



## Morley Memorial Primary School

# Supporting Children with Medical Needs and Conditions Policy

Policy Name	Supporting Children with Medical Needs and Conditions Policy
Status	Statutory
Person Responsible	Beth McGreer
Reviewed By	Full Governing Body
Date of Review	December 2019
Frequency of Review	2 years
Next Review Date	December 2021

## **Supporting Children with Medical Needs and Conditions**

Morley Memorial Primary School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full time curriculum or as much as their medical condition allows. This policy has been developed in line with the Department for Education's statutory guidance released in April 2014 – "Supporting pupils at school with medical conditions". Section 100 of the **Children and Families Act 2014** places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions as of 1<sup>st</sup> September 2014.

This policy should be read in conjunction with Morley Memorial '**Medicines in School Policy**'

### **Key Responsibilities**

#### **The Local Authority (LA) is responsible for:**

- 1) Promoting cooperation between relevant partners regarding supporting pupils with medical conditions.
- 2) Providing support, advice /guidance and training to schools and their staff to ensure Healthcare Plans (IHP) are effectively delivered.
- 3) Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

#### **The Governing Body of Morley Memorial Primary School is responsible for:**

- 1) Ensuring arrangements are in place to support pupils with medical conditions.
- 2) Ensuring the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
- 3) Ensuring that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/nationality/ origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.
- 4) Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.
- 5) Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential.
- 6) Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials.
- 7) Ensuring written records are kept of, any and all medicines administered to pupils.

- 8) Ensuring the policy sets out procedures in place for emergency situations.
- 9) Ensuring the level of insurance in place reflects the level of risk.
- 10) Handling complaints regarding this policy as outlined in the school's Complaints Policy

**The Headteacher is responsible for:**

- 1) Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
- 2) If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy. Ensuring more than one staff member is identified, to cover holidays /absences and emergencies.
- 3) Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- 4) Ensuring confidentiality and data protection
- 5) Assigning appropriate accommodation for medical treatment/ care
- 6) Considering the purchase of a defibrillator.
- 7) Voluntarily holding 'spare' salbutamol asthma inhalers for emergency use.

The Assistant Head for Inclusion is responsible for

- 1) Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy.
- 2) The day-to-day implementation and management of the 'Supporting Pupils with Medical Conditions Policy' and associated procedures of Morley Memorial Primary School.
- 3) Liaising with healthcare professionals regarding the training required for staff.
- 4) Identifying staff who need to be aware of a child's medical condition.
- 5) Developing Individual Health Care Plans with support from health professionals (HCPs).

**Staff members are responsible for:**

- 1) Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures and HCPs which detail how to respond when they become aware that a pupil with a medical condition needs help.
- 2) Knowing where controlled drugs are stored and where the key is held.
- 3) Taking account of the needs of pupils with medical conditions in lessons.
- 4) Participating in training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they undertake a medication responsibility.
- 5) Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.

**Parents and carers are responsible for:**

- 1) Keeping the school informed about any new medical condition or changes to their child/children's health.

- 2) Participating in the development and regular reviews of their child's IHP (if required).
- 3) Completing a parental consent form to administer medicine or treatment before bringing medication into school.
- 4) Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine.
- 5) Carrying out actions assigned to them in the IHP with particular emphasis on, they or a nominated adult, being contactable at all times.

**Pupils are responsible for:**

- 1) Providing information on how their medical condition affects them.
- 2) Contributing to their IHP
- 3) Complying with the IHP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents.

**2) Training of staff**

- a) Newly appointed teachers, supply or agency staff and support staff will receive training on the 'Supporting Pupils with Medical Conditions' Policy as part of their induction.
- b) The clinical lead for each training area/session will be named on each IHP.
- c) No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and signed off as competent.
- d) School will keep a record of medical conditions supported, training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

**3) Medical conditions register /list**

- a) Schools admissions forms should request information on pre-existing medical conditions. Parents must inform the school at any point in the school year if a condition develops or is diagnosed.
- b) A medical conditions list or register is kept, updated and reviewed regularly by the nominated member of staff. Each class / form tutor should have an overview of the list for the pupils in their care, within easy access (usually kept in the class supply folders).
- c) All relevant medical information (especially life threatening conditions) is displayed in an easily accessible area (coffee room and school kitchen). Key information is shared along with the child's photo to ensure all staff are aware and can administer first aid accordingly.
- d) Supply staff and support staff should similarly have access on a need to know basis.
- e) For pupils on the medical conditions list key stage transition points meetings should take place in advance of transferring to enable parents, school and health professionals to prepare IHP and train staff if appropriate.

#### **4) Individual Healthcare Plans (IHPs)**

- a) Where necessary (Headteachers and health care practitioners will make the final decision) an Individual Healthcare Plan (IHP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
- b) IHPs will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality Staffrooms are inappropriate locations under Information Commissioner's Office (ICO) advice for displaying IHP as visitors /parent helpers etc. may enter.
- c) IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- d) Where a pupil has an Education, Health and Care plan the IHP will be linked to it or become part of it.
- e) Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA /AP provider and school is needed to ensure that the IHP identifies the support the child needs to reintegrate.

#### **7) Medicines**

- a) Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours.
- b) If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental consent to administration of medicine form.
- c) No child will be given any prescription medicines without written parental consent except in exceptional circumstances as per the 'Medicines in Schools' policy.
- d) Medicines **MUST** be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- e) A maximum of **four** weeks' supply of the medication may be provided to the school at one time.
- f) A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary. Schools should otherwise 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.
- g) Medications will be stored in the School Office.
- h) Any medications left over at the end of the course will be returned to the child's parents.
- i) Written records will be kept of any medication administered to children.
- j) Pupils will never be prevented from accessing their medication.
- k) Emergency salbutamol inhaler kits may be kept voluntarily by school

### **8) Day trips, residential visits and sporting activities**

- a) Arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.
- b) To comply with best practice risk assessments should be undertaken, in line with H&S executive guidance on school trips, in order to plan for including pupils with medical conditions. Parents and healthcare professionals will be consulted as appropriate.

### **12) Complaints**

- a) All complaints should be raised with the school in the first instance.
- b) The details of how to make a formal complaint can be found in the School Complaints policy and procedure.