Birkbeck Primary School

Supporting Pupils with Medical Conditions Policy

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Birkbeck Primary School: Supporting Children with Medical Conditions Policy

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At Birkbeck Primary School we are determined to ensure that all necessary steps are taken to protect children and young people from harm. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at Birkbeck Primary School. As an organisation, we recognise our responsibility to safeguard and promote the welfare of all our pupils, which includes all aspects of health promotion and prevention.

As a Unicef Rights Respecting School, we uphold the United Nations Convention on the Rights of the Child:  
- **Article 24 (health and health services).** Every child has the right to the best possible health.  
- **Article 6 (life, survival and development)** Every child has the right to life.

### 1. Aims

Medicines are only kept in school to treat serious conditions where it would be detrimental to a child’s health if the medicine were not administered during the school day and for potentially life-threatening conditions. Our aim is to enable regular pupil attendance through the correct management of medicines in school.

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The governing board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupil’s condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring individual healthcare plans (IHCPs)

The named person with responsibility for implementing this policy is Mrs Lesley Fisher-Pink, Head Teacher.

### 2. Roles and Responsibilities

#### 2.1 Governing Body

The Governing Body has ultimate responsibility to make arrangements to support pupils with medical conditions. It will ensure that:

- the focus is on the needs of each individual child and how their medical condition impacts on their school life.
- children with medical conditions can access and enjoy the same opportunities at school as any other child.
- sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.
- written records are kept of all medicines administered to pupils.
2.2 Head Teacher

The Head Teacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHCPs), including in contingency and emergency situations
- Take overall responsibility for the development of IHCP’s
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Ensure that the school nursing service is contacted in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a child’s medical needs and that this information is kept up to date
- Ideally always seek parental agreement before passing on information about their child’s health to other staff. Sharing of information is important in providing the best care for the child.

2.3 Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach.

All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

2.4 Parents

Parents include any person who is not a parent of a child but has parental responsibility for, or care of, a child.

Only one parent needs to agree or request that medicines are administered. In the event of a disagreement, the school should continue to administer the medicine in line with the consent given and in accordance with the prescriber’s instructions, unless a court decides otherwise.

Parents will:

- Jointly with the school, reach agreement on the establishment’s role in supporting their child’s medical needs, in accordance with the school policy.
- Be involved in the development and review of their child’s IHCP and provide sufficient and up-to-date information about their child’s medical needs.
- Carry out any action they have agreed to as part of the implementation of the IHCP e.g. provide medicines and equipment.
- Be responsible for ensuring that medicine supplies are renewed and that medication is kept in date and replaced when expiry dates lapse.
- Be responsible for the disposal of date-expired medicines, appropriately and safely and collect any medicines held in school at the end of each academic year.
2.5 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHCPs. They are also expected to comply with their IHCPs.

2.6 School Nurses and Other Healthcare Professionals

Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible.

Healthcare professionals, such as GPs and pediatricians, will liaise with the school’s nurses and notify them of any pupils identified as having a medical condition.

3. Equal Opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in all school activities including school visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely in school activities, on school visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

4. Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHCP.

The school will make every effort to ensure that arrangements are put into place within the week, or by the beginning of the relevant term for pupils who are new to our school.
5. Individual Healthcare Plans

The Head Teacher has overall responsibility for the development of IHCPs for pupils with medical conditions. The day to day responsibility for this role has been delegated to the School Business Manager.

Parents will be asked to review plans at least annually, or earlier if there is evidence that the pupil’s needs have changed.

Plans will be developed with the pupil’s best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHCP. It will be agreed with a healthcare professional and the parents when an IHCP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the Head Teacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advice on the pupil’s specific needs. The pupil will be involved wherever appropriate.

IHCPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a pupil has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHCP.

The level of detail in the plan will depend on the complexity of the child’s condition and how much support is needed. The governing board, Head Teacher and School Business Manager will consider the following factors when deciding what information to record on IHCPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil’s resulting needs, including medication (dose, side effects and storage) 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, e.g. crowded corridors, travel time between lessons
- Specific support for the pupil’s educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil’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 pupil’s condition and the support required
- Arrangements for written permission from parents and the Head Teacher 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 pupil can participate e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil’s condition
- What to do in an emergency, including who to contact, and contingency arrangements

6. Managing Medicines

6.1 Prescription Medicines

Prescription medicines will only be administered at school:

- When it would be detrimental to the pupil’s health or school attendance not to do so
• Where we have parents’ written consent

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Parents should inform the school about any medicines their child needs to take by completing a ‘parental agreement for school to administer medicine’ form and provide details of any changes to the prescription or support required. An exception to this are Asthma Pumps, however, written confirmation via as Asthma Plan Card must be obtained from the parent or carer following prescription. Only the pump prescribed for each individual child should be used, as doses can vary and this should be maintained / changed by the parent.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. A record will be kept by staff of medicines given to children and signed by the member of staff administering the medicine. Anyone giving medicine to a child will do so in the presence of a second person, who will sign as a witness. Staff will supervise pupils who administer medicines themselves. Parents will always be informed.

