



# Preston Candover CE Primary School

*Love, Hope and Justice*

## Supporting Pupils with Medical Conditions

<b>September 2019</b>	<b>Review Date:</b> September 2020
	<b>Reviewed by:</b> Curriculum & Standards Committee
Signed: .....	Mrs Simrit Otway, Headteacher
Date: .....	
Signed: .....	Mrs Charlotte Whittle, Chair of Governors
Date: .....	

### Regard to documentation

At Preston Candover CE Primary School, we have due regard to the following documents:

- Department for Education's statutory guidance, 'Supporting pupils at school with medical conditions', April 2014 (this statutory guidance also refers to other specific laws,)
- Children and Families Act 2014 (Section 100)
- Health and Safety at work act 1974
- Equality Act 2010
- Special Educational Needs and Disability Code of Practice
- Other school policies such as Child Protection policy procedure and safeguarding guidance, Equal Opportunities, Behaviour, Administering Medicines and Special Educational Needs and Disability.

### 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

### School Ethos

Preston Candover CE Primary School is a fully inclusive school and aims to support any child with medical conditions, in terms of both physical or mental health, so that they can play a full

and active role in school life, remain healthy and achieve their academic potential. They should also be able to access and enjoy the same curriculum and opportunities as any other child.

We recognise that pupils with long-term and complex medical conditions may require on-going 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. Many of the medical conditions that require support at school will affect quality of life and may be life-threatening. Preston Candover CE Primary School recognises that each child's needs are individual.

We also recognise that needs may change over time, and that this may result in extended absence from school. The school will make every effort to minimise the impact on a child's educational attainment and support his or her emotional and general well-being, including any necessary re-integration programmes. The school will fully consider advice from healthcare professionals and listen to and value the views of parents and pupils.

The school recognises that some children who require support with their medical conditions may also have special educational needs and may have a statement or Educational Healthcare Plan (EHCP). We will work together with other schools, health professionals, other support services and the Local Authority. Sometimes it may be necessary for the school to work flexibly.

The admission to school is on the authority of Hampshire County Council. No child with a medical condition will be denied admission on the grounds that arrangements for his or her medical condition have not been made. In line with the school's safeguarding duties, we reserve the right to refuse admittance to a child with an infectious disease where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including the School Nurse, Health professionals and the child's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected (for example, class peers).

### **Our Responsibility**

The Governing body will ensure that pupils in school with medical conditions are supported. It will ensure policy is monitored, reviewed regularly and is readily accessible to parents and school staff. The Governing Body will ensure that staff receive suitable training and that they are competent before they take on the responsibility to support children with medical conditions.

The Head teacher will have overall responsibility for policy implementation and will

- Ensure that staff support pupils with medical conditions, so that they have full access to education
- Ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication
- Ensure cover arrangements are put in place for staff absences, so that someone is always available and supply staff are briefed
- Ensure risk assessments put in place for educational visits and other activities outside the normal timetable
- Comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs.
- Ensure that Individual Healthcare Plans are developed in association with the Inclusion Manager and Healthcare professionals where necessary and monitored
- Respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support
- Monitor and review appropriate records
- Ensure written records are kept of all medicines administered to children

### **Entitlement**

Preston Candover CE Primary School provides full access to the curriculum for every child wherever possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees of the school, have rights in relation to supporting pupils with medical needs, as follows:

Employees:

- Receive appropriate training
- Work to clear guidelines
- Bring to the attention of Senior Leadership any concern or matter relating to the support of pupils with medical conditions

### **Procedure and expectations of parents, medical professionals and school**

It is expected that:

- Parents will inform school of any medical condition which affects their child.
- Parents will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the original container
- Parents will ensure that medicines to be given in school are in date and clearly labelled
- Parents will co-operate in training their children to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible
- Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the school life of that individual

- Preston Candover CE Primary School will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan (for example, an inhaler)
- School staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to-date advice about a pupil's medical needs and will seek support and training in the interests of the pupil
- Arrangements are implemented following transition from another school, reintegration into the school or when the needs of the child change. Every effort will be made to ensure that the arrangements are put in place within a reasonable time frame.
- Transitional arrangements between schools will be completed in such a way that Preston Candover CE Primary School will ensure full disclosure of relevant medical information, Healthcare plans and support needed in good time for the child's receiving school to adequately prepare
- Individual Healthcare plans will be written as necessary, monitored and reviewed regularly and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals

### **Information Sharing**

Children with serious medical conditions will have their photo and a brief description of the condition, along with any other necessary information, in the staffroom.

Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible in their classroom, and all adults dealing with the child will have their attention drawn to this information.

All other medical conditions will be noted from children's SIMs records and this information will be provided to class teachers annually.

### **Emergency Procedures**

In a medical emergency, teachers have been appropriately trained to administer emergency paediatric first aid if necessary. If possible, the school's First Aiders will provide first aid. If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.

