



Pupils with Medical Needs Policy

This policy should be read in conjunction with the following policies:

- SEND Policy
- Single Equality Scheme
- Health and Safety Policy
- First Aid Policy
- Infection Control Policy

The Inclusion Leader in the school is Samantha Jaycock

Introduction

This policy provides guidance of how to support pupils at Beaufort Primary School with medical conditions. The Children and Families Act 2014 Section 100 places a duty on governing bodies to make arrangements for supporting children with medical conditions. This policy is also based on the DfE statutory guidance, Supporting pupils at school with medical conditions <https://www.gov.uk/government/publications/supportingpupils-at-school-with-medical-conditions--3> December 2015. Pupils at Beaufort Primary School with medical conditions are supported so that they have full access to the curriculum, including school trips and physical education.

Roles and responsibilities

Local Governing Body

The local governing body are responsible for ensuring the school has a policy for supporting pupils with medical conditions in school. The local governing body has delegated responsibility for the implementation of the policy to the Headteacher. In addition, the local governing body has delegated the responsibility to the Headteacher of ensuring that staff are sufficiently trained to support pupils with medical conditions and have access to information and support as needed.

Headteacher

The Headteacher is responsible for ensuring that this policy is developed and effectively implemented within the school. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.

Inclusion Leader

The Headteacher has delegated responsibility to the Inclusion Leader to ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. This may involve recruiting an additional member of staff for this purpose. The Inclusion Leader has overall responsibility for the development of individual healthcare plans, but should ensure that the Headteacher is fully informed of all healthcare plans and staffing needs. The Inclusion Leader should contact the school nursing service in the case of any child 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.

Office Manager (School First Aider)

The Headteacher has delegated responsibility to the Office Manager to ensure that all staff who need to know are aware of a child's condition.

School Business Manager

The school business manager has responsibility for ensuring that school staff are appropriately insured and are aware that they are insured to support pupils in this way.

School Staff

The Office Manager and admin staff are fully trained and may be asked to provide support to pupils with medical conditions, including the administering of medicines, although we recognise that they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. In line with this policy, school staff receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

School Nurse

The school nurse is responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, this will be done before the child starts at the school. The school nurse may offer support to school staff and parents when creating the individual healthcare plan and with training, as required.

Pupils

A child with a medical condition will often be best placed to provide information about how their condition affects them. They will be involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan (at an age appropriate level).

Parents

Parents should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and will be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting and revision. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Procedures to follow when notification is received that a pupil has a medical condition

If a child is due to join the school with a known medical condition then parents should alert the school through the personal data sheet. The parents can request to meet with the class teacher and/or named Inclusion Leader to discuss the arrangements needed. If training is required then it is the Inclusion Leader's responsibility to ensure staff training is arranged and undertaken. This should happen prior to the child starting school.

If there is a new diagnosis or a child moving schools mid-term then the arrangements outlined above need to be made within two weeks of the child starting.

If the medical condition is unclear or there is a difference of opinion then judgements will be needed about what support to provide based on the available evidence. This will be done in consultation with the parents and on the basis of any available medical evidence.

Individual Healthcare Plans

An individual healthcare plan will help the school to effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. At Beaufort Primary School this will be coordinated by the Inclusion Leader. An individual healthcare plan will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex. However, not all children will require one. A flowchart is provided in **Appendix One** for identifying and agreeing the support a child needs and developing an individual healthcare plan. The school, healthcare professional and parent should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the Headteacher is best placed to take a final view.

Where the child has a special educational need identified in an EHC plan, the individual healthcare plan will be linked to or become part of the statement or EHC plan. **Appendix Two** shows an example of an individual healthcare plan.

Staff training

Any member of staff who provides support to a pupil with medical needs will receive suitable training. This is identified during the development or review of individual healthcare plans. Some staff may already have some knowledge of the specific support needed by a child with a medical condition and so extensive training may not be required. Staff who provide support to pupils with medical conditions are included, where possible, in meetings where this is discussed.

The relevant healthcare professional should normally lead on identifying and agreeing with the school the type and level of training required, and how this can be obtained. Beaufort Primary School will ensure this training is kept up to date. Training should provide an understanding of the specific medical condition, their implications and preventative measures.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans). In some cases, written instructions from the parent or on the medicine container dispensed by the pharmacist may be considered sufficient, but ultimately this is for the school to decide, having taken into consideration the training requirements as specified in pupils' individual health care plans. A first-aid certificate does not constitute appropriate training in supporting children with medical conditions where more specialist knowledge may be required.

All staff have regular training to ensure they are up to date with the needs of children with medical conditions and know what to do if there is an emergency. Individual healthcare plans are displayed in the office and the staffroom.

