



Christchurch Infant School

POLICY FOR SUPPORTING CHILDREN WITH MEDICAL CONDITIONS AND MANAGING MEDICINES

Agreed by the Governing Body	March 2022
Next review:	March 2025

CHRISTCHURCH INFANT SCHOOL

*The school is committed to safeguarding and promoting the welfare of children.
When reading this policy reference should be made to the Child protection Policy.*

POLICY FOR SUPPORTING CHILDREN WITH MEDICAL CONDITIONS AND MANAGING MEDICINES

This policy has been structured based upon the most recent government advice “Supporting pupils at school with medical conditions” (DfE-April 2014), the “Guidance and Code of Practice - First Aid at Work” provided by Dorset County Council, guidance from local Health Services, professional teaching associations, Dorset County Council Health and Safety Team.

Christchurch Infant School adheres to the duty as stated in the Children and Families Act 2014 that pupils with medical conditions will have the same right of admission to our school as other pupils and will not be refused admission or excluded from school on medical grounds. Appropriate levels of assessments will be undertaken to establish and determine what support pupils with medical conditions require. This will be done in partnership with parents and health professionals.

The prime responsibility for a pupils health rests with parents. It is anticipated that parents / carers will ensure that appropriate information is provided for the school that enables proficient management and a good understanding of their child’s medical condition; this includes working in partnership in the management of any medicines administered at school.

Christchurch Infant School takes advice and guidance from a range of sources, including the School Nurse, Paediatric Consultants, and other Health professionals in addition to the information provided by parents in the first instance. This enables us to manage support effectively and to minimise any disruption to learning.

Key Personnel

The designated person with overall responsibility to implement this policy is:
Mr D Baxter - Headteacher

This person will also ensure that staff are appropriately aware of the medical condition of children with whom they work and that any confidential information pertinent to the medical condition is entrusted to individual staff.

The person responsible for developing Individual Healthcare Plans is:

Mrs D Darch – Inclusion Leader

The Governor with specific responsibility to oversee the arrangements to support pupils at schools with medical conditions is:

Gerri Kemp

AIMS

The school is committed to assisting children with long-term or complex medical conditions and working in partnership with their parents /carers.

- To ensure that pupils at school with short or long term medical conditions, are properly supported so that they have full access to education, including off-site activities and residential visits.
- Make arrangements for staff to ensure that they receive adequate and appropriate training for them to support children with medical needs.
- To ensure that parents and children have confidence in the medical support arranged at school.
- To work in partnership with Health Service colleagues.
- To be fully compliant with the Equality Act 2010 and its duties.
- To manage medicines within school in accordance with government and local advice.
- To keep, maintain and monitor records as detailed in this policy.
- To write and to monitor Individual Healthcare Plans, in partnership with health professionals.
- To ensure that the pupils in our school are safe and are able to attend school regularly with their medical condition.
- To support pupils with complex medical conditions and or long term medical needs in partnership with Health professionals and parents to enable their access to education.
- To adhere to the statutory guidance contained in “Supporting pupils at school with medical conditions” (DfE April 2014), and “Multi-Agency Guidance for the Management of Long Term Health Conditions for Children and Young People” (DSCB 2011)¹ as set out and agreed with the school’s Teaching Committee

ROLES AND RESPONSIBILITIES

The governing body will:

- ensure that arrangements are in place to support children and young people with medical conditions and that support is tailored to individual medical needs;
- make arrangements for this policy to be published on the school website;
- review this policy annually;
- ensure that staff are identified to implement the policy from day to day;
- provide clear guidance on record keeping and monitoring
- monitor the arrangements associated with Individual Healthcare Plans so that they are managed appropriately, reviewed and maintained in partnership with Health professionals;
- ensure that staff receive appropriate training enabling them to provide bespoke and purposeful support to pupils with medical needs and that the training is refreshed regularly;
- ensure that specific arrangements are made for the self-management of medicine where applicable and how this will be both monitored and managed by staff;
- oversee the school’s management of medicines to ensure that Health & Safety standards are met and that parents have confidence in the schools ability to support their child’s medical needs;
- ensure that insurance arrangements cover staff in carrying responsibility for medical procedures;
- have ‘due regard’ to the rights of pupils who are disabled as set out in the Equality Act 2010;
- ensure that appropriate arrangements are made to include pupils with medical conditions on off-site activities;
- ensure that parents / carers are aware of the school’s complaints policy.

