

# RICE LANE PRIMARY SCHOOL AND NURSERY



## Supporting Pupils at School with Medical Conditions Policy

**AGREED BY GOVERNORS: February 2023**

**Signed:**.....  
*Chair of Governing Board*

**To be reviewed:**

Rice Lane Primary School and Nursery believes that all children, regardless of ability and behaviour are valued equally. Groups of pupils (eg. SEND pupils, children in care, EAL pupils etc) are not viewed as separate but are part of the whole school approach. Different children's needs are recognised and met through varied and flexible provision and the use of different styles of teaching & learning throughout the curriculum. Every Child Matters (ECM) is an important part of the school ethos and we encourage all staff, governors, visitors, helpers etc to play their part in promoting this. This policy therefore applies to all our children, regardless of their gender, faith, race, culture, family circumstances or sexuality.

Rice Lane Primary School and Nursery is committed to safeguarding and promoting the welfare and safety of all children and expects all staff to share in this commitment.

The supporting Children with Medical Conditions in School policy will provide guidance to ensure;

- That the school meets its statutory responsibilities to manage medicines and medical conditions in line with Government guidance Supporting pupils at school with Medical conditions 2015; Special Educational Needs and Disability Code of Practice: 0-25 years 2014 and the Equalities Act 2010.
- That the school implements inclusive practices to support children and young people with medical conditions so that they are properly supported so that they have full access to education, including school trips and physical education.
- That the school aims to provide all pupils with all medical conditions the same opportunities as others at school.
- That the Governing body ensures that arrangements are in place in school to support pupils at Rice Lane Primary School and Nursery with medical conditions.
- That the Governing body ensures that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

Rice Lane Primary School and Nursery will ensure the implementation of the Supporting Medical Conditions in School policy to meet the following values and principles:

- All children/young people and staff are healthy and stay safe.
- Parent/carers, children and young people feel secure and confident in the school's ability to support their child.

- Pupils make a positive contribution and get to experience a wide and varied curriculum and experiences.
- Ensure all staff understand their duty of care to safeguard children and young people in all aspects of their needs and especially within the event of an emergency.
- Ensure all staff are appropriately trained, competent and confident in knowing what to do in an emergency.
- Develop the school's understanding that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- That the school understands the importance of medication being taken as prescribed.
- All staff understand common medical conditions that affect children/young people at our school. Staff receive training on the impact medical conditions can have on children/young people from specialist medical staff.
- Appropriate links with external agencies are established.
- Parent/carers and where appropriate, pupils are included in the process of managing their condition.

## **Policy**

Pupils at school with medical conditions (including both physical and mental health conditions), should be properly supported so that they have full access to education, including school trips and physical education so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

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 and ensure that school leaders consult health and social care professionals, pupils and parent/carers so that the needs of children with medical conditions are properly understood and effectively supported.

Parent/carers of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. This is because pupils with long-term and complex medical conditions may require ongoing support, medicines or care while at school to help them to manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be

predicted. It is therefore important that parent/carers feel confident that schools will provide effective support for their child's medical condition and that pupils feel safe.

In making arrangements, Governing bodies should take into account the needs of each individual child and how their medical condition impacts on their school life and their ability to learn, whilst at the same time increasing confidence and promoting selfcare. Effective communication between the pupil, parent/carers, health care professionals and the school is essential in ensuring that effective support can be put in place.

No child with a medical condition should be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made. Some children with medical conditions may be disabled and where this is the case schools must comply with their duties under the Equality Act 2010. For children with SEND, this guidance should be read in conjunction with the SEND code of practice, and Part 3 of the Children and Families Act 2014. For pupils who have medical conditions that require an Education, Health and Care Plan (EHC), compliance with the SEN code of practice will ensure compliance with this guidance with respect to this policy.

Schools should consider the use of Individual Health Care Plans to help staff identify the necessary safety measures to support children and ensure that they and others are not put at risk. They provide clarity about what needs to be done, when and by whom and are essential in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. However, not all children will require a plan, and the school, healthcare professional and parent/carer should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. Equally, not all medical conditions will be long term or complex. Some children may require a short term medical intervention, such as the provision of prescription or nonprescription medicine. In all circumstances the Governing bodies should ensure the needs of the individual are considered and that written records are kept of any medical intervention including all medicines which are administered to children.