The child's role in managing their own medical needs

After discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures, while fully supervised by staff. This should be reflected within individual healthcare plans. If it is not appropriate for a child to self-manage, then relevant staff should help to administer medicines and manage procedures for them. Medication will be stored in the office in a dedicated box with details of how to administer it and the child's photograph on; a duplicate is also kept in the child's classroom. Where necessary, e.g. asthma inhalers, epi-pens, this medication will be taken out when P.E. lessons are taken.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents should be informed so that alternative options can be considered.

Managing medicines on school premises

Sometimes it may be necessary to store and/or administer medications to children within school. Beaufort Primary School has clear procedures for doing this as detailed below:

- Medicines will only be administered at 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 the appropriate parent/carer's written consent.
- Children will never be given medicine 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 are informed before any non-prescribed medication has been administered. Permission for the administration of non-prescribed medicines will be sought using the form in **Appendix 3**.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- Beaufort Primary School will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. 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 are stored safely. Children know where their medicines are at all times and are able to access them as required, with adult support. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to the staff working with those children and are not locked away; for each child there is one in the office and one in classroom with instructions for use and a photograph of the child. When off site, teachers are responsible for taking required medicines/devices with them.

- Beaufort Primary School will keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff will have access. Controlled drugs will be easily accessible in an emergency. A record is kept of any doses used and the amount of the controlled drug held in school using the pro-forma in **Appendix 4**.
- Trained school staff may administer a controlled drug to a child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions. A record should be kept of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication will be noted.
- When no longer required, medicines are returned to the parent to arrange for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps.

Record keeping

Written records are kept of any medicine administered to children at Beaufort Primary School. If a child has been unwell during the day, then parents are always informed either by the office staff, classteacher or after school club staff.

Emergency procedures

Where a child has an individual healthcare plan, it clearly defines what constitutes an emergency and explains what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Pupils within the school are taught what to do in general terms, such as informing a teacher immediately if they think help is needed. If it is considered that hospital treatment is required, an ambulance will be called, along with the parent. See guidance in **Appendix 5**. A member of staff will stay with the child until the parent arrives, or accompany the child to hospital by ambulance.

Day trips, residential visits and sporting activities

At Beaufort, we understand the importance of inclusion for all pupils and therefore will do our best to support pupils with medical conditions to participate in all school trips and visits, or in sporting activities. Teachers at Beaufort Primary School will be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. The school staff will liaise with parents to make arrangements for the inclusion of pupils in such activities with any adjustments as required, unless evidence from a clinician, such as a GP, states that this is not possible or advisable.

Risk Assessments are carried out for all trips. These include planning to take account of any arrangements needed to ensure that pupils with medical conditions are included. This is done in consultation with the parents and pupils (where applicable) and advice from the relevant healthcare professional to ensure that pupils can participate safely. Please also see Health and Safety Executive (HSE) guidance on school trips.

Medicines held for Emergency Use

Calpol is held by the school to be used with the parents' permission. Consent from parents is gained on completion of the Parental Permission form in the admissions pack, see **Appendix 6**. No non-prescribed medicine will be administered by the school without first contacting the parent to ascertain if the child has taken any medication prior to coming into school on that day. A written record is kept of any medicine administered at school.

Unacceptable practice

Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan and needs, it is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Assume that every child with the same condition requires the same treatment;
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;

- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- Penalise children for their attendance record if their absences are related to their medical condition, eg hospital appointments;
- 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 child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- 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.

Liability and indemnity

Proprietors of academies should ensure that either the appropriate level of insurance is in place or that the academy is a member of the Department for Education's Risk Protection Arrangements (RPA), a scheme provided specifically for academies. It is important that the school policy sets out the details of the school's insurance arrangements which cover staff providing support to pupils with medical conditions. Insurance policies should be accessible to staff providing such support.

Insurance policies should provide liability cover relating to the administration of medication, but individual cover may need to be arranged for any healthcare procedures. The level and ambit of cover required must be ascertained directly from the relevant insurers. Any requirements of the insurance, such as the need for staff to be trained, should be made clear and complied with.

In the event of a claim alleging negligence by a member of staff, civil actions are likely to be brought against the employer.

