

Monksmoor Park CE Primary School

Supporting pupils with medical needs policy

**Date ratified by Governors:
26th August 2018**

**Dates reviewed by
Governors:**

- 1.**
- 2.**
- 3.**

1. Introduction and purpose

1.1 Monksmoor Park is committed to ensuring that all pupils with medical conditions can access and enjoy the same opportunities as any other child and to ensuring that they are able to play a full and active role in school life, remain healthy and achieve their academic potential.

1.2 Monksmoor Park will ensure that it maintains an effective management system for the administration of medicines to all pupils in our care in order to ensure that appropriate support is provided to individual pupils with medical needs.

1.3 SCOPE

1.3. This policy applies to all Monksmoor Park staff or volunteers working in or visiting Monksmoor Park, including contractors, agency or temporary staff.

2. Legislation and regulation

2.1 This policy is issued in line with statutory and non-statutory guidance relating to section 100 of the Children and Families Act 2014, which places a duty on proprietors of academies to make arrangements for supporting pupils at their school with medical conditions. In meeting the duty, Monksmoor Park must have regard to the guidance issued by the Secretary of State under section 100.

2.2 This policy is in line with *Supporting pupils at school with medical conditions: statutory guidance for governing bodies of maintained schools and proprietors of academies in England* will be reviewed against any revised recommendations when the guidance is revised.

2.3 This policy is also in line with the *Statutory Framework for the Early Years Foundation Stage*.

3. Supporting pupils with medical needs

3.1 At Monksmoor Park we want to ensure that all our pupils receive the same level of care in relation to their emotional and physical needs, including those children who have particular medical needs. We want parents to be assured that their children's health will be well-looked after and this policy sets out the steps that we will take to support children with medical needs.

3.2 Liaising With Parents

3.2.1 Monksmoor Park academies must promote ongoing communication with parents in order to ensure that the specific medical needs of all pupils in our care are known and met.

3.2.2 Parents must inform the Headteacher (or the delegated IHCP Lead) if their child has or develops a medical condition and, where appropriate, provide the school with appropriate medical evidence and / or advice relating to their child's medical condition.

3.2.3 Where appropriate, parents will be invited to consult with the school and relevant healthcare professionals in order to produce an IHCP (individual health care plan) for their child. A template letter to parents can be found in Appendix 1.

3.2.4 Parents should also inform the Headteacher (or the IHCP Lead) where their child will require either prescription or non-prescription medication to be taken at school and of any changes to the medication required.

3.2.5 Monksmoor Park requests that medication is only taken at school if it is essential, that is where it would be detrimental to the child's health not to administer the medication during the school day. Where possible, medicines should be taken at home, before and after attending school.

3.2.6 Unless in exceptional circumstances, staff will not administer any medication to a child without obtaining prior written permission from his or her parents.

3.2.7 For early years foundation stage (EYFS) pupils, staff will ensure that parents are informed in writing on the same day or as soon as reasonably practicable in respect of every occasion that any medication is administered and, if for any reason, medication has not been administered parents will be informed and will be given an explanation.

3.3 Individual Health Care Plans

3.3.1 Monksmoor Park will focus on the needs of each individual child and how their medical condition impacts on their school life, including on how the medical condition impacts a child's ability to learn and will take steps to help increase child's confidence and ability to self-care.

3.3.2 Where a child has a long-term or complex medical condition or health needs, we will, where appropriate, produce an IHCP for that child. A template IHCP is set out in Appendix 2.

3.3.3 The IHCP will be prepared following consultation with the parents, the child (where appropriate) and School Nurse and / or any other relevant healthcare professional.

3.3.4 Where appropriate, the IHCP should be linked with a child's Statement of Special Educational Needs or their Education, Health and Care Plan (EHCP). Where a child has SEND but does not have a Statement or EHCP, their SEND should be mentioned in their IHCP.

3.3.5 The IHCP will be presented to the parents for approval prior to its implementation to ensure the school holds accurate information about the medical condition of any child with long term needs.

3.3.6 Once the IHCP is approved the Headteacher (or the delegated IHCP Lead) will be responsible for its maintenance and implementation.