The school will only accept prescribed medicines that are:

• Labelled with the child’s name and the name of the medicine
• Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage, storage and any possible side effects
• In-date

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in-date.

6.2 Non-Prescription Medicines

Non-prescribed medicines should not normally be administered. Parents should keep children at home when they are acutely unwell.

Sun cream may be self-administered by pupils, however we do ask parents to apply cream on their child before they come to school, using a long lasting sunscreen. Hayfever treatments (e.g. eyedrops, nasal, tablets) must be prescribed by the doctor.

6.3 Controlled Drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

6.4 Storage of Medicines

All medicines will be stored safely and kept in a readily accessible place which staff are aware of. Medicines will be stored strictly in accordance with product instructions, paying particular note to temperatures and in the original container in which dispensed.

Pupils will be informed about where their medicines are at all times and be able to access them immediately with appropriate support from members of staff.
Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available for pupils to use with appropriate adult assistance/supervision.

Other non-emergency medicines are kept in a secure place not accessible to children. Medicines will be returned to parents to arrange for safe disposal when no longer required. Sharps boxes will always be used for the disposal of needles and other sharps.

6.5 Pupils Managing their Own Needs

Pupils will be encouraged to take responsibility for managing their own medicines from an early age depending on the maturity and ability to do so for each individual child. When making a decision to transfer responsibility to the child, health professionals will need to assess in consultation with parents and the child and look at an appropriate time to make this transition. There may be circumstances when it will not be appropriate at any age for some children.

Pupils will be allowed to carry their own medicines and relevant devices (e.g. asthma pumps) wherever possible.

6.6 Refusing Medicines

Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHCP, note the refusal on the administration form and inform parents so that an alternative option can be considered, if necessary.

If refusal to take the medicines results in an emergency, the school’s emergency procedures will be followed.

7. Educational Visits

The school encourages children with medical needs to participate in safely managed visits. Planning arrangements for visits should include the necessary steps to enable children to participate fully and safely with the following considerations:

- Additional safety measures that may be required
- Additional adults to accompany the child
- Arrangements for the taking of necessary medicines
- Relevant emergency procedures.

A copy of the health care plan is taken on any visits in case of an emergency. Risk assessments may also be carried out.

Parental views and medical advice from the schools’ health service or GP will be sought where staff may be concerned whether they can provide for the safety of the child or other children on a visit in line with the DCFS guidance on planning educational visits.

8. Sporting Activities

Most pupils with medical conditions will be expected to participate in physical activities and extracurricular sport. Any restrictions on a child’s ability to participate in PE should be recorded on the individual health care plan. All adults will be made aware of issues of privacy and dignity for children with particular needs. Asthma pumps should be fully and easily accessible during sporting activities.

Supervising staff will need to consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.
9. Use of Automated External Defibrillator (AED)

All school staff are trained to use an AED and may use the machine provided they feel confident and competent to do so. However, in an emergency situation where there is no trained person present, any untrained person may also use the AED and should follow the instruction sheet.

The school AED is situated in the main foyer, outside the School Office.

10. Unacceptable Practice

School staff should use their discretion and judge each case individually with reference to the pupil’s IHCP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHCPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child’s medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

11. Emergency Procedures

Staff will follow the school’s normal emergency procedures (for example, calling 999). All pupils’ IHCPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

12. Training & Awareness

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

Staff who have children with medical needs in their class or group will be informed about the nature of the condition, and when the children may need extra attention.

12.1 First Aid Qualification

All LSA’s and Midday Supervisors hold Emergency First Aid qualifications and the school has a team of staff who additionally have paediatric first aid and First Aid at Work qualifications. The school nursing team provide regular Epipen and Asthma training for teaching and support staff.

In the event of an out-of-hours emergency, the Premises Manager or SLT member on-site will act as the nominated Appointed Person responsible for contacting the emergency services for first aid support.
12.2 Training for IHCP

Training for staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHCPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Head Teacher. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHCPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

13. Record Keeping

The Governing Body will ensure that written records are kept of all medicine administered to pupils. Parents will be informed if medicine is administered or their child has been unwell at school.

IHCPs are kept in a readily accessible place which all staff are aware of.

14. Liability and Indemnity

The Governing Body will ensure that the appropriate level of insurance is in place and appropriately reflects the school’s level of risk.

The details of the school’s insurance policy are:

Zurich Municipal
Policy number: QLA-01E203-0243
Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB

The school will ensure that we are a member of the Department for Education’s risk protection arrangement (RPA).

15. Complaints

Parents or pupils with a complaint about the support provided for a medical condition should discuss their concerns directly with Mrs Fisher-Pink, Head Teacher in the first instance. If for whatever reason this does not resolve the issue, parents may consider the School’s Complaints Procedure.

16. Monitoring Arrangements

This policy will be reviewed and approved by the Governing Body annually.

17. Links to Other Policies

This policy links to the following policies:

- Accessibility Plan
- Complaints
- Equality Information and Objectives
- First Aid
• Health and Safety
• Safeguarding
• Special Educational Needs Information Report and Policy