



## Children With Medical Conditions Policy

<b>Agreed by the Governing Body:</b>	to be agreed
<b>Review Date</b>	Spring 2019
<b>Review Schedule</b>	Annual / Biennial
<b>Person(s) Responsible</b>	Headteacher and Deputy Headteacher

### Introduction

This policy takes account of the statutory guidance in section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils with medical conditions. At Hackney New Primary School we are committed to providing pupils with access to education whatever their medical needs, disability or individual circumstances. Most pupils with medical needs are able to attend school regularly and with support can take part in most activities, enjoying the same opportunities at school as any other child. For some children their medical conditions will affect their quality of life and may be life threatening. This policy sets out how we make arrangements to support each individual child whatever their needs, by:

- Providing a whole school approach to supporting pupils with medical needs
- Ensuring that all staff, parents and governors are familiar with procedures relating to pupils who have medical conditions
- Helping pupils to take increasing responsibility for their own medication, (subject to each individual's need and understanding) and to be increasingly involved in arrangements to provide for their medical needs
- Establishing clear links with outside agencies to ensure that there is continuity of provision for all pupils with medical needs
- Minimising the disruption to a pupil's learning caused by absence resulting from a medical condition
- Meeting legal requirements with regard to storing and administering prescription medication in school

### IMPLEMENTATION

Named Person: Colette Harrington

The Deputy Headteacher/Inclusion Manager is responsible for ensuring that pupils with medical needs have proper access to education. In her absence the Headteacher, Siobhan Campbell will be named the person. They, in liaison with the allocated school nurse, will be the person with whom parents/carers discuss particular arrangements to make in connection with the medical needs of a pupil. It is the Named Person's responsibility to ensure information is passed on to the relevant members of staff. Wherever possible, confidentiality will be maintained. The Named Person ensures that all teachers, including supply teachers, have all the relevant information about pupils who have medical needs and are shown relevant health care plans. The Named Person is also responsible for overseeing risk assessments for school visits, residential trips and other activities outside of the normal timetable and for the monitoring of individual health care plans. The Named Person, oversees management and administration of medicines within the school in conjunction with school staff who also administer medicines.

## **RESPONSIBILITY OF PARENTS/CARERS**

- Parents/carers are responsible for supplying the school with updated information regarding their child's condition and medication.
- Parents/carers have to complete a written consent form for the administration of medication. Medicines will not be accepted in school without this. (See appendix 1)
- Parents/carers are responsible for supplying reasonable quantities to school and ensuring that the medicine for their child is in date.
- Parents/carers are responsible for ensuring each container is handed in with a signed consent form clearly stating the following:
  - Name of medicine
  - Pupil's name
  - Dosage
  - Dosage frequency
  - Date of dispensing
  - Storage requirements, if important
  - Expiry date

It is the parents/carers responsibility to inform the school in writing when the medicine is discontinued or the dosage changed. Any relevant paperwork can then be updated.

## **INDIVIDUAL MEDICAL HEALTH CARE PLANS**

All medical health care plans are drawn up by parents/carers in conjunction with health professionals and the school. The plan sets out in detail the measures needed to support a pupil in school, including preparing for an emergency. Plans will be reviewed at least annually and on the child's transfer to or from another school. They may be reviewed more regularly depending upon each individual child's circumstances.

Individual medical health care plans will vary depending upon the medical condition, its triggers, signs, symptoms and treatments. However they will usually include the following:

- How a pupil's needs are met including medication, other treatments, dietary requirements and environmental issues within the school e.g. possible triggers for allergic reactions
- Specific support for pupils with physical or other disabilities Specific support for pupils educational, social and emotional needs
- Level of support needed including what level of responsibility pupils are able to take for their own health needs including managing their medication
- Who will provide this support and their training needs and who will provide cover if they are unavailable
- Who in the school needs to be aware of the child's condition and the support required
- Arrangements for written permission from parents for medication to be administered by a member of staff or self-administered by a pupil during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal hours that will ensure the child can participate e.g. risk assessments
- Where confidentiality issues are raised by the parent, child, the designated individuals to be entrusted with information about the child's condition; and
- What to do in an emergency, including whom to contact, and contingency arrangements

A copy of each medical health care plan is kept centrally in a file in the school office together with the medical needs register- a list of children across the school with any medical need. It is updated regularly by the Inclusion Manager and is monitored by the Headteacher.

Class teachers will be given copies of medical health care plans where appropriate. Staff must familiarise themselves with the medical needs of the children they work with. Training will be provided for specific staff responsible for an individual child's specific medical needs so that they know what actions to take and how to react in an emergency. Training will be updated on a regular basis. All records of training and appropriate updates are stored in the 'Safeguarding file' in the Headteacher's office. Copies are also held by the Inclusion Manager.