3.3.7 The IHCP will be reviewed at least annually or more frequently where a child's needs change.

4. Administering medicines

4.1 Where a child requires supervision to take their medication or where such medication will be administered by staff, pupils receiving medication should be made aware of where they should attend at the prescribed times during the course of the medication to receive their treatment.

4.2 All medicines supplied by parents must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration. Staff administering medication will check the child's name, the name of the medication, the prescribed dose, the expiry date, the method of administration, the time / frequency of administration, any side effects and the written instructions on the container before providing the medicine to the pupils.

4.3 If staff are in any doubt over the procedure to be followed, the parents will be contacted before action is taken.

4.4 If a child refuses their medication, staff will record this and report to parents as soon as possible.

4.5 Medical Records and Consent

4.5.1 Parents of all pupils at the School are required to complete the relevant parental agreement to administer medicine at Appendix 4 and / or Appendix 5 before medication is administered to their child.

4.5.2 Staff administering medicines will sign the records at Appendix 6 and / or Appendix 7 each time a medicine is administered. Written records of all medication administered to every child are retained by the headteacher / school nurse and relevant records can be provided,

subject always to the law on data protection, to parents on request. These records are regularly reviewed by the headteacher / school nurse.

4.6 Prescription and Non-Prescription Medication

4.6.1 As a general rule, staff will not administer any medication that has not been prescribed for that particular child by a doctor, dentist, nurse or pharmacist.

4.6.2 We will hold and store spare AAls (adrenalin auto-injectors), and, if a child has been identified as at risk from anaphylaxis as per their IHCP, an appropriately trained member of staff will administer the AAI in the case of an emergency.

4.6.3 Staff may only administer certain non-prescription medication such as pain and fever relief if the parents have already provided their written consent for this to happen in relation to specific medicines and only if there is a health reason to do so. Parents will be asked to sign Appendix 6 to confirm their agreement to staff administering such medication and to confirm that the child has not suffered an adverse reaction to the medication in the past.

4.6.4 No child shall be given medicine containing aspirin unless prescribed for that particular child by a doctor.

4.7 Self-Medication

4.7.1 Monksmoor Park recognises that pupils should be allowed to carry their own medicines and relevant devices (such as inhalers), wherever possible or should be able to access their medicines for self-medication quickly and easily.

4.7.2 Following consultation between the school, parents and the child, a child will be permitted to store and carry their own medication if in the opinion of the headteacher/IHCP Lead or school nurse that they are sufficiently competent to do so. This will be reflected in a child's IHCP.

4.7.3 The school will also consider the safety of other children and medical advice from the prescriber in respect of the child in reaching this decision.

4.7.4 Pupils will be made aware the medication is strictly for their own personal use and it should not be passed to any other pupils under any circumstances and to do so is a breach of school rules.

4.8 Storage of Medication

4.8.1 Medicines are always securely stored in accordance with individual product instructions.

4.8.2 We will carry out a risk assessment to consider any risks to the health and safety of the school community and put in place measures to ensure that identified risks are managed and that medicines are stored safely.

4.8.3 All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration.

4.8.4 Emergency medication such as inhalers, adrenaline pens and blood glucose testing meters will be kept in a designated location, clearly marked, and if kept in a box or cupboard this must not be locked in order to allow immediate access. In the case of medication which is not required in an emergency, the child will be told where their medication is stored and who holds the key.

4.8.5 We will ensure that pupils who do not carry and administer their own medication understand which members of staff will administer their medication.

4.8.6 If a child is prescribed a controlled drug, unless otherwise agreed as part of an IHCP, it will be kept in safe custody in a locked, non-portable container and only named staff and the child will have access. A record of any doses used and the amount of the controlled drug held at the school will be maintained.

4.8.7 If pupils who are permitted to possess a controlled drug will be advised that it is an offence to pass the drug to any other person for use.

4.8.8 Parents should collect all medicines belonging to their child at the end of each term and are responsible for ensuring that any date-expired medication is collected from the school.

4.9 Emergencies

4.9.1 In the event of an emergency related to the administration of medicine, the designated trained staff member should be called as soon as possible, if not already present. If they do not consider that he or she is able to deal with the presenting condition, then they should continue any first aid or medical procedures being provided whilst another person summons emergency medical care. This does not however affect the ability of any person to contact the emergency services in the event of a medical emergency. Staff should always dial 999 for the emergency services in the event of a serious medical emergency before implementing the terms of this policy and make clear arrangements for liaison with the ambulance services on the school site.

