North Baddesley Infant School, Nursery and Pre-School

Policy for Supporting Pupils with Medical Needs

This policy was agreed and formally adopted on 24.9.15.

This policy will be reviewed annually by the governing body.

Dates reviewed (recent): Sept 2024, Sept 2025, Sept 2026

Our Policy for Supporting Pupils with Medical Needs relates to other school policies and should be read in conjunction with these. Any reference to 'parent(s)' throughout the policy refers to parents, carers or anyone else with primary care responsibility for a child. Any reference to school throughout the policy also refers to nursery and pre-school, as applicable.

General Principles

In line with the duty, which came into force on 1st September 2014, to support pupils at school with medical conditions, we are committed to ensuring that all children with medical conditions, both physical and mental health, are properly supported at North Baddesley Infant School, Nursery and Pre-School so that they can play a full and active role in school life, remain healthy and achieve academically.

No child with a medical condition will be denied admission or prevented from taking up a place at our school, nursery or preschool because arrangements for their medical condition have not been made.

We will ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases; therefore, we will not accept a child in school at times when it would be detrimental to the health of that child or others to do so.

This policy will be reviewed annually and it is readily accessible to parents on the school website.

Policy Implementation

The named person, who has overall responsibility for policy implementation, is the Headteacher.

The Headteacher and staff will:

- ensure that sufficient staff are suitably trained.
- ensure that all relevant staff will be made aware of the child's condition.
- make cover arrangements in case of staff absence or staff turnover to ensure someone is always available.
- ensure risk assessments are carried out for school visits, holidays and other school activities outside the normal timetable.
- ensure Individual Healthcare Plans are monitored.

Procedure to be followed when notification is received that a pupil has a medical condition

When our school, nursery or preschool is notified that a pupil has a medical condition, we will:

- make arrangements for any essential staff training or support.
- make every effort to ensure that arrangements are put in place within two weeks.
- not wait for a formal diagnosis before providing support to a pupil.

Individual Healthcare Plans (IHP)

Our school, nursery and pre-school will provide a data collection form for completion by parents when a child joins the school, nursery or pre-school. Any parent reporting that their child has an ongoing medical condition, e.g. asthma, epilepsy, diabetes, or a more complex medical condition, will be asked to complete an Individual Healthcare Plan (IHP). It is a legal requirement that this is updated annually. We will ensure that IHPs are reviewed at least annually, or earlier if evidence is presented that the child's needs have changed. We will assess and manage risks to the child's education, health and social wellbeing and minimise disruption.

Our IHP (see annex A) requires information about:

- 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.
- the **level of support** needed (NB If a child is self-managing their medication, this should 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 child's medical condition from a healthcare professional, also cover arrangements for when 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 and the Headteacher for medication to be administered by a member of staff or self-administered by the pupil during school hours.**
- arrangements or procedures required for **school trips** or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments.
- **what to do in an emergency**, including whom to contact, and contingency arrangements.
- some children may have an Emergency Healthcare Plan prepared by their lead clinician that could be used to inform development of their Individual Healthcare Plan.

Roles and Responsibilities

At our school, nursery and pre-school those people involved in arrangements to support pupils at school with medical conditions include:

The Governing Body which is responsible for:

- making arrangements to support pupils with medical conditions in school, nursery and pre-school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented.
- ensuring that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life.
- ensuring that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.
- ensuring that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

The Headteacher who is responsible for:

- ensuring that the school's policy is developed and effectively implemented with partners and that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- ensuring that all staff who need to know are aware of the child's condition.
- ensuring that sufficient trained numbers of staff are available to implement the policy and deliver the requirements of all Individual Healthcare Plans, including in contingency and emergency situations.
- overall responsibility for the development of Individual Healthcare Plans.
- ensuring that school and nursery staff are appropriately insured and are aware that they are insured to support pupils in this way.
- Ensuring that contact with the school nursing service has been carried out in the case of any child who has a medical condition that may require support at school or nursery, but who has not previously been brought to the attention of the school nurse.

The admin team who are responsible for:

- overseeing and monitoring the policy.
- developing Individual Healthcare Plans as required.
- sharing relevant information with appropriate staff members.

- keeping the medical information sheets in nursery and class registers, school kitchen, afterschool and holiday clubs, up to date, with new information shared, as required, with relevant staff.

Teachers and support staff who are responsible for:

- providing support to pupils with medical conditions as requested, including the administering of medicines,
- recognising that, although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions whom they teach.
- receiving sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.
- knowing what to do and responding accordingly when they become aware that a pupil with a medical condition needs help.

Staff Training and Support

Staff are supported in carrying out their role to support pupils with medical conditions through appropriate training. A training record is maintained and available at school. Training needs are assessed regularly and training will be accessed through an appropriate organisation relevant to the need.

Any member of school staff providing support to a pupil with medical needs will have received suitable training.

No member of staff will give prescription medicines or undertake healthcare procedures without appropriate training or instruction.

The Child's Role in Managing their own Medical Needs

Where children are deemed competent to manage their own health needs and medicines by their parents and medical professional, they will be supported to do this. We see this as an important step towards preparing pupils for the next stage of their education.