Governors will monitor the effectiveness of procedures with regard to managing medical needs of pupils as part of their annual Safeguarding audit which will be reported at the main Governing Body meeting. This will include examining information displayed in the school and the medical conditions register to check that they are up to date and accessible.

### **IDENTIFICATION OF MEDICAL CONDITIONS**

Most medical conditions will be identified by parents/carers in consultation with a medical professional such as their local GP, medical specialist or community Health Care Nurses and Assistants. Medical needs are initially highlighted by parents identified on entry to the school when filling in the 'Admissions forms'. Any medical concerns the school has about a child will be raised with the parents/carers and reported to the Hackney Community Health Team. When contacted the team will come in to the school and help review and advise on health care plans in consultation with family GPs.

The current named School Nurse for Hackney New Primary School is:

Sarah Frimpong-Ampomah

Department of Children's Services, Diagnostics and Out Patients, St. Leonards Hospital, Nuttall Street, London, N1 5LZ

Tel: 020 7683 4991

NHS MAIL: s.frimpong-ampomah@nhs.net

### **MANAGING MEDICINES**

No medicines are administered without parents having signed the 'consent form for administering medication in school'. Wherever possible, children who are competent are encouraged to take responsibility for managing their own medicines and procedures. This is reflected in their individual health care plan. A record is kept of all administration of medicines.

The administration will be facilitated in the following ways:

- **SUPERVISED SELF-MEDICATION**

The consent form records that the pupil has taken the medication. The staff supervising the self-medication will ensure that the pupil is provided with the correct dosage of current medication to take or to apply. Only appropriately trained staff are allowed to administer any medicines.

- **STAFF ADMINISTRATION OF MEDICINES**

There may be times when supervised self-medication is not possible for example (but not limited to) febrile convulsions, anaphylaxis, and hypoglycaemic episodes or when the pupil's judgement would be so affected to render them unable to self-medicate. Requests to

treat any conditions that require medical interventions e.g. use of an EpiPen, must also be accompanied by a form to authorise the administration of medical treatment.

- **STORAGE OF MEDICATION**

All medication is stored in the medical cupboards or bags for easy access and in accordance with specific instructions for that medication. EpiPens are stored in the medical cupboard located in the school office. Asthma pumps are stored in medical bags in the child's classroom. All other medication is stored in the medical cupboard located in the school office. Pupils know where their medication is stored and are made aware of the role of key adults who will be responsible for ensuring that they receive appropriate medication. Where a pupil needs two or more prescribed medicines, each will be stored in a separate container. Some medicines need to be refrigerated. These will be kept in a clearly marked airtight container in the refrigerator in the staff room. In cases where a pupil needs to receive medicine during the school day, where possible, the school will always seek to limit the pupil's time spent away from the classroom.

- **DISPOSAL OF MEDICINES**

School staff should not dispose of medicines. Parents and Carers will collect medicines held at school where necessary. Parents and Carers are responsible for disposal of date-expired medicines.

## **TRAINING OF STAFF**

The school will liaise with appropriate education and healthcare professionals to undertake general training for all staff including how to administer an EpiPen and specific training related to individual pupils medical conditions. This is to ensure that nominated staff are proficient and confident in administering medication and with simple medical procedures.

## **INSURANCE**

The school's insurance policies include cover for arrangements for children who are competent to manage their own health needs and medicines. The school will ensure that in the event that staff are required to administer medicines, only staff trained in the administering of medicines do so.

## **ARRANGEMENTS FOR EDUCATIONAL VISITS & SPORTING ACTIVITIES**

Staff taking pupils out of the school will always take with them the medicines, equipment and associated information for any pupil in the group who has a medical condition. Children with asthma must always take their asthma inhalers on any outing or they will not be allowed to go. Staff must have access to a mobile telephone on any outing or visit. Every effort will be made to ensure pupils who require administration of medicines can go on school journeys. If a pupil requiring administration of medicine cannot be accompanied by a trained member of staff, their needs will be discussed with a Community Specialist Nurse to identify whether there is any other practical way of resolving the problem should it arise while off site. If a pupil is able to self-medicate on school journeys consideration will be given to the best way of transporting and storing the medicines. The school will always provide a fully trained first aider for every school trip and will ensure that they are fully trained to meet the needs of the children on that trip.

## **COMMON MEDICAL CONDITIONS:**

ANAPHYLAXIS, ASTHMA, DIABETES, ECZEMA AND EPILEPSY

The school recognises that these are common conditions affecting many children. We ensure that all staff in the school have a good understanding of these through relevant training and do not discriminate against any child who is affected.

- **ASTHMA**

The school has purchased school asthma inhalers for use in emergencies. Permission will be sought from parents to use these in exceptional circumstances if the child's personal inhaler is unavailable due to unforeseen circumstances.