Complaints

If a parent/carer is dissatisfied with the support provided by Beaufort Primary School they should discuss their concern directly with the school. If this does not resolve the issue then they may make a formal complaint via the Swan Trusts' complaints procedure. Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted. In the case of academies, it will be relevant to consider whether the academy has breached the terms of its Funding Agreement, or failed to comply with any other legal obligation placed on it. Ultimately, parents (and pupils) will be able to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

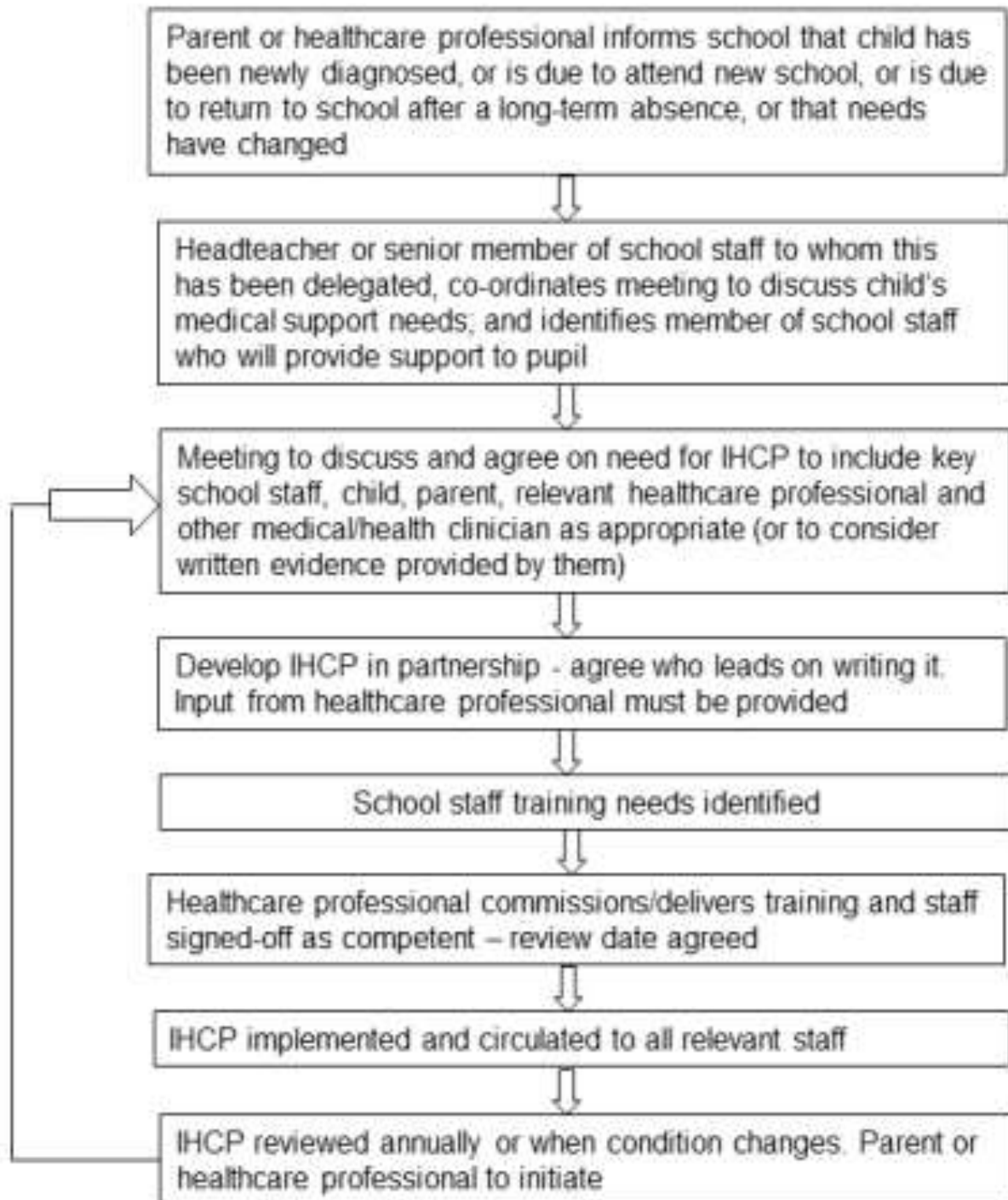
Reviewing the policy

Policy Written: September 2015

Reviewed by the Local Governing Committee at its meeting in Summer 2023

Review Date: Summer 2026

Appendix One
Model Process for Developing Individual Healthcare Plans



Appendix Two (a)

Individual Healthcare Plan
Treatment Plan for

Name:

DOB:

Current Year/Class:

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

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

In the event of an acute reaction, staff will follow this procedure:

- Contact Ambulance Service - 999
- One adult will inform the Headteacher immediately of action taken
- Then inform the following contact numbers in order of priority

<p>Contact 1</p> <p>Name:</p> <p>Telephone Number:</p> <p>Relationship to child:</p>
<p>Contact 2</p> <p>Name:</p> <p>Telephone Number:</p> <p>Relationship to child:</p>
<p>Contact 3</p> <p>Name:</p> <p>Telephone Number:</p> <p>Relationship to child:</p>

One adult should stay with the child to assess the severity of symptoms and in case of:

Plan developed with

Staff training needed/undertaken - who, what, when

Form copied to

Any other information needed:

Appendix Two (b)

Individual Healthcare Plan
Treatment Plan for allergy to

Name:

DOB: .

