

# **Stoneferry Primary School**

**Policy for Supporting Pupils at School with Medical  
Conditions  
(Including Medicines Policy)**



# **Policy for Supporting Pupils at School with Medical Conditions (Including Medicines Policy)**

## **Definition**

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

- (a) Short-term - affecting their participation in school activities when they are on a course of medication.
- (b) Long-term - potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

## **Rationale**

The Children and Families Act 2014 places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions. This policy takes account of Section 100 of the Children and Families Act 2014 "Supporting Children at School with Medical Conditions" as well as the Equalities Act 2010 in setting out principles and procedures such as "reasonable adjustment" that are in line with legal requirements. Some pupils may have special educational needs (SEN) and may have a statement or Education, Health and Care (EHC) plan, for these children this guidance should be read alongside the Special educational needs and disability (SEND) code of practice.

Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.

Stoneferry Primary accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- receive appropriate training;
- work to clear guidelines;
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs;
- have concerns about legal liability;
- choose whether or not they are prepared to be involved.

## **1. Policy Statement**

Stoneferry Primary is an inclusive community that welcomes and supports pupils with medical conditions. The governing body ensures that arrangements are in place to support pupils at this school with medical conditions. It provides children with medical conditions the same opportunities and access to activities (both in school and out of school) as other pupils.

We will help to ensure that pupils with medical conditions can:

- Be healthy
- Stay safe
- Enjoy

- Achieve
- Make a positive contribution
- Achieve economic well-being once they leave school

This medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation.

Stoneferry Primary makes sure all staff understand their duty of care to children and young people and are confident in knowing what to do in the event of an emergency.

The school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. The school understands the importance of medication and care being taken as directed by health care professionals and parents. Staff receive training on the impact medical conditions can have on pupils and understand the common medical conditions that affect pupils at this school. Relevant staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school. Supply staff are informed of pupils in their class who have medical needs.

The named member of school staff responsible for this medical conditions policy and its implementation is: Mr J Raw, Head of School

## **2. Policy framework**

The policy framework describes the essential criteria for how the school can meet the needs of children and young people with long-term conditions.

- Stoneferry Primary is welcoming and supportive of pupils with medical conditions. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
- This school aims to liaise with parents/carers of pupils with medical conditions to ensure they feel secure in the care their children receive at this school.
- Pupils and parents/carers will feel confident in the care they receive from this school and feel that the level of care meets their needs
- Staff understand the medical conditions of pupils at this school and that they may be serious and adversely affect the child's quality of life and impact on their ability to learn
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency
- The whole school and local health community understand and support the medical conditions policy
- This school understands that all children with the same medical condition may not have the same needs
- Staff recognise that the prime responsibility for a child's health lies with the parent/carer.
- Teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to school staff leading activities taking place off the school site. This could extend to a need to administer medicine.

**3. Stoneferry Primary's medical conditions policy is drawn up with a wide range of local key stakeholders within both the school and health settings**

- Stakeholders includes pupils, parents/carers, school nurse team professionals, school staff and governors.

**4. The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation**

- Pupils, parents, relevant local healthcare staff and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels, including the school's website, school newsletters. at meetings and reviews.

**4. All staff understand and are trained in what to do in and emergency for children with medical conditions in this school**

- Stoneferry Primary ensures all staff understand their duty of care to pupils in the event of an emergency, we aim to ensure all staff feel confident in knowing what to do in an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent/carer. This may include administering medication.
- Key staff are identified to ensure the full care of pupils with medical needs in school.
- All staff receive training in what to do in and emergency and this is refreshed at least once a year.
- Some pupil's with a medical condition at this school have an individual health care plan (IHP) which explains what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP with emergency care settings Not all pupil's require an IHP, the decision not to have an IHP will be taken in consultation with healthcare professionals and parent/carers.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. Staff will not normally take pupils to hospital in their own car.

**6. Stoneferry Primary has clear guidance on providing care and support and administering medication at school**

- This school understands the importance of medication being taken as prescribed and care received as detailed in the pupil's IHP.
- If a parent/carer wishes the school to administer medication they must sign a consent form, medication will not be given without consent.
- Medicines should only be brought into school when essential; that is, where it would be detrimental to a pupil's health if the medicine were not administered during the school day. Only prescribed medication from a doctor, dentist, nurse prescriber or pharmacist prescriber will be administered. Medicines should be provided in the original container as dispensed by the pharmacist and include the

prescriber's instructions for administration and dosage. Any medications not presented properly will not be accepted by school staff. Pupils should not bring in their own medicine, this should be brought into school by the parent/carer. The school will only administer antibiotics if the dosage is required 4 times a day. Parent/carers can come into school at lunchtime to administer medicines if they have not been prescribed

- This school will make sure that there are several members of staff who have been trained to administer medication and meet the care needs of an individual child. The school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and any other contingencies. Stoneferry Primary's governing body has made sure that there is appropriate level of insurance and liability cover in place
- This school will make sure a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays. All staff attending off-site visits are aware of any pupil 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 their medication, or anyone else's, their parent/carer is informed as soon as possible and the school's disciplinary procedures are followed.
- Pupils are encouraged to manage their own health needs, this is after discussion with the pupil, parent/carer and health professional if relevant.
- Medication will be stored securely, pupils will know how and where to access their medication.
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.
- Many members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed medication to pupils but only with the consent of the pupil's parent/carer - which should be documented.
- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The governing body provides full indemnity.
- 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/carer in an emergency situation. This may include taking action such as administering medication.
- Parents/carers at Stoneferry Primary understand that if their child's medication changes or is discontinued, or the dose or administration method changes, they should notify the school immediately.