Parents

Parents are asked to provide the school with sufficient and up-to-date information about their child’s medical needs using a standard form (Template B) so that arrangements to manage their short or long term medical conditions can be implemented in partnership.

¹ This document will be refreshed in 2015 to align guidance with more recent Statutory Guidance issued by DfE and DoH.

Parents are asked to deliver medicine to school if it is not possible for this to be administered outside the school day. Medicine should be provided in the original container(s) ensuring that the medicine is not out of date and that it has been stored correctly. All medicines must be marked with the following information clearly indicated:

- the child's name on the medicine;
- when the medicine should be given;
- the prescribed dose and pharmacist's instruction, e.g., after meals.

Parents are expected to notify the school immediately (in writing) of any changes or alteration to a prescription or recommended treatment so that adjustment can be made to Individual Healthcare Plans or previous agreement. It is important that the school is aware and informed by parents about other issues or symptoms their child may have experienced over night or before school; this is particularly important for asthma conditions

It must be remembered that the prime responsibility for a child's health rests with parents / carers.

Headteacher will ensure the following:

- that Governors are informed about the implementation and effectiveness of this policy,
- make arrangements to implement the statutory guidance 'Supporting Pupils at School with Medical Conditions'
- manage information about medical needs sensitively and ensure that staff who need to know, do know.
- have regard to the statutory guidance 'Ensuring a good education for children and young people who cannot attend school because of Health Needs'.
- that arrangements are made with staff supporting pupils with medical conditions, and for any medicines required in delivering that support to be stored safely and in line with guidance provided by the local authority;
- suitable arrangements are agreed in partnership and liaison with parents / carers to support the medical needs of pupils;
- that appropriate training has been provided for staff that enables them to carry out agreed procedures;
- ensure that adequate insurance is in place to cover staff supporting children with medical conditions
- that staff will not be directed to administer medicines - they can choose to volunteer to do so if they so wish (all staff will be advised to refer to advice from their professional associations before volunteering to administer medicines);
- liaison with governors in the review of this policy at appropriate intervals, in line with local and national advice;
- that all staff and parents/carers are aware of this policy and the procedures for dealing with medical needs at Christchurch Infant School;
- that risk assessments and arrangements for off-site visits are checked and that governors are informed of the details.
- be aware of the implications for supporting medical conditions in relation to: school admissions, anti-bullying, individual health care plans, record keeping, SEN Code of Practice, and transition.
- make arrangements through the designated teacher to manage the following:
 - prescription medicines in school;
 - prescription medicines on trips and outings, including school transport;
 - accurate record keeping when administering medicines;
 - the safe storage of medicines;
 - procedures for access to medicines during emergency situations;
 - adhering to risk management procedures involving medicines

School Staff

Appropriate training must be provided for staff who volunteer to undertake any medical procedure. It is vital that clear records are maintained at all times by staff supporting children with medical conditions.

Staff involved in the administration of medication must ensure they follow the correct procedures identified within this document.

The Designated Teacher will ensure the following:

- staff work in partnership with parents/carers to ensure the well-being of child and young people;
- that interruption to school attendance for medical reasons will be kept to a minimum;
- staff who have agreed to administer medicines will receive the appropriate training;
- adherence to Individual Healthcare Plans;
- all cultural and religious views, made known to the school in writing, will be respected;

School Nurses will support schools who have children with significant or complex medical needs on their roll and will work in partnership with the school providing advice on how best to manage individual needs. In some cases specialist nurses will provide advice, as in the case of diabetes. School Nurses will act as a conduit with other professional medical services and they are responsible for notifying schools when a child has been identified with a medical condition. A good relationship with all School Nurses should ensure best practice and liaison and sound advice.

Children should be fully involved in discussions about their medical condition and how best to provide support in schools. It is helpful to ensure that children are aware of the arrangements being made for them and how schools usually manage support. It is important to be flexible yet realistic, for example, some medical procedures are not appropriate for the classroom; they might require privacy and hygienic conditions.

INDIVIDUAL HEALTHCARE PLANS

Individual Healthcare Plans will be developed for pupils with medical conditions. These will set out the support that is needed so that the impact on school attendance, health, social well-being and learning is minimised. Not all conditions will require an Individual Healthcare Plan. In some cases the agreement request to administer medicines will be sufficient to cover short term conditions and treatment. The plan will include the name of the member of staff who is appropriately trained and providing the agreed support.