This Policy is designed to ensure that:

1. Pupils at Rice Lane Primary School and Nursery with medical conditions are properly supported so that they can play a full and active role in school life, remain healthy and achieve their academic potential;

2. To support Governing bodies in their duty to ensure that arrangements are in place in schools to support pupils at school with medical conditions; and
3. To support Governing bodies in their duty to ensure that school leaders consult health and social care professionals, pupils and parent/carers to ensure that the needs of children with medical conditions are effectively supported.

## Definition

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

- (a) Short-term, affecting their participation in school activities which they are on a course of medication
- (b) Long-term, potentially limiting their access to education and requiring extra care and support. However, some children with medical needs are protected from discrimination under the Disability Discrimination Act 1995 and the Equality Act 2010.

1. Rice Lane Primary School and Nursery is an inclusive community that aims to support and welcome all children and young people including those with medical conditions.

- ☐ The governing body understand that it has a responsibility to make arrangements for supporting pupils with medical conditions who currently attend and to those who may attend in the future.
- ☐ Pupils with medical conditions are encouraged to take control of their condition and pupils feel confident in the support they receive from the school to help them do this.
- ☐ Rice Lane Primary School and Nursery ensures to provide all children with all medical conditions the same opportunities at school.
- ☐ Rice Lane Primary School and Nursery aims to include all pupils with medical conditions the same opportunities at school.
- ☐ Rice Lane Primary School and Nursery ensures all staff (Teaching and Support) understand their duty of care to children and young people in the event of an emergency.
- ☐ Parent/carers of pupils with medical conditions feel secure in the care their children receive both in school and on educational visits.
- ☐ All staff are confident in knowing what to do in an emergency and receive regular training to do so.
- ☐ There is knowledge that certain medical conditions are serious and can be potentially life-threatening.

☐ All staff understand the common medical conditions (including Asthma, Epilepsy, Diabetes and Anaphylaxis), that can affect all children/young people in school. Staff receive annual training on the impact this can have on pupils via online courses.

2. All staff have a sound knowledge, understand their role and are trained to a level that fulfils and informs them in what to do to support children/young people with the most common serious medical conditions found at the school and how to uphold the policy.

☐ The headteacher/deputy headteacher have ultimate responsibility for the training and communication of any medical conditions within the school.

☐ All staff at Rice Lane Primary School and Nursery are made aware of the most common serious medical conditions which they may come across when children are in their care. This information can be accessed via the school shared drive.

☐ Staff understand their duty of care to pupils in the event of 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.

☐ All staff that work directly with pupils receive training and know what to do in an emergency for the pupils in their care with medical conditions.

☐ Training is refreshed for all staff as appropriate and should be referred to the child/young person's individual Healthcare Plan.

☐ The school uses the child/young person's individual Healthcare Plan to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.

☐ Rice Lane Primary School and Nursery has procedures in place so that the most up to date/single master copy of the child/young person's individual Healthcare Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

☐ Rice Lane Primary School and Nursery has plans in place to cover staff absences and sickness.

The following roles and responsibilities are recommended practice within the policy. These roles are understood and communicated regularly.

#### Governing Body

Rice Lane Primary School and Nursery's Governing body has a responsibility to:

- Uphold the Equality Act 2010 and make any reasonable adjustments.

- Ensure that arrangements are in place to support pupils with medical conditions (plans and suitable accommodation). In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child.
- Take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening and therefore focuses on the needs of the individual child/young person.
- Make sure the supporting medical conditions in school policy is effectively implemented, monitored and evaluated and updated in line with the school policy review timeline.
- Ensure all parent/carers are fully aware and understand their responsibilities.

## Headteacher

Rice Lane Primary School and Nursery headteacher has a responsibility to:

- Ensure the school puts the policy into practice and develop detailed procedures
- Liaise between interested parties including child/young people, school staff, SENCO, support staff, school nurses, parent/carers, governors, the school health service, the Local Authority and the local emergency care services and seek advice when necessary.
- Ensure every aspect of the policy are maintained even if they are not the governing bodies nominated staff member.
- Ensure that information held by the school is accurate and up to date and that there are good information sharing system in place using child/young person's individual Healthcare Plans.
- Ensure child/young person's confidentiality.
- Assess quality assured training and support the development needs of staff and arrange for them to be met via formally commissioned arrangements.
- Ensure all supply teachers and new staff know the medical conditions policy. • Delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical register.
- Monitor and review the policy annually with input from child/young people, parent/carers, staff and external stakeholders and update according to review recommendations and recent local and national guidance and legislation.
- Report back to all key stakeholders about implementation of the policy.