4.9.2 A checklist for contacting the emergency services can be found in Appendix 8.

5. Off-site visits and sporting events

5.1 Please refer to the Trips and Visits Policy.

5.2 The school actively supports all pupils with medical conditions to access and enjoy the same opportunities at the School as any other child, which includes ensuring that they are able to take an active role in school trips and sporting activities, unless it is contraindicated by a medical professional involved in a child's care (such as his or her GP).

5.3 If a child attending an off-site visit or sporting event cannot self-medicate, they will be accompanied by a member of staff who has received appropriate training to administer the medication in accordance with this policy.

5.4 All pupils requiring preventative medicine (particularly for sport), if sufficiently competent to self-medicate, are responsible for carrying their medication with them. If not sufficiently competent, a member of staff shall carry the medication, individually labelled.

5.5 Secure storage for medicines will be available at all short-term accommodation used by the School.

6. Unacceptable practice

6.1 Staff should use their discretion and training with regards to each individual child's medical needs, by reference to their IHCP and / or EHCP, as appropriate.

6.2 However, staff should be aware that the following practices are generally unacceptable:

- ! preventing access to medication and relevant devices (such as inhalers), where this is reasonably required;
- ! assuming that all pupils with the same conditions require the same treatment;
- ! frequently sending pupils with medical conditions home or preventing them from taking part in normal school activities, unless this is provided for in their IHCP or by their medical advisors;
- ! sending unwell pupils unaccompanied to the school office or medical room;
- ! penalising pupils for their attendance record, if their absences are related to their medical condition (e.g. hospital appointments);
- ! preventing pupils from drinking, eating or taking toilet or other breaks when required to enable them to manage their medical condition effectively;

- ! requiring parents, or otherwise making them feel obliged, to attend the School to administer medication or otherwise provide medical support to their child during the school day;
- ! preventing pupils from participating in, or creating unnecessary barriers to children participating in all aspects of school life.

7. Training

7.1 Monksmoor Park will ensure that there are members of staff who are appropriately trained to manage medicine as part of their duties.

7.2 The Headteacher is responsible for the administration of medicine and the arrangements for pupils with medical conditions within the school. They will delegate duties as appropriate to other members of staff who have received training.

7.3 The Headteacher will ensure that all staff are supervised where appropriate. Any staff responsible for the administration of medicine will have access to pupils' IHCPs.

7.4 Relevant members of staff will receive appropriate training and support from the school nurse and / or a qualified health professional, including training on the side effects of medication and what to do if they occur. If the administration of medication involves technical, medical or other specialist knowledge, appropriate individual training tailored to the individual child will be provided to appropriate staff by the school nurse and / or a qualified health professional, where appropriate.

7.5 The school nurse and / or qualified health professional will provide written confirmation that the member of staff is proficient in the procedure which is set out in Appendix 3.

7.6 Staff must not give prescription medicines or undertake health care procedures without appropriate training. For the avoidance of doubt a first aid certificate does not constitute appropriate training in supporting pupils with medical conditions.

7.7 The school must publish on its website, alongside the link to this policy, the details of any health professionals it engages to train and assist school staff in dealing with medical conditions and administering medicine.

7.8 All staff will be made aware of the terms of this policy and the school's arrangements for supporting pupils with medical conditions and their role in implementing the terms of this policy.

7.9 The school has guidance and protocols in place to deal with common medical conditions such as anaphylaxis, asthma, epilepsy and diabetes.

7.10 Copies of the guidance and protocols are published on the school website alongside this policy.

7.11 All new starters will be made aware of the terms of this policy and appropriate protocols during their induction.

8. Responsibilities

8.1. The Governing Body has overall accountability for this policy.

8.2. The Governing Body has overall responsibility for ensuring implementation and compliance and are responsible for monitoring and challenging the school on fulfilling their duties in relation to this policy and providing support and advice on implementation where necessary.

