

# **St John Baptist (Southend) CE Primary School**



## **SUPPORTING PUPILS WITH MEDICAL CONDITIONS**

**Agreed: September 2016**

**Review Date: September 2021**

**Signed: Andrea Blower - Chair**

## **St John Baptist School**

### **Supporting Pupils with Medical Conditions**

The Children and Families Act 2014 places a duty on schools to make arrangements for supporting pupils with medical conditions. This policy has been developed in line with the Department for Education's statutory guidance – 'Supporting pupils at school with medical conditions' – the school will have regard for the guidance issued.

#### **Aims:**

To ensure pupils at St John Baptist School with medical conditions are properly supported so that they have full access to education, including school trips and physical education.

To fully comply with the Equality Act 2010 for pupils with medical conditions also considered disabled or those with special educational needs.

#### **Roles and responsibilities:**

##### **Governing body:**

- 1) Ensuring arrangements are in place to support pupils with medical conditions.
- 2) Ensure the policy is reviewed yearly and is easily accessible.
- 2) Ensure the focus is on the needs of each child and how their medical condition impacts on their school life.
- 3) Ensure arrangements give parents and pupils confidence that effective support will be given.
- 4) Ensure that sufficient staff are properly trained and competent to provide the support that pupils need.

##### **Head teacher:**

- 1) Ensure all staff are aware of the policy for supporting pupils with medical conditions.
- 2) Ensure all relevant staff are aware of a child's medical condition.
- 3) Ensure that a sufficient number of trained members of staff are available to implement the policy and deliver Care plans (previously known as Individual health care plans) in normal, contingency and emergency situations.
- 4) Overall responsibility for the development of Care plans.
- 5) Ensure the correct level of insurance is in place for members of staff who support pupils in line with this policy.
- 6) Ensure effective liaising with the school nursing service with regard to pupils with new and existing medical conditions.

##### **School staff:**

- 1) Take account of the needs of the pupils with medical conditions that they teach.
- 2) Take appropriate steps to support pupils with medical conditions, including understanding the nature of the condition, and when and where a pupil may need extra attention.
- 3) They should fully understand all procedures and respond accordingly when they become aware of that a pupil with a medical condition needs help.
- 4) Receiving sufficient and suitable training for supporting children with medical conditions. Those members of staff who have agreed to undertake responsibility for administering medication should have the specialist training required to become competent.

**Parents/Carers:**

- 1) Inform the school of any medical condition that affects their child, as well as changes to their child's health.
- 2) Provide the school with information to enable the child's condition to be managed at school.
- 3) Participating in the development and review of Care plans.
- 4) Complete any actions they have agreed to as part of the Care plans such as providing medication and equipment.
- 5) Completing and signing the administering medication form before bringing in medication.
- 6) Providing the school with the medication their child requires, keeping it up-to-date and collecting expired medication.
- 7) If appropriate, training their child to self-administer medication.
- 8) Ensure they or another nominated adult are contactable at all times.

**Pupils:**

- 1) Provide information on how their medical condition affects them.
- 2) Contribute as much as possible, and if appropriate, to the development of their Care plans.
- 3) Comply with their Care plans, and if appropriate, self-manage their medication or health needs, if agreed by all partners.

If a child refuses to take medication or carry out a necessary procedure, staff will not force them to do so, but will notify parents as a matter of urgency.

**Staff Training:**

- 1) No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing specific training.
- 2) An up-to-date record of medical conditions, training undertaken and a list of staff trained to support pupils with medical conditions.
- 3) When new Care plans are put in place, school will liaise with the school nurse to ensure that the type and level of training required by staff to manage the specific medical condition can be provided.
- 4) This policy will be shared with all new members of staff as part of their induction process.

**School Procedures:**

When the school is informed that a pupil has a medical condition, the school office staff will gain as much information from the parents/carers as possible. The parents/carers are asked to complete and sign an Administering Medication form which highlights the name of the medication and important information about frequency and dosages. This information is then also entered by a member of the administration team onto the record of medication file located in the medical room explicitly noting the expiry date of the medication.

Professional evidence of the medical condition such as a letter from the G.P or hospital is also requested from the parents/carers.

The school office staff then contact the school nurse to advise that a pupil has a medical condition. If, after discussion with the school nurse, it is decided that a Care plan is necessary to support the medical condition, a Care plan meeting between the school (school secretary and Inclusion manager), parents/carers, the school nurse and, where appropriate, the pupil is arranged. The Care plan is completed, agreed and signed by all partners at this meeting. (Any additional training needed by staff is highlighted at this stage.)

This information is then entered onto the child's computer record by the school secretary and onto the medical conditions register (part of the SEN/D register) held by the Inclusion manager.

For short-term medication where a care plan is not necessary, such as for hayfever medication, parents/carers are required to sign an administering medication form only.

**Care Plans:**

Where a pupil has a Care plan, these are reviewed annually or sooner if the pupils' medical needs change.