- In partnership with the parent/carer have joint responsibility for the safe travel of the child/young person.
- Provide staff to cover absence.

#### ALL School Staff

All staff at Rice Lane Primary School and Nursery have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in any emergency by receiving whole school awareness training.
- Be aware that medical conditions can affect a child/young person's learning and provide extra help when child/young people need it.
- Understand the policy and how this impacts on children and young person's education.
- Know which child/young person's have an individual Healthcare Plan.
- Allow all child/young people to have immediate access to their emergency medication.
- Maintain effective communication with parent/carers including informing them if their child has been unwell at school.
- Ensure child/young people who carry their medication with them have it when they go on a school visit or out of the classroom.
- Be aware of child/young people with medical conditions who may be experiencing bullying or need extra social support.
- Understand the common medical conditions and the impact it can have on child/young people.
- Ensure all child/young people with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure child/young people have the appropriate medication or food with them during any exercise and area allowed to take it when needed.

#### First Aider

First aiders at the school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school.
- When necessary ensure that an ambulance or other professional medical help is called.

## Special Educational Needs Co-Ordinator (SENCO)

The SENCO at Rice Lane Primary School and Nursery has responsibility to:

- Help update the school's medical condition policy.
- Know which child/young people have a medical condition and which have special educational needs because of their condition.
- Be the key member or liaise with other staff to ensure child/young people with medical conditions continue to make expected progress.
- Ensure teachers make the necessary arrangements and make reasonable adjustment if a child/young person needs special consideration or access arrangements in exams or course work.

## School Nurses

Every school has access to school nursing services. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but can be responsible for:

- a) Notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this case by case before the child starts at the school;
- b) Liaising with lead clinicians locally on appropriate support for the child and associated staff training needs;
- c) Supporting staff on implementing a child's individual healthcare plan; and
- d) Advice and liaison on training to local school staff

Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition.

Other healthcare professionals, including GPs and paediatricians have responsibility to:

- Notify the school nurse when a child has been identified as having a medical condition that will require support at school.
- Provide advice on developing healthcare plans

- Consider that specialist local health teams may be able to provide support in schools for children with particular conditions (e.g asthma, diabetes, epilepsy).

#### Parent/carers

The parent/carers of a child/young person at Rice Lane Primary School and Nursery have a responsibility to:

- Tell Rice Lane Primary School and Nursery if their child has a medical condition.
- Ensure Rice Lane Primary School and Nursery has a complete and up-to-date Healthcare

Plan for their child.

- Inform Rice Lane Primary School and Nursery about the medication their child requires during school hours.
- Inform Rice Lane Primary School and Nursery of any medication their child requires while taking part in educational visits or residential visits, especially when these include overnight stays.
- Tell Rice Lane Primary School and Nursery about any changes to their child's medication, what they take, when, and how much.
- Inform Rice Lane Primary School and Nursery School of any changes to their child's condition.
- Ensure their child's medication and medical devices are labelled with their child's full name and date of birth.
- Ensure that their child's medication is within expiry date when sending it in to school.
- Inform Rice Lane Primary School and Nursery if their child is feeling unwell.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional and information that will require the school to support your child is passed onto school via the appropriate/relevant agency.

#### 3. Staff understand and are trained in the school's general emergency procedures

- The school has a general Health and Safety Policy that includes risk assessments and have arrangements in place to deal with emergencies.
- All staff know what action to take in the event of a medical emergency. This includes:
- How to contact emergency services and what information to give.

- Who to contact within the school.
- Action to take in a general emergency is displayed in prominent locations for staff. These include classrooms, the staff room, food preparation areas and sporting facilities.
- If a child/young person needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent/carer arrives. The school tries to ensure that the staff member will be one the child knows.
- Staff should not take child/young people to hospital in their own car it is safer to call an ambulance.