- **ANAPHYLAXIS**

Anaphylaxis can be triggered by foods or non-foods (wasp and bee stings, certain medicines, even exercise). The symptoms of anaphylaxis can be identified by effects on the respiratory system, cardiovascular system, gastrointestinal system, skin, nervous system and genitourinary system. All children who have an EpiPen have a specific health care plan so that we know what procedure to follow in an emergency. Medical emergency information cards including photographs of all pupils are displayed in the in the pupil's classrooms and in the school dining hall. The Named Person is responsible for monitoring the expiry date of EpiPens and for advising parents.

- **DIABETES**

We recognise that Diabetes is a very serious condition, and could result in a Hypoglycaemia attack (Hypo) where blood sugar level becomes too low, or a Hyperglycaemia attack (Hyper) where blood sugar levels become too high. Prompt medical attention will then be required to rectify the chemical and sugar imbalance in the blood. Children who are diabetic need supervision and careful monitoring so that staff are aware of any changes in the child and are able to take immediate action if they should need to. All children with Diabetes in school will have their own individual health care plan. Each child with diabetes will have an emergency box labelled with their name and photograph and containing any relevant equipment required to control a hypo or hyper attack.

- **ECZEMA**

Active (acute) eczema causes constant itching and can mean sleepless nights and daytime drowsiness. We recognise that children who suffer with eczema may need the support of school staff to help them deal with this condition and that they may need help to apply emollients.

- **EPILEPSY**

Pupils with epilepsy will have a health care plan which will include information about medication. In the event of a child having an epileptic seizure staff are trained to:

- Stay calm
- If the child is convulsing then put something soft under their head
- Protect the child from injury (remove harmful objects from nearby)
- NEVER try and put anything in their mouth or between their teeth
- Try and time how long the seizure lasts – if it lasts longer than usual for that child or continues for more than five minutes then call medical assistance
- When the child finishes their seizure stay with them and reassure them
- Do not give them food or drink until they have fully recovered from the seizure

## **DIETARY NEEDS**

Many pupils have specific dietary needs. They are identified and recorded using the same procedures as for medical conditions.

## **ABSENCE AS A RESULT OF A MEDICAL CONDITION**

In cases where pupils are absent for periods less than 15 working days, parents will follow the normal arrangements for informing the school. If the length of the period of absence can be anticipated, then it may be appropriate for the school to provide the pupil with a pack of work to do at home. Where an absence exceeds 15 working days, the school will inform the Education Welfare Service. Parents will need to provide the school with a letter from a Medical Consultant containing details of the medical condition or intervention and information about the estimated period of absence.

If a pupil is to be admitted to hospital for a period longer than 5 working days, then the school will be in contact with the Hospital School and will consult with staff there about ensuring continuity of education.

If a child requires temporary education at home the school will liaise with parents to provide appropriate work.

The school, with the parents' cooperation, will maintain contact with pupils unable to attend. The school will continue to monitor the progress of pupils unable to attend. This will be done through discussion with teachers working with the child out of school and by examining work samples (where appropriate).

In cases of extended absence the SENCO will arrange for a review to be held, attended by the pupil's parents and the class teacher.

## **CONFIDENTIALITY**

A discussion will take place between the school and parent/carers about what level of confidentiality is appropriate in relation to any child's medical needs. In order to keep a child safe, all adults in the school, not only adults who have direct responsibility for the child may have to know about the child's condition and its implications. Where it will help in supporting the child, for example with allergies, the school will encourage the child and parent/carer to share the information more widely including with other children.

## **COMPLAINTS**

If parents are concerned about how the school is meeting the needs of pupils with medical conditions in the first instance they should contact the Headteacher. If the Headteacher is not able to resolve the issue then parents should make a formal complaint to Governors via the school's complaints procedure.

## **OUR PRACTICE**

It is Hackney New Primary School's practice to:

- Allow children to easily access their inhalers and medication in a supervised environment and to allow trained staff to administer their medication when and where necessary;
- Never assume that every child with the same condition requires the same treatment;
- Consider the views of the child or their parents; and to not ignore medical evidence or opinion (although this may be challenged);
- Fully include children with medical conditions; avoiding sending children with medical conditions home frequently or preventing them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- If a child becomes ill, send them to the school office or medical room accompanied by someone suitable;
- Not penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;

- In order for a pupil to manage their medical condition effectively, we will not prevent them drinking, eating or taking toilet or other breaks whenever they need to
- Recognise that no parent should have to give up working because the school is failing to support their child's medical needs. We will avoid requiring parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues.
- Not prevent children from participating, or create unnecessary barriers
- to children participating, in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.



## Medicine Administration Form

Pupil Information	
Child's Name	
Date of Birth	
Ememrgency Contact Details	Name:  Contact number:
Medical Condition	
Prescribed medication, dosage & any specific storage requirements	Medication:  Dosage:  Storage:
Parental consent for medication to be administered at school by school staff	Name:  Signature:  Date:

Date	Time	Medication	Dosage	Staff Name	Signature