

Valence Primary School

Policy for supporting children with medical conditions and managing medicines

Valence Primary school adheres to the duty placed on schools to make arrangements for supporting pupils at school with medical needs (Children and Families Act 2014), to ensure that pupils with medical conditions have the same right of admission to our school as other pupils and that they will not be refused or excluded on medical grounds. This policy has been developed in line with the DfE statutory guidance - 'Supporting pupils at school with medical conditions,' which came into force in December 2015

Guidelines for staff

Most schools will at some time, have pupils on roll with medical needs. The responsibility of the school is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils.

Teachers and other school staff in charge of pupils have a common law duty to act as any reasonably prudent parent would do, to make sure that pupils are healthy and safe on school premises and this might, in exceptional circumstances, extend to administering medicine and/or taking action in an emergency. This duty extends to teachers leading activities off site, such as educational visits, school outings or field trips. This can give protection to teachers acting reasonably in emergency situations, such as on a school trip.

Subject to the point made in the paragraph above, there is no legal or contractual duty on school staff to administer medicine or supervise a pupil taking it. This is a voluntary role Circular 14/96

Key roles and responsibilities

1) The Governing Body of Valence Primary School is responsible for:

- Ensuring arrangements are in place to support pupils with medical conditions
- Ensuring that the policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity, religion or belief, gender, sexual orientation, gender reassignment or disability
- Ensuring that the policy covers arrangements for pupils who are competent to manage their own health needs
- Ensuring that 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
- 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 certified by a recognised body as appropriate, to show that they are competent to do so
- Staff have access to information, resources and materials
- Ensuring written records are kept of any and all medicines administered to pupils
- Ensuring the policy sets out procedures for emergency situations
- Ensuring the level of insurance in place reflects the level of risk
- Handling complaints regarding this policy as outlined in the school's complaints policy
- Ensure the school policy is explicit with regard to unacceptable practice
- Ensure that all staff know the policy and have access to awareness training
- Ensure that supporting children with medical needs is an integral part of the induction process

2) The Headteacher is responsible for:

- Ensuring that the policy is developed effectively with partner agencies, and all staff are aware of this policy
- The day-to-day implementation of the school's Supporting pupils with medical conditions policy
- Liaising with, or delegating to named senior leader, healthcare professionals regarding the training required for staff
- Identifying staff who need to be aware of a child's medical condition, it is their implication and preventative measures
- Ensure procedures in place for pupils with a new medical condition, or for pupils who transfer schools –within a two week window as recommended guidance
- Developing Individual Health care Plans (IHCPs)
- Ensuring processes are in place to review IHCP's annually
- Ensure procedures are in place to monitor implementation of IHCP's
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency conditions
- Ensuring that more than one member of staff is identified to cover absences
- Ensuring confidentiality and data protection
- Ensuring continuous liaison between professionals
- Assigning appropriate accommodation for medical care- this space needs to have washing facilities and be reasonably close to toilet facilities
- Defibrillators – 1 each site – kept in front office –purchased Sep 2016 – all staff trained
- Voluntarily holding spare salbutamol inhalers for emergency use –see (The Human Medicines (Amendment) No2. Regulations 2014 no.1878)

3) All staff members are responsible for:

- Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures, which detail how to respond when they become aware that a pupil with a medical condition needs help
- Knowing where controlled drugs are stored safely
- Taking account of the needs of pupils with medical conditions in lessons
- Undertaking training to achieve competency if they have agreed to undertake a medical responsibility
- Year group leaders must ensure that risk assessments for school trips include planning for pupils with medical conditions e.g. copy Health Care Plan / 2 x Epipens / inhalers taken off site / registered First Aider to accompany groups where possible

4) School nurses or Health visitors for children under 5 are responsible for:

- Collaborating on developing, writing and updating an IHCP in anticipation of a pupil with a medical condition starting school
- Notifying the school when a pupil has been identified as requiring support in school due to a medical condition, at any time in their school career
- Supporting staff with the implementation of IHCPs, and participating in regular reviews
- Give advice and training to school staff
- Liaising locally with lead clinicians on appropriate support
- Assist with identifying and sourcing providers of training

5) Other healthcare professionals, including GP`s and providers of health services are responsible for:

- Notifying the school nurse when a child has been identified as having a medical condition that requires school support
- Providing advice on developing healthcare plans
- Co-operating with schools that are supporting children with a medical condition

6) Pupils where appropriate are responsible for:

- Providing adequate information about how their condition affects them:
- Be fully involved in discussions about their medical support needs
- Complying with their IHCP

7) Parents and carers are responsible for:

- Keeping the school informed about any new medical condition or changes to their child`s health
- Participating in the development and regular reviews of their child`s IHCP
- Completing relevant paperwork regarding the administration of medication
- Providing school with the medication their child requires and keeping it up to date e.g. 2x Epipens / 2x Asthma inhalers
- Carrying out actions assigned to them in the IHCP, or an agreed nominated adult, being contactable at all times

Unacceptable practice

School staff should use their discretion and look at cases on an individual basis. However it is not acceptable practice to:

- Prevent a pupil from easily accessing their inhalers and medication and administering medication when and where necessary
- Assume that all pupils with the same condition require the same treatment
- Ignore the views of the pupil or their parent; or ignore medical evidence or opinion
- Send pupils with medical conditions home frequently, or prevent them from staying for normal school activities, including lunch, unless this is specified in IHCPs
- Send a pupil who becomes unwell to the office or medical room unaccompanied, or with someone unsuitable
- Penalise pupils for their attendance record if relevant, evidenced, absences are related to their medical condition
- Prevent pupils from drinking, eating, going to the toilet, or other breaks if these are needed to manage their condition effectively
- Prevent pupils from participating in, or creating unnecessary barriers to pupils participating in any aspect of school
- Staff will not force a pupil, if the pupil refuses to comply with their health procedure, and parents would be informed immediately
- Staff will treat all pupils, including those pupils with medical conditions, with dignity and respect

Self-management

After discussion with parents, and in agreement with the Head teacher, children who are competent, should be encouraged to take responsibility for managing their own medicines and procedures. This should reflect within individual health care plans. Where possible children should be allowed, to carry their own medicines and relevant devices. Children who can take their medicines themselves may still need an appropriate level of supervision. When it is not appropriate for the pupil to self-manage, trained staff will help to administer medicines and manage procedures for them. **Note:** Risk assess for trips etc. and make necessary provision. E.g. accessibility / SEMH / physical

Safe custody

All drugs must be kept in a safe, and secure location.

Storing medicines

Valence Primary School will only accept prescribed medicines that are in date, labelled, in the original container as dispensed by a pharmacist, and include instructions for administration, dosage and storage. The only exception may be insulin, which may be in an alternative container such as pen or pump.

Record keeping

Clear records of all medications brought into school are kept. These records will be completed in ink and will be paper based, and chronological -detailing dosage, regime, and child's details. There needs to be a separate register for each person's medication. All registers need to be kept for at least two years from date of last entry made. Any errors in entry need to be clearly asterisked and marked, 'entered in error'. Errors should not be crossed out, tippexed or written over. This ensures a clear audit trail, should the need arise.

Medication needs to show the pharmacist's details, dosage and name of the patient. Labels with no pharmacy logo will not be accepted. There must be no variation in administered dosage, unless by written instruction from the dispenser. When no longer required, medication should be returned to the parent for safe disposal. Where possible, unless advised that to do so would be detrimental to health, medication should be prescribed in frequencies that allow the pupil to take it outside of school hours.

No pupil will be given medication containing aspirin, without a doctor's prescription.

Non-prescribed medication will not be administered by school staff, although parents may do so during the day. A photocopy of the medication and dose administered, is signed by the parent and kept in case of any adverse reaction for the duration of the school day. 1 copy to the front office and the class teacher notified.

Asthma

Valence Primary School recognises that asthma is a widespread, serious, but controllable condition. All reliever asthma pumps are kept in an accessible box in the medical room, in a central location. Staff will supervise individual children with using the pump during these times, if needed. All staff are aware of those pupils with asthma and know the signs and symptoms to look out for, and in the event of concern following the pump's use, will dial 999 without delay. Asthma pumps will be taken on school trips, local visits and during PE lessons.

There is a register of pupils with asthma in each classroom and in the medical room. Any children needing a preventer inhaler, will have a spare 'blue' salbutamol inhaler and will use this in an emergency. Families are responsible for ensuring that their child has an in date inhaler in school with the pharmacy label in date.

Asthma pumps are kept in class and a spare in the front office – *see the separate Asthma Policy for further detail.*

Off-site procedure

Valence Primary School will assess what reasonable adjustments can be made, to enable pupils with medical needs to participate fully and safely during off-site trips. All staff members should be aware of how the pupils individual medical condition will impact on their participation, but should allow enough flexibility for pupils to participate according to their own abilities, unless evidence from a GP states otherwise.

A risk assessment will be carried out by the Class Teacher/Inclusion Manager prior to the off-site trip taking place, to ensure pupils with medical conditions can participate safely. This will require consultation with parents and pupils and advice from the relevant healthcare professionals if necessary.

Emergency Process:

As part of general risk management processes, Valence Primary School has the following arrangements in place for dealing with emergency situations:

- A direct line of contact for emergency support for staff is in place whilst first aid is being administered e.g. inform the office, who informs SLT, family informed if required, Accident/Emergency documentation completed if required (then given to site Safeguarding lead)
- All pupils in the school should inform a teacher immediately if they think help is needed
- The pupils IHCP will clearly define what constitutes an emergency and will explain what to do, including ensuring that all relevant staff are aware of the emergency symptoms and procedures for the individual pupil
- When a pupil needs to be taken to hospital, a first aider will stay with the child until the parent arrives. If a child is taken to hospital by ambulance, a first aider will accompany the pupil

All staff need to understand the local emergency services e.g dialling 999, and ensure that the correct information is provided for navigation systems e.g correct site of emergency.

Insurance

Staff members who undertake responsibilities within this policy will be assured by the Head teacher that they are covered by the school/LA insurance.

Full written documents are available to be viewed by members of staff providing support to pupils with medical conditions.

This policy was adopted by:

Chair of Governors _____ Date _____

Head teacher _____ Date _____

Reviewed by:

L Williams (SLT)

Feb 2018