## EMERGENCY PROCEDURES

- The Individual Healthcare Plan should clearly define what constitutes an emergency for that particular child and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.
- As part of general risk management processes all schools should also have arrangements in place for dealing with emergency situations. Schools should therefore take care not to solely focus on emergencies identified in the Individual Healthcare and appreciate that other emergency situations may occur.
- All staff should be aware of the likelihood of an emergency arising and what action to take if one occurs. Back up cover should be arranged for when the member of staff responsible is absent or unavailable, this includes out of class activities. At different times of the day other staff may be responsible for children, such as lunchtime supervisors. It is important that they are also provided with training and advice. Other children should know what to do in the event of an emergency, such as, telling a member of staff.

## Transport to Hospital

- Where the Head teacher Manager considers that hospital treatment is required the school should contact the emergency services for advice and follow it. Parents must be contacted and informed of the situation.
- If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance. Schools need to ensure they understand the local emergency services cover arrangements and that the correct information is provided for navigation systems.
- If, despite being fully appraised of the situation, the emergency service does not consider it necessary for transport by ambulance, but the school

considers that further medical advice is required, the school should contact the pupil's next of kin. If the next of kin cannot be contacted and/or do not have access to own transport, the school can, only in these exceptional circumstances arrange to transport the injured person using their school staff transport. They must be accompanied by an additional responsible adult to support the injured person. If a child needs to be taken to hospital by ambulance a member of staff should accompany the child and stay with the injured child until their parents/guardians arrive.

- Please note: All staff who are likely to use their own vehicles for business travel must have the appropriate business insurance, a valid MOT certificate (if required). It is the responsibility of the Head Teacher/Manager to check these documents together with the individual's driving license making note of any endorsements on an annual basis and maintain appropriate records.

4. The school has clear guidance on the administration of medication at school and what is deemed as unacceptable practice.

#### 1. Administration of Medication

##### Non Prescribed Medication

a) Non-prescription (over the counter) medicines do not need an Appropriate Practitioner's (e.g. a Doctor or other prescriber) prescription, signature or authorisation in order for a school to give them.

b) Only after parent/carer advice and consent should schools administer nonprescription medicines (e.g. paracetamol for acute pain relief). For pupils under 16, parent/carer consent must be obtained beforehand and a record of that consent and administration directions should be made. (Templates provided in appendix AC.)

c) The school must not keep its own stock of medication except for auto adrenalin injectors and salbutamol inhalers (in line with legislation); the parent/carer must provide the school with a supply of appropriate medicines (for example antihistamine tablets for hay fever) for use solely by their child.

d) A dose of medicine (for example ibuprofen or other pain relief) should only be given after effort has been made to ease the pupil's condition (e.g. pain) in other ways. Before each dose of a medication is given, the school should obtain parent/carer consent. A record of that consent and any previous administration of medication should be made. The school must ask the parent/carer how many doses of the medicine have been administered

in the previous 24 hours, and only administer a medicine if in line with the recommended dose. The recommended dose will be present on the original packaging that the medicine should be provided in or on an original patient information leaflet that comes in the original packaging. Pharmacist Label instructions from a pharmacy would also be a suitable source of a recommended dose.

e) Staff should check that the medicine has been administered without adverse effect to the child in the past and that parent/carers have certified this is the case – a note to this effect should be recorded in the written parent/carer agreement for the school/setting to administer medicine.

f) If a child suffers regularly from frequent or acute pain the parent/carers should be encouraged to refer the matter to the child's GP.

g) A child under 16 should never be given aspirin-containing medicine unless prescribed by a doctor.

#### Prescribed Medication

a) These are medicines that do need an Appropriate Practitioner's (e.g. a Doctor or other prescriber) prescription, signature or authorisation in order for a school to give them. These medicines must be administered in accordance with the direction of the appropriate practitioner.

b) Only after parent/carer advice and consent should schools administer prescribed medicines. For pupils under 16, parent/carer consent must be obtained beforehand and a record of that consent and administration directions should be made. (Templates provided in appendix A-C.)

c) The school must not keep its' own stock of medication except for auto adrenalin injectors and salbutamol inhalers (in line with legislation); the parent/carer must provide the school with a supply of appropriate prescribed medicines for use solely by their child.