Christchurch Infant school will use the recommended Templates (DfE) to capture relevant information that will enable an appropriate plan to be structured. The Templates cover a range of issues for which governors have responsibility. Health professionals will be involved in the development of Individual Healthcare Plans in addition to parents and pupils.

The Individual Healthcare Plans will be tailored to meet the needs of short term, long term and/or complex medical conditions. The plans will be kept under review by the designated person and revised as required, or at least annually, to ensure that they reflect current medical needs (e.g., changes in medication). Individual Healthcare Plans will include details on emergency arrangements and these will be shared with all relevant staff, First Aiders and school office staff as applicable. They are stored within the medical cupboard near medication and copies are with the SENCO and class teacher

Where pupils have been issued with an Education and Health Care Plan (EHC) by the local authority, any Individual Healthcare Plan will be linked to, or become part of that EHC.

STAFF TRAINING AND SUPPORT

Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on the responsibility to support children with medical conditions. These factors must be considered:

- whether the member of staff willing and able to be trained for supporting a child with a medical condition;
- the training is appropriate and adequate to cover the medical needs identified and when is the training updated;
- consultation with health professionals;
- how and what have back-up arrangements been made for staff absence including any additional training provision required;
- robust management of medicines and mindful of both government and local advice available;
- clear direction to ensure that appropriate records are kept in school documenting the individual healthcare plan agreement;
- emergency procedures are clear, identified on an Individual Healthcare Plan and appropriately shared with staff.

Most medicines to be administered will not require professional training; however the school will ensure that staff supervising the administering of medicines will read and understand the instructions on the packaging before acting. Accurate records must be completed at the time of the medicine being administered.

Staff who maintain these records should be clear about what action to take, (such as referring to the Designated Senior Person for Child Protection) if they become concerned about the welfare of an individual pupil. If an Individual Healthcare Plan is applied to particular children / young people, additional training must be given by a nominated Health professional, e.g. use of a nebuliser, using Epipens. Training received or cascaded from parents will not be accepted unless otherwise instructed by a health professional. Record of Training Forms must be completed and maintained. (See Template E: staff training record).

(Also see “Multi-Agency Guidance for the Management of Long Term Health Conditions for Children and Young People” (*DSCB 2011*); section 3.3 and 3.4 including Chart E.)

BEST PRACTICE

Christchurch Infant School will endeavour to eliminate unacceptable situations by promoting best practice in supporting pupils with medical conditions. In doing so we will follow the guidance below::

- The advice and recommendations provided in the statutory guidance “Supporting pupils at school with medical conditions” (*DfE 2014*) is applied at all times.
- A child or young person who is unwell should not be sent to school.
- Where possible, arrangements should be made to manage the administering of prescribed medicines at home. Some schools have 8am to 6pm care facilities; best practice should include arrangements for consistent and ongoing support, particularly around record keeping and medicines.
- If a child or young person becomes unwell whilst at school, parents / carers should be contacted and appropriate arrangements agreed.
- If a child or young person is seriously unwell or has had an accident that requires immediate medical attention, schools must take the appropriate action as detailed in their First Aid / emergency plans and procedures.
- Staff, including those with First Aid Certificates, must not make clinical decisions relating to medication.
- Relevant Health & Safety guidance is followed strictly on how medicine is stored, labelled and managed.
- It should be remembered that the prime responsibility for a child or young person’s health rests with their parent or carer.

REASONABLE ADJUSTMENTS

The school understands it’s duties under the Equality Act 2010 to make reasonable adjustments and enable children and young people to have equitable access to education. Children and young people with complex or significant medical needs will be included in activities for as much as their health permits.

LIABILITY AND INDEMNITY

Both the LA’s and the individual employees’ liabilities are covered under either the public liability or medical malpractice insurance policies subject to:-

- the provision of written parental instructions regarding treatment and consent for treatment;
- medicine being administered only by named persons who have been appropriately trained;
- medical procedures being undertaken only by appropriately trained staff and in accordance with the current Individual Healthcare Plan.

The best way of evidencing records for insurance purposes is to use the recommended forms found in the publication “Templates – supporting pupils with medical conditions” (*DfE May 2014*) and Annex A or B of “Guidance on the use of emergency salbutamol inhalers in schools”(*DoH September 2014*).