8.3. The Headteacher is responsible for:

- ✓ Ensuring that sufficient numbers of staff are suitably trained and are able to access all relevant information and teaching support materials required to assist pupils with medical conditions;

- ✓ Ensuring that cover arrangements are in place to meet individual children's need in the event of staff absence (cover arrangements must be in writing and easily available to relevant staff and, on request, parents);
- ✓ Ensuring that sufficient numbers of trained staff are available to support pupils' medical needs at all times whilst they are under the care of the School, including making contingency plans for staff absence and emergency situations;
- ✓ Ensuring that information regarding an individual child's medical condition is shared with appropriate staff (including supply teachers where appropriate) on a need to know basis;
- ✓ Ensuring that risk assessments take into account the additional risks posed to individual pupils as a result of their medical conditions;
- ✓ The overall development and monitoring of Individual Healthcare Plans (IHCP) at the School.

9. Complaints

9.1 If parents or pupils are dissatisfied with the medical support provided at their school they should raise these in the first instance with the headteacher.

9.2 If the headteacher cannot resolve the issue then a formal complaint can be raised via the Complaints Policy which is available on Monksmoor Park's website.

Appendices

APPENDIX 1

[• Date of letter]

Dear Parent or carer

Developing an individual healthcare plan for [• name of pupil]

Thank you for informing us of [• name's] medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the School, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom.

Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for [• 00 month year]. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend.

The meeting will involve [• the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting.

I [• or another member of staff involved in plan development or pupil support] would be happy for you contact me [• them] by email or to speak by phone if this would be helpful.

Yours sincerely

Name

Position

Monksmoor Park CE Primary School

APPENDIX 2:

Individual healthcare plan (IHCP)

Name of School

Monksmoor Park CE Primary School

Name of child

Group / class / form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family contact information

Name

Telephone number (work)

Telephone number (home)

Telephone number (mobile)

Relationship to child

Name

Telephone number (work)

Telephone number (home)

Telephone number (mobile)

Clinic / Hospital contact

Name

Telephone number

GP

Name

Telephone number

Who is responsible for providing support in school	
--	--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by / self-administered with / without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits / trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (state if different for off-site activities)

Plan developed with

Staff training needed / undertaken – who, what, when

Form copied to

Name

Name

APPENDIX 3

Staff training record: administration of medicines

Name of School	Monksmoor Park CE Primary School
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [• name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [• name of member of staff].

Trainer's signature

Date

I confirm that I have received the training detailed above.

Staff signature

Date

Suggested review date

APPENDIX 4

Parental agreement for setting to administer medicine

The School will not give your child medicine unless you complete and sign this form, and the School has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of School

Monksmoor Park CE Primary School

Name of child

Date of birth

Group / class / form

Medical condition or illness

Medicine

Name / type of medicine (as described on the container)

Expiry date

Dosage and method

Timing

Special precautions / other instructions

Are there any side effects that the School needs to know about?

Self-administration

Yes

No

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact details

Name

--

Daytime telephone number

--

Relationship to child

--

Address

--

I understand that I must deliver the medicine personally to

The school office.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to School staff administering medicine in accordance with the School policy. I will inform the School immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent Signature(s)

.....

Date

.....

APPENDIX 5

Parental agreement to administer non-prescription medication

I agree to the School administering the following non-prescription medicines, which may be reasonably required to be administered to my child for health reasons from time to time.

[Insert details of non-prescription medications held and administered at the School - e.g.]

- | • Paracetamol | Yes | No |
|---------------|-----|----|
|---------------|-----|----|

.....

.....

.....

.....

.....

I confirm that my child has not suffered an adverse reaction to the above mentioned medications in the past.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to School staff administering medicine in accordance with the School policy. I will inform the School immediately, in writing, if there is any change.

Parent Signature(s)

Date

APPENDIX 6

Record of medicine administered to an individual child

Name of School	Monksmoor Park CE Primary School
Name of child	
Date medicine provided by parent	
Group / class / form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature

Signature of parent

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

APPENDIX 8

Contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

- your telephone number: 01327 493112
- your name
- your location as follows: Monksmoor Park CE Primary School, Croxden Way, Monksmoor Park, Daventry, Northamptonshire
- state what the postcode is: NN11 2PD
- provide the exact location of the pupil
- provide the name of the child and a brief description of their symptoms
- inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient

Put a completed copy of this form by the phone.