d) A dose of prescribed medicine should only be given in accordance with the direction of the prescriber. Before each dose of a medication is given, the school should obtain parent/carer consent. A record of that consent and any previous administration of medication should be made. The school must ask the parent/carer how many doses of the prescribed

medicine have been administered in the previous 24 hours, and only administer a prescribed medicine if in line with the recommended dose. The recommended dose will be present on the pharmacist labelled instructions from the supplying pharmacy. The patient information leaflet that comes in the original packaging may also contain this information and can be checked as good practice and for safety. There may be cases where a recommended dose provided by an appropriate practitioner is higher or lower than in the medicines information leaflet if any uncertainty is present a second check with the pupil's doctor should be made.

e) Staff should check that the medicine has been administered without adverse effect to the child in the past and that parent/carers have certified this is the case – a note to this effect should be recorded in the written parent/carer agreement for the school/setting to administer medicine.

Please note - School Nurse Teams or a Pharmacist can provide support with any uncertainty around administration of medicines if further help or professional advice is needed.

#### Administration – general

- The school understands the importance of medication being taken as prescribed.
- All use of medication defined as a controlled drug, even if the child/young person can administer the medication themselves, is done under the supervision of a member of staff at the school.
- There are several members of staff at the school who have been specifically contracted to administer medication and received the relevant training from healthcare professionals.
- If a trained member of staff, who is usually responsible for administering medication, is not available the school makes alternative arrangements to continue to provide this support.
- All medication is administered by qualified staff members after gaining written consent of their parent/carer.
- Training is given to all staff members who agree to administer medication to pupils.
- Parent/carers at school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.
- If a child/young person at the school refuses their medication, staff should not force them and record this and follow procedures set out in the individual Healthcare Plan. Parent/carers are informed as soon as possible.

- If a child/young person misuses medication, either their own or another child/young persons, their parent/carers are informed as soon as possible. The child/young person are subject to the school's usual disciplinary procedures.

#### Administration – Emergency Medication

- All children/young people with medical conditions have easy access to their medication.
- All children/young people are encouraged to carry and administer their own emergency medication, only when their parent/carers and health care professionals determine they are able to begin taking responsibility. All children/young people carry their medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangements of any offsite or residential visits. However, given the age of children with Rice Lane Primary School and Nursery, children's medication will be stored safely but always accessible to them.
- A child/young person who does not carry and administer their own medication knows where their medication is stored and how to access it.
- Children/young people who do not carry and administer their own medication understand the arrangements for a member of staff to assist in helping them take their medication safely.

#### Unacceptable Practice

- The school uses its discretion and professional judgment on individual cases but it is not generally acceptable practice to:
- Prevent a child/young person from easily accessing their medication or inhalers when or where necessary.
- Assume that every child with the same condition requires similar or the same support.
- Ignore the views of the child/young person and their parent/carers.
- Send children/young people home frequently or prevent them from staying for school activities.
- Send a child unaccompanied to the school office if they become ill.
- Penalise their attendance records if their absences are related to their medical condition e.g. hospital appointments.
- Prevent pupils from drinking, eating or taking toilet or other breaks in order to effectively manage their own medical condition.
- Require parent/carers or make them feel obliged to attend school to administer medication or provide medical support.

- Prevent or create unnecessary barriers to children participating in any aspect of their educational experience, this includes school visits, e.g. requiring the parent/carers to accompany the child.

5. The school has clear guidance keeping clear and up to date records which supports the planning and access to school.

#### Administration/Admission forms

- Parent/carers at Rice Lane Primary School and Nursery are asked if their child has any health conditions or health issues on the admission form, which is completed when the child joins the school. Parent/carers of new pupils starting at other times during the year are also asked to provide this information on admission forms. School Medical Register
- Individual Healthcare Plans are one document that is used to create a medical register of pupils with medical needs, not all children/young people with medical conditions will need an individual plan. An identified member of staff has responsibility for the medical register at school.
- The identified member of staff has responsibility for the medical register and follows up with the parent/carers any further details on a child/young person's Individual Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

#### Individual Healthcare Plans

##### Drawing up Individual Healthcare Plans.

- An individual Healthcare plan may be initiated by a member of school staff. Plans are provided to Rice Lane Primary School and Nursery from healthcare professionals e.g. Specialist Nurse, school health team, parent/carers and the child.
- As a sign of good practice the school will use Individual Healthcare Plans to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments and used to identify the level of support they need on receipt of medical evidence from a Doctor or hospital.
- An individual Healthcare Plan, accompanied by an explanation of why and how it is used, is received from parents/carers/health care officials for pupils with a long-term medical condition. If a child/young person has a short-term medical condition that requires medication during school hours, a medication form is required to be completed by the parent/carer.

