

# **WOODLANDS PRIMARY SCHOOL**



## **SUPPORTING PUPILS WITH A MEDICAL CONDITION POLICY**

**Updated: January 2020**  
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#### **AIMS**

- Woodlands Primary School is an inclusive community that aims to support and welcome students with medical conditions.
- Woodlands Primary School aims to provide all students with all medical conditions the same opportunities as others at school.

#### **POLICY STATEMENTS**

- Woodlands Primary School recognises Section 100 of the Children and Families Act 2014 places a duty on the Governing Body to make arrangements for supporting students at their school with medical conditions.
- Woodlands Primary School's 'Supporting Students with Medical Conditions' Policy has been drawn up in consultation with a wide range of key stakeholders both within the school and health settings.
- All staff understand that many of the medical conditions affecting our students will affect quality of life and may be life threatening, particularly if poorly managed or misunderstood.
- This policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.
- All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school.
- All staff understand and are trained in the school's general emergency procedures.
- Woodlands Primary School has clear guidance on the administration and storage of medication.
- Woodlands Primary School has clear guidance about record keeping.
- All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact medical conditions can have on students.
- Woodlands Primary School ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as educational, social and sporting activities.
- All staff show an understanding of how medical conditions impact on a student's ability to learn and seek to enhance their confidence and promote self-care.

- Woodlands Primary School understands the importance of all students taking part in sports, games and activities. Teachers and coaches will make appropriate adjustments to make physical activity accessible to all.
- The school is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks.

## **RESPONSIBILITIES**

Collaborative working arrangements are in place to enable the stakeholders below to work in partnership to ensure that students' needs are met effectively.

### **GOVERNING BODY MUST:**

- Ensure arrangements are made to support students with medical conditions in school; including making sure that this policy is fully implemented.

### **HEADTEACHER MUST:**

- Ensure that school's policy is developed and implemented with all stakeholders.
- Ensure that all staff are aware of the policy and understand their role in its implementation.
- Ensure that all appropriate staff are aware of a pupil's condition.
- Ensure that appropriate staff are trained to implement the policy and deliver against Individual Healthcare Plans and risk assessments, including in emergency situations.
- Ensure that school staff are appropriately insured to support pupils.
- Devolve responsibility for implementation of the policy to the DHT in charge of Safeguarding.
- Ensure that all educational visits are appropriately risk assessed and that the medical needs of students participating have been identified and provision is in place.

### **SLT MUST:**

- Take responsibility for ensuring individual healthcare plans are devised in partnership with the school's SENCO, parents and, where appropriate, pupils.
- Consult the pupil, parents and the pupil's healthcare professional to ensure the effect of the student's medical condition on their schoolwork is properly considered.

### **SCHOOL STAFF MUST:**

- Be prepared to be asked to support students with medical conditions, including administering medicines.
- Engage with training to achieve the necessary level of competency before taking responsibility to support pupils with medical conditions.
- Know what to do and respond accordingly when aware that a student with a medical condition needs help.
- Be aware of the potential for students with medical conditions to have special educational needs (SEN). Students with medical conditions who are finding it difficult to keep up with their studies to be referred to the SENDCo.

### **YEAR GROUP COLLEAGUES:**

- Brief supply teachers on a student's medical needs.

### **SCHOOL FIRST AIDER/CLASS TEACHER MUST:**

- Ensure medicines are kept securely with clear access.
- Log medical emergencies.
- Log medicines administered.
- Inform SLT, pupils, parents and, where appropriate, the School Nurse, of any relevant information leading to the development of Individual Healthcare Plans and reviewing of plans as required.

### **OTHER HEALTHCARE PROFESSIONALS, INCLUDING GENERAL PRACTITIONERS AND PAEDIATRICIANS MUST:**

- Notify School Nurse when a child has been identified as having a medical condition that will require school support.
- Provide advice on developing Individual Healthcare Plans and support schools with particular conditions.

### **PARENTS MUST:**

- Notify school on enrolment and provide sufficient and up to date information about their child's medical needs.
- Engage in the development and review of their child's Individual Healthcare Plan.

- Carry out actions agreed in Individual Healthcare Plan, such as provide medicines and ensure they, or another nominated adult, are contactable at all times.

#### **PUPILS MUST:**

- Be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their Individual Healthcare Plan (age appropriate only)
- Endeavour to develop independence in managing their own medical needs where appropriate

### **PROCEDURES AND PROCESSES**

#### **STAFF TRAINING AND SUPPORT**

- All staff are aware of the most common serious medical conditions and what to do in an emergency. They are provided with training to support a student with medical needs:
  - During induction to the school
  - Through access to Individual Healthcare Plans
  - Via annual refresher updates from healthcare professionals
- Additionally, the school First Aiders are appropriately trained and can provide advice and guidance to staff, parents and students.
- In an emergency situation, school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- If a pupil needs to be taken to hospital, a member of staff will always accompany him/her and will stay with him/her until a parent or carer arrives. (As far as possible, the accompanying member of staff will be well known to the pupil). Staff should not personally drive children to seek medical help. A copy of the student's Individual Healthcare Plan will be sent to the emergency care setting with the pupil.
- Training on certain medical conditions occurs when required for relevant staff. CPD/training logs are kept by school.

#### **THE ROLE OF THE PUPIL IN MANAGING HIS/HER MEDICAL NEEDS**

- Where appropriate, the school actively seeks that pupils take responsibility for managing/administering their own medicines (mainly inhalers for KS2 children). Inhalers are kept in the classroom and are readily available for children to use when they need to. Children should, however, always be supervised when taking other medication.