MANAGING MEDICINES ON SCHOOL PREMISES AND ON OFF-SITE ACTIVITIES

We will ensure that:

- DCC guidance on First Aid is followed;
- records are maintained detailing an accurate history of the administering of medicines
- Templates D will be used to log administering of medicines;
- suitable back-up systems are in place to cover administering of medicines in the event of staff absence;
- if there are any doubts or confusion about arrangements for administering medicines, staff must consult with the parents and the designated member of staff;
- no child or young person under 16 will be given medicines or be permitted to self-medicate without their parents' written request.
- All arrangements for medicines, including the storage of medicines, Individual Healthcare Plans, and Risk Management programmes will apply for all off-site activities or school trips. A member of staff will be designated to ensure there are suitable off-site arrangements for storage, and recording of the medicines when assessing any risks associated for the trip, particularly for those children and young people with long term or complex health conditions. All plans and risk assessments will be discussed with parents/carers in preparation for the activity in advance of the departure day and agreed with the Headteacher (and Governors).
- All off-site activities will be evaluated in terms of proximity and accessibility to emergency services and any implications for those with short or long term medical conditions before receiving approval to go ahead from the Headteacher / Governors.

EMERGENCY PROCEDURES

Care is taken to ensure that all pupils are safe. The school has 2 'Emergency First Aid' qualified first aiders, 6 'Paediatric First Aid' qualified first aiders (if applicable) and 3 'First-Aid in the Workplace' trained staff.

Pupils with life threatening medical conditions or that require close monitoring / supervision may have Individual Healthcare Plans developed by school staff and Health professionals that provide contact details for emergency situations, e.g., anaphylaxis, diabetes, or epilepsy.

All cases deemed 'complex' or 'serious' medical conditions have emergency contact details held in the school office.

Asthma can also be life threatening; Christchurch Infant School will follow the "Guidance on the use of emergency salbutamol inhalers in schools" issued by the Department of Health (*September 2014*). The school has a risk assessment regarding administration of medicines and first aid.

Pupils who are 'at risk' due to their medical condition hold a *Grab Pack* (collated information to pass to a doctor or ambulance crew in an emergency) that will accompany them at all times. The purpose of the pack is to provide emergency services with up to date information such as: diagnosis of principle conditions, key personnel and medical contacts, medication taken, up to date records of medicines that have been administered together with other relevant medical information and an agreement with parents/carers about what to do in an emergency.

Where an emergency arises involving a child or young person's medical condition, it must be remembered that staff cannot make decisions about prescribed treatments. Parents must be contacted by the school, academy or setting, and if parents / carers are unavailable advice should be sought from a Health professional – this does not include those trained in First Aid. If necessary, an ambulance should be called – staff should not take children or young people to hospital in their own vehicle. Where parents cannot be contacted, Doctors and hospitals have written policies that indicate what should be done in medical emergencies and will assume responsibility for subsequent decisions and actions as set out in their code of practice.

CONFIDENTIALITY

Personal information must be respected, held securely and confidentially – shared only on a need to know basis. However where pupils have serious medical conditions or medical needs that staff need to be aware

of, permission is sought from the parent/carer for this information to be placed where it can give vital information to staff. This can include information on children with allergies.

COMPLAINTS

Christchurch Infant School holds a Complaints Policy details of which can be found in the school office. Should any complaint be received in respect of the support provided for individual medical conditions, it will be dealt with in accordance with the Complaints Policy.

MANAGING MEDICINES

STORAGE OF MEDICINES

The school will adhere to the advice contained in "Guidance and Code of Practice - First Aid at Work" and local guidance provided by Dorset County Council's Health & Safety Team and the local authority's Physical and Medical Needs Service. Medicines are stored safely in a locked cupboard or secure fridge (in a labelled medicine box.) Medicines must be kept in the container supplied which must be clearly labelled with the name of the child and instruction for usage.

Staff are aware of the storage arrangements and the need to record administration of medicines on the relevant form.

Medicines must not be accepted from parents if they are presented having been removed from the original packaging. They must be administered as prescribed. It is unacceptable practice to make changes or deviate from the prescribed direction.

Parents need to complete an agreement form which sets out the information required by the school before undertaking administering of any medication.