#### Ongoing communication and review of the Individual Healthcare Plan

- Rice Lane Primary School and Nursery are contacted with updates on children's Individual Healthcare Plans as and when children have reviews or their needs change from the nursing teams involved with the child's support.

- Each year, staff at Rice Lane Primary School and Nursery contact parent/carers to review and check that information held by the school on a child/young person's condition is accurate and up to date.
- Where the child has SEND, the Individual Healthcare Plan should be as part of the graduated approach of Assess, Plan, Do, Review and/or linked to their Education Health Care Plan if they have one.
- All staff are made aware of any child with an Individual Healthcare Plan and have had training from the appropriate agencies, such as the School Nurse on emergency Asthma care.

#### Storage and access to Individual Healthcare Plans

- The school ensures that all staff protect confidentiality.
- Individual Healthcare Plans are kept in a secure central location at school.
- All members of staff who work with groups of children /young people will access the Individual Healthcare Plans to provide support with their planning of teaching and learning.
- When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the individual Healthcare Plans of children/young people in their care.
- The school seeks permission from parent/carers to allow the Individual Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Individual Healthcare Plan review.

#### Use of an Individual Healthcare Plan

Individual Healthcare Plans are used by the school to:

- Inform the appropriate staff and supply teachers about the individual needs of children/young people with a medical condition in their care.
- Remind children/young people with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times.
- Identify common or important individual triggers for children/young people with medical conditions at school that bring on symptoms and can cause emergencies. The school uses this information to help reduce the impact of common triggers.
- Ensure that all medication stored at school is within the expiry date.
- Ensure this school's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency.

- Remind parent/carers of a child/young person with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

#### Consent to administer medicines

- If a child/young person requires regular prescribed or non-prescribed medication at school, parent/carers are asked to provide consent on their child's Individual Healthcare Plan giving the pupil or staff permission to administer medication on a regular/daily basis if required.
- All parent/carers of children/young people with a medical condition who may require medication in an emergency are asked to provide consent on the Individual Healthcare Plan for staff to administer medication.
- If a child/young person requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication the Individual Healthcare Plan. The school and parent/carers keep a copy of this agreement.

#### Hygiene and Infection Control

- All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and aprons where appropriate and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.
- Rice Lane Primary School and Nursery will ensure that any member of school staff providing support to a pupil with medical needs should have received suitable training. Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans.
- The relevant healthcare professional should normally lead on identifying and agreeing with the school, the type and level of training required, and how this can be obtained.

#### Off-site, Sporting Activities and Residential Visits

- Parent/carers/carers are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit.

This form requests up-to-date information about the child/young person's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help children/young people manage their condition while they are away. This includes information about medication not normally taken during school hours.

- When attending a residential visit or off-site activity (including sporting events) the lead staff member will have copies of all visit paperwork including risk assessments

for children/young people where medication is required. A copy of the Individual Healthcare Plan's will accompany the child/young person if necessary and a reference should be made to any medical conditions in the planning and risk assessment prior to the visit.

- All parent/carers/carers of a child/young person with a medical condition attending an off-site activity or overnight residential are asked for written consent, giving staff permission to administer medication if required and an individual Healthcare Plan has not been drawn up.
- The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.

6. There is clear guidance on the safe storage and handling of medication at school

Safe storage – emergency medication

- Emergency medication is readily available to children/young people who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff. This medication is stored in the school's main office.
- Children know exactly where to access their emergency medication and which member of staff they see.

Safe storage – non-emergency medication

- All non-emergency medication is kept in a secure place, in a cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored.
- Staff ensure that medication is only accessible to those for whom it is prescribed. Safe storage – general
- There is an identified member of staff who ensures the correct storage of medication at school.

