical conditions, are able to play a wholly active role in school life, and to achieve their full potential. While focusing on children's individual needs, parents and pupils will be confident that St Anne's will provide effective support in the knowledge that their child's health will not deteriorate whilst at school.

We are committed to working alongside the families and specialists concerned to achieve this, whilst meeting the statutory requirements of section 100 of the children and families act 2014, and also fulfilling our duty as a governing body to make appropriate arrangements for children who require medical support in school.

Roles and Responsibilities

Governors are responsible for:

- Monitoring arrangements put in place to fully support children with a medical condition
- Defining and reviewing an effective policy with clearly defined roles and procedures; with which the head teacher and staff are up to date
- Ensuring there is no discrimination within the policy
- Ensuring that all staff training is relevant and up to date through staff meetings throughout the year.
- Monitor written records regarding the administration of medicines at termly safeguarding meetings
- Ensuring emergency procedures are in place
- Ensuring that insurance covers appropriate levels of risk
- Implement St Anne's complaints procedure, in the case of complaints regarding support on healthcare
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The Head teacher is responsible for:

- Ensuring this policy is effectively implemented
- Ensuring all staff are aware of this policy and procedure, and have a clear understanding of their role
- Ensuring all staff know which children in school are supported under this policy

- Ensuring appropriate training is up to date
- Ensuring that all healthcare plans are up to date and reviewed annually
- Ensuring confidentiality and data protection
- Assigning appropriate accommodation for medical care

Staff are responsible for:

- Understanding and implementing this policy
- Providing full support to children with medical conditions
- Attending necessary training
- Informing the head teacher of any previously unidentified children, who are in need of medical support
- Undertaking appropriate risk assessments for trips and visits
- Knowing where medicines are stored and ensuring they have access to them
- Correctly recording the administration of medicines in accordance with school policy.

The Local Authority is responsible for:

- Promoting good communication between all concerned in the children's well being
- Providing support, advice and guidance; enabling Healthcare plans to be delivered effectively
- Enabling children with medical conditions to attend school full time; otherwise making suitable alternative arrangements once it is clear that a child will be away from school for 15 days or more due to health needs

Parents and Carers are responsible for:

- Notifying the school at the earliest possible opportunity of any medical conditions
- Keeping the school up to date on their child's medical needs
- Involvement in the writing and reviews of healthcare plans, and then carrying out actions pertaining to them
- Providing up to date medicines and equipment
- Remaining contactable at all times in case of emergency
- Completing a consent form, enabling administration of medicines in accordance with school policy

Children are responsible for:

- Where appropriate, contributing to their healthcare plan
- Providing information on how their medical condition affects them
- Informing an adult if they feel unwell
- Key Stage 2 children requesting use of their inhaler if necessary (monitoring and record keeping still maintained by member of staff). KS1 and EYFS children are monitored by staff and have access to inhalers when necessary.

Managing Medicines

Medicines should 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 should be given prescription or non-prescription medicines without their parent's written consent – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort should be made to encourage

the child or young person to involve their parents while respecting their right to confidentiality.

Schools should set out the circumstances in which non-prescription medicines may be administered

- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, eg for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours
- Schools should only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container
- All medicines should be stored safely. Members of staff should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and pens should be always readily available to children and not locked away. This is particularly important to consider when outside of school premises, eg on school trips
- We keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held in school
- School staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions. Schools should keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted
- When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps

Process for developing Individual Healthcare Plans

- Parent or Healthcare professionals informs school that child has been newly diagnosed, is due to attend new school, or is due to return to school after a long period of absence, or that needs have changed
- Head teacher or senior member of school staff co-ordinates meetings to discuss medical support needs and identifies member of school staff who will provide support to pupil
- Meeting to discuss and agree on need for IHCP to include key school staff, child, parent, relevant healthcare professional and other medical health clinician as appropriate (or to consider written evidence provided by them)
- Work in partnership with healthcare professional. Agree who leads on writing it
- Identify school staff training required
- Healthcare professional delivers or commissions training and staff signed off as competent. Review date then agreed
- IHCP implemented and circulated to relevant staff
- IHCP reviewed annually or when condition changes. Healthcare professional or parent to initiate start of this process
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Unacceptable Practice

Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Assume that every child with the same condition requires the same treatment;
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- If the child becomes ill, send them to the school office or unaccompanied or with someone unsuitable;
- Penalise children for their attendance record if their absences are related to their medical condition, eg hospital appointments;
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

Policy approved January 2022.

To be reviewed January 2024