- Where this is not possible, the First Aider will help administer medicines and manage procedures, and aid the pupil to develop greater independence.
- Whilst on school visits / trips, the protocol in the Individual Healthcare Plan will be adhered to.

## **MANAGING MEDICINES ON SCHOOL PREMISES**

### **ADMINISTRATION OF EMERGENCY MEDICATION**

- All use of medication defined as a controlled drug, even if the pupil can administer the medication him/herself, is done under the supervision of staff
- There is no legal duty for any member of staff to administer medication unless they have been specifically contracted to do so, though many are happy to take on the role. Staff may administer prescribed medication to pupils under the age of 16 with the written consent of the pupil's parent
- Generally school will not administer creams, drops, suncreams, unless in extreme circumstances or agreed by SLT or stated on a child's care plan.
- School will not administer any medication that is not prescribed, or does not have the child's name clearly marked on a prescription label
- Training is given to all staff members who agree to administer medication to students, where specific training is needed. When suitably risk assessed, the school insurance provides full indemnity. Ideally, these members of staff should have a first aid qualification.
- All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation.
- If a child's medication changes or is discontinued, or the dose or administration method changes, parents should notify the school immediately.
- If a pupil at this school refuses their medication, staff will record this and follow procedures. Parents are informed as soon as possible.
- Off-site visits are fully risk assessed and staff are made aware of any students with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- If a pupil misuses medication, either their own or another pupil's, their parents are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.

## **STORAGE OF MEDICATION**

### **EMERGENCY MEDICATION**

- Pupils at this school have easy access to their medication, in the case of Asthma Inhalers, the teacher`s cupboard, or they carry their own. Other prescribed medication is kept in the school office or staffroom fridge (KS2) or teachers stock cupboard out of reach of children (KS1). Back-up and emergency medication is available in School Office.

### **NON-EMERGENCY MEDICATION**

- All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.
- Staff ensure that medication is only accessible to those for whom it is prescribed.

### **GENERAL**

- The First Aider ensures the correct storage of medication at school.
- All controlled drugs are kept in a secure cupboard, out of children`s reach, paying particular note to temperature, and only named staff have access.
- Once a year the first aider checks and logs the expiry dates for all medication stored at school.
- All emergency and non-emergency medication brought in to school must be clearly labelled wherever possible, in its original containers, with the pupil`s name on a dispensing label, the name and dose of the medication and the frequency of dose, expiry date and the prescriber`s instructions. This includes all medication that pupils carry themselves.
- All refrigerated medication is stored in an airtight container and is clearly labelled
- All medication is sent home with students at the end of the school year. Medication is not stored during the summer holidays.
- It is the parents` responsibility to ensure new and in date medication comes into school on the first day of the new academic year.
- An accurate record of each occasion an individual student is given or supervised taking medication is kept. Details of the supervising staff member (x 2), student, dose, date and time are recorded.

## **SAFE DISPOSAL**

- School will dispose of out of date medication once parents have been informed
- Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
- If a sharps box is required for an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy, to school or to the student's parent.

## **RECORD KEEPING**

### **ENROLMENT**

- Parents are asked if their child has any health conditions/issues on the enrolment form.

### **INDIVIDUAL HEALTH CARE PLANS**

- The Individual Healthcare Plan records important details about individual student's medical needs at school, their triggers, signs, symptoms, medication and other treatment.
- An Individual Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of students with a long-term medical condition. This is sent:
  - At the start of the school year
  - At admission (if this is not the start of the school year)
  - When a diagnosis is first communicated to the school
- Parents, healthcare professionals and students with a medical condition are asked to fill out the student's Individual Healthcare Plan together. Parents then return the completed forms to the school.
- This school ensures that a relevant member of school staff is also present, if required, to help draw up an Individual Healthcare Plan for pupils with complex healthcare or educational needs. A copy is sent to parents.



## **SCHOOL HEALTHCARE PLAN REGISTER**

- Individual Healthcare Plans are used to create a centralised register of students with medical needs and are kept in a secure central location at school (and also attached as a linked document in SIMS).
- Parents are regularly reminded to update their child's Individual Healthcare Plan if their child has a medical emergency, if there have been changes to their symptoms (getting better or worse), or when their medication and treatments change.
- Every pupil with an Individual Healthcare Plan at this school has their plan discussed and reviewed at least once a year.
- All staff have access to the Individual Healthcare Plans of students in their care.
- All staff are responsible for the protection of student confidentiality.

## **EDUCATIONAL VISITS/EDUCATION OFF-SITE**

- Risk assessments are carried out by the school prior to any out-of-school visit and medical conditions are considered during this process. Factors considered include: how all students will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.
- Before any visit/residential visit, parents are requested to provide up-to-date information about the pupil's current medical condition and how it is to be managed whilst away.
- Staff on educational visits and out-of-school hours activities are fully briefed on students' individual medical needs. They will have access to the Individual Healthcare Plan and any necessary medication/medical equipment for the duration of the visit.
- For all residential visits, a member of staff is appointed as the designated first aid and the appropriate first aid equipment will be taken on the trip.

## **COMPLAINTS**

- Should parents/students/stakeholders be dissatisfied with the support provided, they should discuss their concerns directly with school. If, for whatever reason, this does not resolve the issue, they may make a formal complaint via the school's complaints procedure (see Complaints Policy).

## **GLOSSARY OF TERMS**

**Controlled Drug:** Some prescription medicines are controlled under the Misuse of Drugs legislation. These medicines are called controlled medicines or controlled drugs; for example, morphine. Stricter legal controls apply to controlled drugs to prevent them being misused, obtained illegally or causing harm.

## **APPENDICES**

- Asthma Policy
- Epilepsy Policy for Schools
- Diabetes Policy