When a Care plan is in place, they are readily accessible to all relevant staff (whilst preserving confidentiality). Care plans are located in:

- 1) individual children's files located in the office
- 2) in the front of the class register
- 3) in the Care plan file in the medical room
- 4) in each child's emergency box located in the medical cupboard in the medical room and in their classrooms.

Photographs of the children with Care plans are also located in the medical room behind a flip panel which is opened out during play and lunch times.

For children with a food allergy Care plan, photographs of the children are also located over the serving hatch in the canteen so that serving staff are aware of the children.

**Care plans contain the following information:**

- The medical condition or diagnosis with a clear current photograph of the child
- The person who is responsible for providing the support in school
- Description of the medical needs, including triggers and symptoms

- Descriptions of the administration of medication in both routine and emergency situations
- Daily care requirements
- Specific support for the pupils educational, social and emotional needs if necessary
- Arrangements for school trips
- Emergency procedures
- Staff training needed or undertaken

### **Access to information on pupils with medical conditions**

Pupils with an identified medical condition/need are entered onto the school computer system by the school secretary. This information is reviewed and updated annually, unless we are informed of a new condition.

It is crucial that relevant staff (including supply staff) have access to this information on a need to know basis, ensuring that confidentiality and data sharing principles are adhered to. Therefore, information is located in:

Class registers –laminated photographs of all children with Care plans and copies of the Care plans are located at the front of each class register. At the back of the register, separate lists detail the medication information for pupils in the class, including dosage and location of the medication, and the medical conditions in the class.

SEN/D register/Profile of Need– a list of pupils with medical conditions will form part of each class’ SEN/D register and Profile of need. Each class’ SEN/D register and Profile of need is in the front of the red SEN file located in each classroom.

Medical file – the medical file located in the medical room contains copies of Care plans as well as a list of all Care plan medication and expiry dates for each year group. Each year group section of the file also contains a list of the pupils with medical conditions, the medication they have, dietary requirements and signed administering medication forms.

### **Administration of medications**

Only essential, prescribed medications will be administered during the school day if they cannot be taken outside of school hours.

No pupil will be given medication if the Administering medication form has not been signed by the parents/carers.

The school will only accept medication that is prescribed, in date, labelled with the child’s name, in the original container and with dosage, administration and storage requirements clearly specified.

The school will not administer antibiotics to pupils – parents/carers are responsible for the administration of antibiotics if they are needed during school hours.

Medication is always stored in the medical room apart from anti-histamines and epipens which are kept in the child’s emergency boxes in their classrooms.

A written record is kept of all medication administered to pupils, this log is kept in the medical room. The medical file, also located in the medical room, contains details of the Care plan medication kept for each child and the expiry date – this information is checked half termly by the School administrator.

Parents/carers will be notified that the medication is about to expire and that they need to contact the G.P for a repeat prescription. If the parent/carer informs the school that medication is no longer required, written confirmation is requested. In the case of pupils with Care plans, we also require written professional confirmation that medication is no longer required before the Care plans can be amended or ceased.

### **Monitoring of medication**

The Care Plan medication file is checked half-termly by the School administrator, expiry dates are noted and parents/carers notified to request replacements.

Parents/carers, however, are ultimately responsible for ensuring their child's medication is in date.

Pupils' emergency medical boxes located in the medical room and in their classrooms are checked half-termly by the School administrator – each medical box should contain a laminated Care plan including the emergency 999 wording and the prescribed medication such as piriton, epipen or insulin.

All other medication and medical equipment located in the medical room is also checked half-termly by the School administrator.

When no longer required or expired, medicines are returned to the parents/carers for disposal.

### **Educational visits/School trips**

All medication and emergency medical boxes are taken on all school trips. School staff supervising educational visits must be aware of any medical conditions and needs, as well as relevant emergency procedures. School staff will be responsible for the safe storage and administration of medication during the visit as long as they are trained to do so.

Risk assessments are carried out prior to each school trip and this will include information on each individual child's needs where appropriate. The school will ensure that trained staff are available to accompany classes on school trips.

School staff take incident report log booklets with them on school trips, any medication administered will be recorded in the booklet.

### **Physical activity**

Children with medical needs are entitled to access a full education including P.E., as well as other sporting and physical activities. Pupils are encouraged to take part appropriate to their abilities. Any restrictions on a pupils' ability to participate will be included in their Care plan. Some pupils may need to take precautionary measures before or during exercise and may need immediate access to their medication. This information will also form part of the Care plan.

### **Emergency procedure**

Where a pupil has a Care plan, staff will follow the agreed procedure, as detailed, in the event of an emergency.

If a child needs to be taken to hospital, a member of the administrative team will call the emergency services following the emergency wording as detailed in the Care plan. A designated member of staff will stay with the child until the parents/carers arrive or accompany the child to hospital by ambulance if necessary.