## **7. Stoneferry Primary has clear guidance on the storage of medication and equipment at school**

- This school makes sure all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and off site activities and is not locked

away. This school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.

- This school will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately.
- This school will keep controlled drugs stored securely, but accessible, with only named staff having access. Staff at this school can administer a controlled drug to a pupil once they have had specialist training and the Headteacher's permission.
- This school will store medication that is in date and labelled in its original container, where possible, in accordance with its instructions. The exception to this is insulin, which must still be in date, this will generally be supplied in an insulin injector pen or a pump.
- Parents/carers are asked to collect all medications/ equipment at the end of the school term and to provide new and in date medication at the start of each term. Parents/carers should ensure their child's name is clearly displayed.
- Sharps boxes are kept securely at school and will accompany the child on off site visits. Parents/carers will be responsible for the delivery and removal of sharps boxes.

## **8. Stoneferry Primary has clear guidance about record keeping**

- Parents/carers at Stoneferry Primary are asked if their child has any health conditions or health issues on the enrolment form. Parents/carers of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.
- This school uses an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil where appropriate, the parent/carer, school staff, specialist nurse where appropriate and relevant healthcare services

Health Care Plans will include:

- The medical condition, its triggers, signs symptoms and treatments;
  - The pupils needs including medication and who will administer
  - Specific support for educational, social and emotional needs,
  - The level of support needed
  - Who will provide support
  - Arrangements for school trips and out of hours clubs
  - Confidentiality
  - Emergency details including contact details
- This school has a centralised register of IHPs and an identified member of staff has responsibility for this register, this is stored in a secure location.
  - If the child has an EHC the IHP is linked in to this.

- IHPs are regularly reviewed at least every year or when the pupil's needs change. School staff are made aware of and have access to the IHP for the pupils in their care
- Whenever possible this school seeks permission from parents/carers before sharing any medical information with any other party, all staff are aware of the need to protect pupil's confidentiality.
- This school meets with the pupil where appropriate, parent/carer, specialist nurse where appropriate and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements set out in the pupil's IHP. This is recorded in the pupil's IHP which accompanies them on the visit.
- This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff. If a pupil refuses to have medication administered, this is also recorded and parents/carers are informed as soon as possible.
- This school makes sure all staff providing support to a pupil have received suitable training and ongoing support to make sure that they have the confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse or other suitably qualified healthcare professional and/or the parent/carer. The school will keep an up to date record of all training undertaken and by whom

**9. Stoneferry Primary ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment as well as social, sporting and educational activities**

- Stoneferry Primary is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out of school activities
- This school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities and residential visits
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use the knowledge, alongside the school's anti bullying policy to help prevent and deal with any problems. We use opportunities such as PHSE and science lessons to raise awareness of medical conditions to help promote a positive environment
- This school understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out of school clubs and team sports
  - This school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity and the potential triggers for a pupil's medical condition when exercising and how to minimise these.

- This school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences or symptoms such as limited concentration and frequent tiredness may be due to a pupil's medical condition.
- This school makes sure that a risk assessment is carried out before any out of school visit. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required

**10. Stoneferry Primary is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks.**

- Stoneferry Primary is committed to identifying and reducing triggers both at school and on out of school visits.
- School staff have been given training and written information on medical conditions which include avoiding/reducing exposure to common triggers.
- The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out of school activities.
- This school reviews medical emergencies and incidents to see how they could have been avoided and changes made to the school policy according to these reviews

**11. Each member of the school and health community knows the rules and responsibilities in maintaining and implementing an effective medical conditions policy**

Stoneferry Primary works in partnership with all relevant parties including the pupil where appropriate, parent/carer, school governing body, all school staff and health care professional to ensure that the policy is planned, implemented and maintained successfully.

Stoneferry Primary's governing body have identified unacceptable practice, this includes:

- Sending pupils with medical conditions home frequently or preventing them from staying for normal school activities including lunch unless this is included in their IHP;
- Sending pupils unaccompanied to the school office if they are ill;
- Penalising children their attendance record if their absence is related to their medical condition including attending appointments;
- Preventing pupils from eating or taking toilet breaks whenever they need to in order to manage their medical condition;
- Require parents, or make them feel obliged to attend school to administer medication or provide medical support, including with toileting issues;
- Prevent pupils from participating or create barriers to pupils participating in any aspect of school life, including trips, e.g. by requiring parents to accompany a pupil;



- Ignore the views of the pupil or parent or ignore medical evidence or opinion (although this may be challenged).

## **12. Complaints**

Parents/carers who are dissatisfied with the support provided should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they make a formal complaint via the school's complaints procedure.

**The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.**

This policy should be read in conjunction with the Statutory Framework for the Early Years Foundation Stage together with other school policies including:

- SEN policy
- Health & Safety Policy
- Equal Opportunities Policy
- Accessibility Plan
- Safeguarding Policy

**Date: June 2019**

**Next review June 2020**