If a child is taken to hospital, staff should accompany the child taken to hospital by ambulance and stay with the child until the parent arrives. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

### **Educational visits and sporting activities**

The school will consider how a child's medical condition will impact on their participation. We will encourage all children to participate according to their ability and make any necessary reasonable adjustments, unless evidence from a medical clinician states that this is not possible.

The school will consider what reasonable adjustments may need to be made after carrying out a risk assessment so that planning arrangements take account of any steps needed to ensure that children with medical conditions are included. This will require consultation with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.

### **Administration of medicines**

Only essential medicines and those that cannot be taken outside of school hours will be administered during the school day. The following procedures will apply:

- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- No child will be given prescription medicines without their parent's written consent
- No child will be given a medicine containing aspirin unless it has been prescribed by a doctor. Parents will be required to give their written consent.
- Named staff members will give medicines (see end of Policy). Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct, and that written permission has been given. Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded in the Administration of Medicines book (located in the school reception office).
- Medicines to be given during the school day must be in their original container, in-date, clearly labelled and include instructions for administration, dosage and storage.
- Medicines will be stored safely and those requiring refrigeration will be stored in the fridge in the office.
- In KS2 inhalers may be kept in the child's classroom where this is appropriate and children have access to these inhalers at all times, though must inform a member of staff that they are taking a dose. All inhalers are marked with the child's name. All children with an inhaler must take one on educational visits, however short in duration
- Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

### **Epi-pen**

Any member of staff can administer an epi-pen in an emergency.

The pen (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn. Ambulances must be

called for a child who may require an epi-pen. Anti-histamine (Cetirizine or Piriton) may be given if slight tingling of the lips occurs following ingestion of possible irritants for nut allergy sufferers. This is a liquid medicine stored with the epi-pen. If symptoms are more severe, the epi-pen should be given immediately. An ambulance must be called immediately. Parents should be contacted after this call has been made.

### **Individual Healthcare Plans**

The headteacher will identify an appropriate member of staff to discuss the child's medical support needs. Their purpose is to ensure that they provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and they are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex. However, not all children will require one.

The healthcare plan is a confidential document. The level of detail within will depend on the complexity of the child's condition and the degree of support needed. Where a child has a special educational need, but does not have a statement or EHC plan, their special educational needs will be mentioned in their IHP.

IHPs and their review may be initiated in consultation with the parent, by a member of school staff or a healthcare professional involved in providing care for the child. Plans will be drawn up in partnership between the school, parents and a relevant healthcare professional. Wherever possible, the child will also be involved in the process. The aim is to capture the steps which a school should take to help the child manage their condition and overcome any potential barriers to getting the most from their education. Responsibility for ensuring the plan is finalised rests with the school.

The IHPs are reviewed at least annually, or earlier if evidence is presented that the child's needs have changed. The plans are devised with the child's best interests in mind, ensuring that an assessment of risk to the child's education, health and social well-being is managed minimising disruption. Reviews will be linked to any EHC Plan the child may have.

When deciding on the information to be recorded on individual healthcare plans, the following will be considered:

- The medical condition, its triggers, signs, symptoms and treatments;
- The pupil's resulting needs, including medication and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues;
- Specific support for the pupil's educational, social and emotional needs
- The level of support needed, including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring
- Who will provide the support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional ; and cover arrangements for when they are unavailable

- Who in the school needs to be aware of the child's condition and support required
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the children can participate
- Where confidentiality issues are raised by the parent or child, the designated individuals to be entrusted with information about the child's condition
- What to do in an emergency, including whom to contact and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform the development of their IHP.

### **Liability and Indemnity**

The Governing Body of Preston Candover CE Primary School ensures that appropriate insurance is in place and that it reflects the level of risk presented by children with medical conditions. The insurance covers staff providing support to pupils with medical conditions. From time to time, the school may need to review the level of cover for health care procedures and any associated training requirements.

### **Complaints**

Parents who are dissatisfied with any aspect of their child's care at Preston Candover CE Primary School, should discuss their concerns directly with the school. This will be with the child's class teacher in the first instance and then the Headteacher if still unresolved. In the unlikely event that this does not resolve the issue, the parents must make a formal complaint using the Preston Candover Primary School Complaints Procedure.

### **Staff trained in Emergency First Aid at Work, valid 3 years :**

Simrit Otway  
 Hazel Forrest  
 Athina Rich  
 Sarah Keen  
 Alex Croombs  
 Jane Vickers

### **Staff trained in Paediatric Emergency Life Support, including Anaphylaxis training, valid 3 years:**

Hazel Forrest  
 Athina Rich  
 Dominique Brown  
 Marina Avis  
 Cathy Taylor  
 Fran Johnson  
 Michelle Cooke  
 Sarah Defferding

Katie East  
Katie Walker-Arnott  
Jane Vickers  
Alex Croombs  
Lydia Wells

**Named people for administering medicines:**

Sarah Keen, Hazel Forrest, Athina Rich

**Headteacher**

Simrit Otway

**Inclusion Leader**

Cathy Taylor

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