- All controlled drugs are kept in a cupboard and only named staff have access, even if the child/young person normally administers medication themselves. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenalin pens should be always readily available to children and not locked away.
- It is the parent/carer's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.
- Three times a year the identified member of staff checks the expiry dates for all medication stored at school.
- The identified member of staff, along with the parent/carers of children/young people with medical conditions, will ensure that all emergency and non-emergency medication brought into school is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose. This includes all medication that pupils carry themselves.
- All medication is supplied and stored in its original containers/packages. All medication is labelled with the child/young person's name, date of birth, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- Medication will be stored in accordance with instructions, paying particular note to temperature.
- Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is clearly labelled. Refrigerators used for the storage of medication are in a secure area that is only accessible to staff.
- All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.
- Medication is administered by two people who witness and sign a log of medication given.

#### Safe disposal

- Parent/carers/carers will be asked to collect out-of-date medication.
- If parent/carers/carers do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.
- A named member of staff is responsible for checking the dates of medication and will arrange for the disposal of any that have expired.
- If required, sharps boxes are used for the disposal of needles. Parent/carers obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis. Arrangements should be made for their safe disposal.

- If a sharps box is needed on an off-site or residential visit a named member of staff will be responsible for its safe storage and return it to school or the child/young person's parent/carer/carer.

7. Supporting Medical Conditions in school policy is regularly reviewed, evaluated, consulted with stakeholders and updated

- The policy is reviewed evaluated and updated annually in line with the school's policy review timeline and receives a full consultation with stakeholders.
- Any new government guidance is actively sought and fed into the review, guidance will be provided by Local Authority Offices.
- When evaluating the policy, the school seeks feedback and further consultation on the effectiveness and acceptability of the medical conditions policy with a widerange of key stakeholders within the school, health settings and with parent/carers and children/young people.
- The views of children/young people with various medical conditions are actively sought and considered central to the evaluation process.
- Parent/carers, school staff, governors, relevant local health staff and any other external stakeholders are informed and regularly reminded about the policy and how they impact on its implementation and review.

## 8. Insurance

Where a member of staff acting in the course of employment supports pupils with medical conditions at schools, they will be indemnified by the Council's liability insurance for any claim for negligence relating to injury or loss through their actions, providing that the following criteria have been met.

- They have received full appropriate training and are competent to carry out any medical interventions for that pupil
- They have received refresher training at the required intervals
- They have used the relevant protective equipment for that purpose
- There is written parental instruction and consent
- It is made clear to non-trained staff that they should not administer medication

## 9. Complaints Procedure

If parent/carers or carers have concerns or are dissatisfied with the support provided they should directly contact the school and follow the complaint procedure which can be found on the school website. A paper copy can be provided on request via the school office.

## 10. List of Trained Staff at the School (include training and date undertaken)

## Further Sources of Medical Information

### Anaphylaxis

The Anaphylaxis Campaign website contains Guidance for schools, which discusses anaphylaxis, treatment, setting up a protocol, and support for pupils and staff. It also includes a sample protocol. The Anaphylaxis Campaign Helpline is 01252 542 029. The Anaphylaxis Campaign has also published the Allergy in schools website which has specific advice for pre-schools, schools, school caterers, parents, students and nurses.

### Diabetes

Diabetes UK has information on diabetes in school, which discusses insulin injections, diet, snacks, hypoglycaemia reaction and how to treat it. It contains a downloadable version of their school pack, Children with diabetes at school — what all staff need to know. Further information is available from Diabetes UK Care line, telephone 0345 123 2399 (Monday — Friday, 9a.m.-5p.m.) or see the Diabetes UK website for an enquiry form.

### Eczema

The National Eczema Society has produced an activity pack, available on TeacherNet, to encourage discussion about eczema in the classroom. The pack follows a lesson plan format and ties in with the National Curriculum and is tailored according to age group.

### Epilepsy

Epilepsy Action (British Epilepsy Association) has information for schools in Epilepsy — A teacher's guide. This looks at classroom first aid, emergency care, medication, and school activities. For further information is available from the freephone helpline on 0808 800 5050 (Monday-Thursday, 9:00 am — 4.30 pm, Friday 9:00 am — 4:00 pm) or use the email enquiry form.

The National Society for Epilepsy (NSE) has information on education and epilepsy which looks at epilepsy and learning, special needs examinations, practical activities, medication, the Disability Discrimination Act, and teaching pupils with epilepsy. Contact the UK Epilepsy helpline, telephone 01494 601 374 (Monday-Friday 10:00 am — 4:00 pm.)