Managing Medicines on School Premises

At our school, nursery and pre-school:

- medicines will only be administered at school, nursery and pre-school when it would be detrimental to a child's health or school attendance not to do so.
- no child will be given prescription or non-prescription medicines without their parent's written consent.
- we will never give medicines containing aspirin unless prescribed by a doctor.
- medication, e.g. for pain relief, will never be administered without first checking maximum dosages and when the previous dose was taken.
- parents will be informed when medicines have been given.
- where clinically possible, we will expect that medicines will be prescribed in dose frequencies which enable them to be taken outside school hours.
- we will only accept prescribed medicines if they:
    - **are in-date**
    - **are labelled specifically for the named child**
    - **are provided in the original container as dispensed by a pharmacist which includes the patient information leaflet**
    - **include instructions for administration, dosage and storage**. *(NB The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container)*.
- all medicines will be stored safely and appropriately and dates checked termly by school admin staff.
- children will know where their medicines are at all times and will be able to access them immediately with adult support. Where relevant, they will know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children and not locked away, including when pupils are outside the school premises, e.g. on school trips.

    - In accordance with training delivered by professional healthcare organisations, inhalers and auto-injectors for acute allergic reactions will be stored in bright orange medi-bags, one for each child, inside a clearly marked cupboard. Each child's medication will be clearly marked inside the orange bag, with the 'Record of Prescribed Medicines' form for recording any medication taken. The orange bags will be taken outside for PE, according to teacher discretion, and the medication must be taken on trips and signed out and signed back in using the standard form in the school office. Any medication administered from the bag must be recorded on the child's 'Record of Prescribed Medicines' form in the bag and parents must be informed immediately or at the end of the day, as appropriate.
- when no longer required, medicines will be returned to the parent to arrange for safe disposal.
- sharps boxes will always be used for the disposal of needles and other sharps.
- we recognise that a child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary. Due to the age of our children we would store controlled drugs that have been prescribed for a pupil securely in a non-portable container and only named staff would have access. Controlled drugs should be easily accessible in an emergency. A record will be kept of any doses used and the amount of the controlled drug held.
- school staff will administer a controlled drug to the child for whom it has been prescribed.
- staff administering medicines will do so in accordance with the prescriber's instructions.
- **we will keep a record of all medicines administered to individual children, stating what, how and how much is administered, when and by whom. Any side effects of the medication to be administered at school will be noted in school and nursery.**

Non-Prescribed Medicines

At our school, nursery and pre-school, we will administer non-prescription medicines.

Following on from Supporting Pupils with Medical Conditions December 2015 we have decided to review and renew our policies and procedures and, from September 2019, we will not accept any non-prescribed medicines into school but we will keep a small stock of remedies, such as you may have at home, which will include liquid paracetamol (Calpol).

Non-prescribed medicines will only be administered when it would be detrimental to the child not to give them. Parents will be called for verbal consent before giving this medicine and then may need to sign a consent form on collection of their child (if this written permission is not already in place).

Record Keeping

We will ensure that written records are kept of all medicines administered to children.
We recognise that records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents will be informed if their child has been unwell at school.

Emergency Procedures

Our Administration of Medication in School Policy and supporting Medication Process sets out what should happen in an emergency situation.

When a child has an Individual Healthcare Plan, this will clearly define what constitutes an emergency and provide a process to follow. All relevant staff will be made aware of the emergency symptoms and procedures. We will ensure other children in the school know what to do in the event of an emergency, i.e. informing a teacher immediately if they are concerned about the health of another child.

If a child is required to be taken to hospital, a member of staff will stay with the child until their parent arrives; this includes accompanying the child to hospital by ambulance if necessary (taking any relevant medical information, care plans, etc, that the school, nursery and preschool holds).

Day Trips, Residential Visits and Sporting Activities

We always actively support pupils with medical conditions to participate in school trips, visits and sporting activities and will not prevent them from doing so.

Liability and Indemnity

Maintained schools and academies with a Service Level Agreement (SLA) with Hampshire County Council will be insured as long as all appropriate training and risk assessments have been completed.

Complaints

If you have a complaint about how your child's medical condition is being supported at school, nursery or preschool, please contact the Headteacher, or the Chair of Governors if the complaint is about the Headteacher, in the first instance.

Monitoring, Evaluation and Review

The school will review this policy on an annual basis and assess its implementation and effectiveness regularly. The policy will be promoted and implemented throughout the school, nursery and pre-school.

Individual Healthcare Plan for a pupil with ongoing medical needs (Annex A)

Name of School/Setting	North Baddesley Infant School, Nursery and Pre-School
Name of Child	
Class	
Date of Birth	
Address	

Medical Diagnosis/Condition	
Date	
Review Date	

(This should be the same as the data collection sheet)	Contact 1	Contact 2
Name of Family Contact		
Relationship of Family Contact		
Contact's Home Telephone No.		
Contact's Work Telephone No.		
Contact's Mobile Phone No.		

Clinic/Hospital Contact Name	
Telephone No.	

Name of GP	
GP's Telephone No.	

Who is responsible for providing support in school and what cover arrangements are in place?

Describe child's medical needs and provide details of child's symptoms, triggers, treatments, facilities, equipment or devices, environmental issues etc
Does your child tell you when s/he needs medication? Yes/No

Name of medication, dose, method of administration, when to be taken, side effects, contraindications

Other 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 for the child and action to be taken if this occurs

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

Plan developed with:

Staff training	
Needed	**Undertaken**

Parent/carer's signature:	**Date:**
Permission for photo information card to be created and shared within school: Y/N	
Form copied to:	