Current Year/Class: .

..... may suffer from an anaphylaxis reaction if he is exposed to .

His/her usual allergic symptoms are:

Procedures:

In the event of an acute allergic reaction, staff will follow this procedure:

- Contact Ambulance Service - 999
- One adult will inform the Headteacher immediately of action taken
- Then inform the following contact numbers in order of priority

Contact 1
Name:
Telephone Number:
Relationship to child:
Contact 2
Name:
Telephone Number:
Relationship to child:
Contact 3
Name:
Telephone Number:
Relationship to child:

- One adult should stay with the child to assess the severity of symptoms and in case of:
 - itchiness
 - tingling of lips and face
 - tummy cramps
 - vomiting
 - blotchiness of skin

Give oral antihistamine at once

- In case of : wheeziness
swelling of the face
difficulty in breathing/swallowing
feeling faint

Place the child on the floor in recovery position (safe airway position)
Give Epipen injection to outer thigh (this can be administered through light clothing)

- If no breathing/pulse, initiate mouth-to-mouth resuscitation and cardiac massage (one breath to five chest compressions)
- If there is no improvement to above action within 10 minutes and there are symptoms of weakness/floppiness pallor then:

Repeat Epipen once more if 2nd Epipen is available

- Hand over child's care to Ambulance Team/parents on their arrival
- Dispose of Epipen in 'Sharps Bin' if available or hand over to Ambulance staff
- Record all medication given with date and time of administration

Any other information needed:

Appendix Three

Beaufort Primary School

Medication Request Form

Child's name _____

Parent's surname if different _____

Home address _____

Mobile number _____ Work/home number _____

Condition or illness _____

Name of GP _____ Address _____

Please tick the appropriate box

My child will be responsible for the self-administration of medicines as directed below.

With supervision

Without supervision

I agree to members of staff administering medicines/providing treatment to my child as directed below.

Name of medicine	Dose	Frequency/times	Completion date of course if known	Expiry date of medicine
Special Instructions:				
Allergies:				
Other prescribed medicines taken at home:				

Where possible the need for medicines to be administered during schooltime should be avoided. Parents/Carers are therefore requested to try to arrange the time of doses accordingly.

I agree to update the school with information about my child's medical needs and that this information can be verified by a GP and /or a medical consultant.

I will ensure that any medicine given to the school does not exceeded its expiry date.

Parent/Carer Signature: _____ Date _____

Print name _____

School Representative: Signature _____ Date _____

Appendix Four

Beaufort Primary School

Pupil Medication Record

Child's name _____ Class _____

	Date	Time	Medicine given	Dose	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Appendix Five

IN AN EMERGENCY WHERE AN AMBULANCE IS REQUIRED DIAL 999

Once connected you will have to answer a series of questions, such as:

- Where are you – Beaufort Primary School, Kirkland Avenue, Woking.GU21 3RG
- The telephone number – 01483 474986
- Exactly what has happened
- What is the age, gender and medical history of the patient
- Is the person conscious and breathing
- Is there any serious bleeding or chest pain
- What is the injury and how did it happen

The person who handles your call will let you know when they have information needed.
You may also be given instructions on how to give first aid until the ambulance arrives.

Ask someone to wait outside for the ambulance to direct the ambulance crew to the patient.

Appendix Six

NON-PRESCRIBED MEDICINES AT BEAUFORT PRIMARY SCHOOL

We try to keep children in school wherever possible. Where a child has a minor ache or pain that could be treated with paediatric paracetamol (Calpol), the school will contact the parent to confirm verbally that this is the best course of treatment for the child. The parent will have signed a permission form for the school to give their child liquid paracetamol during the enrolment process.

The school will record the date, time, dose and supervising member of staff in the medicine record book. A form will be sent home with the child.

Parental Permission Form

Child's Name: _____ Class _____

Please tick all relevant boxes and sign below.

- I give permission for a trained first aider to give paracetamol liquid suspension to my child in the event of a headache, toothache etc.
- I consent that in the event of my child incurring a minor cut, a trained first aider would ensure that the cut is clean and if necessary, apply a hypo-allergenic plaster.
- I give permission for my child to participate in curriculum activities outside of the immediate school grounds, but within the local area. I understand that the school will inform me if my child is to travel using transport.

Signed: _____ Date: _____

Print Name _____ Relationship to child _____

This document complies with the Data Protection Act 2018. Your consent above will remain valid throughout your child's time at the school unless you notify the school to the contrary in writing.