In the case of children that need to have their medication 'near to hand' arrangements are made to accommodate this. For example, some children with epipens are provided with 'bumbags' so that they have their medication with them at all times. Similarly inhalers can be stored in secure labelled boxes in class. Those requiring the administration of insulin have their medication and associated equipment in a secure cupboard based near their class base.

Schedule 11 (class B) drugs, such as Ritalin, must be locked away at all times with limited staff access. Administration of such medication is recorded on a register.

REFUSAL OR TOO UNWELL TO TAKE MEDICINES

If a child refuses to take medicine as prescribed and as requested by parents the records (Template D) must state 'REFUSED' clearly and the parents/carer informed immediately. Children / young people will not be forced to receive medicine if they do not wish to do so.

If a child or young person is ill / injured and therefore unable to receive the agreed prescribed medication, the person designated to supervise the taking of medicine will consult with parents / carers immediately and advise the Headteacher of their actions. If the child vomits or has diarrhoea soon after receiving medication, parents must be contacted so that they can seek further medical advice.

SELF MANAGEMENT OF MEDICINES

In some cases it might be appropriate that pupils self-administer medicines, e.g., inhalers, epipens. The school will encourage those with long term medical conditions to take responsibility for administering their own medication but continue to ask staff to supervise so that the appropriate records can be completed for safeguarding purposes.

At Christchurch Infant School we do not allow pupils to carry 'over the counter medicines' (non-prescribed medicines) for their own use or self administer prescribed medicines. However it may be deemed appropriate for pupils to carry epipens securely during play times and trips to ensure their medication is close to hand.

ADMINISTERING MEDICINES

It should be remembered that the prime responsibility for a child or young person's health rests with their parent or carer. All requests and information provided by parents / carers must be undertaken formally and in writing. Where medicines are to be administered in school – with or without involvement of staff – it is important that a written instruction is received from the parent. It is good practice to make back-up arrangements to administer medicines should be made to cover absent staff. Template B details the relevant information that must be provided.

It is important that training and guidance is sought for non-routine administering of medicines. **Aspirin should not be given to children or young people under 16 years old unless prescribed by a doctor.**

Parents/carers with a child or young person whose medicine is to be taken three times a day should be encouraged to administer medicine before school, after school and at bedtime. If the doctor has recommended that one of the three doses is given at lunchtime, and the parent/carer or child is unable to administer the dose or if the medicine has to be taken four times a day (meaning a lunchtime dose will be required) then the steps below should be followed:

1. parent or carer must complete a '*Parental agreement for setting to administer medicine*' - Template B;
2. Template B should be read by the person administering the medicine on each occasion when medicine is to be administered and carry out the following checks;
 - check expiry date of the medicine;
 - check the child's name tallies with the name on the medicine container;
 - check the prescribed dose and the manner in which it is to be taken, e.g., orally and before food;
 - check prescribed frequency of dose and confirm that this has not been exceeded;
 - measure out the prescribed dose (parents should provide measuring spoons) and check once again that the medicine is being administered to the correct person by checking their name on the label - if the child is old enough they can be supervised in measuring the required dose of medicine;
 - complete and sign Record of Medicines Administered (Templates C or D) when the medicine (or pre-dosed / automatic dispensing devices) has been administered – do this immediately, do not rely upon being able to record this at a later date;
 - if uncertain or in doubt, do not give medicine - check with either child's parent or doctor before proceeding;
 - if a child refuses medicine, the records must state this and the parents/carer must be informed at the earliest possible opportunity.

All pupils with on-going medical needs must have an Individual Healthcare Plan. This includes pupils with diabetes, allergies requiring epipens, heart problems, epilepsy and severe asthma.

PROCEDURES IN THE CASE OF MEDICATION BEING ADMINISTERED OR TAKEN INCORRECTLY

- Do not leave the child unattended and monitor closely
- If required follow procedures outlined in the pupil's health plan. Also have regard to any allergies etc.
- Contact the parents/carers to notify them of the error and the action taken
- If appropriate, ring the emergency services giving details of the incident and pupil. Act immediately on their advice, such as calling an ambulance immediately if you are advised to do so. If a child needs to go to hospital staff should stay with the child until the parent arrives or accompany a child taken to hospital in an ambulance.
- Inform a Senior Member of Staff who will make a record of the incident.
- Review medication management procedures at the school in light of the incident