



Supporting pupils with medical conditions policy.

Vision *“Working together, we can support the pupils of Westbourne in taking their first steps on the road to becoming confident and successful citizens.”*

Definition

Pupils’ medical needs may be broadly summarised as being of two types:

(a) Short-term, affecting their participation in school activities whilst they are on a course of medication or recovering from injury or illness.

(b) Long-term, potentially limiting their access to education and requiring extra care and support.

Introduction

Westbourne Primary School is committed to ensuring that pupils with medical conditions receive appropriate care, support and medicines at school to help them manage their conditions as well as they can. All pupils will have an entitlement to a full time curriculum, adapted to their needs, or as much of the curriculum as their medical condition allows. We recognise that medical conditions may impact on social and emotional development as well as having educational implications. We build effective relationships with healthcare professionals in order to support pupils with medical conditions.

This policy has been developed in line with the Department of Education’s statutory guidance “Supporting Pupils at school with Medical Conditions” (2014) under a statutory duty from Section 100 of the Children and Families Act (2014). The school will have regard to the statutory guidance issued. We take account of it, carefully consider it and make all efforts to comply.

Aims

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits.
- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication.
- To comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs.
- To write, in association with healthcare professionals, Individual Health Care Plans where necessary.
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support.
- To keep, monitor and review appropriate records.

Roles and Responsibilities.

The Inclusion Manager’s position incorporates the role of SENCO (Special Educational Needs Co-ordinator). There is a named governor responsible for Special Educational Needs and

disabilities. They ensure that pupil's medical needs are met within the requirements of the statutory guidelines.

The **Inclusion Manager** is responsible for:

- Informing relevant staff of medical conditions and their care.
- Arranging training, through liaison with healthcare professionals, for identified members or staff.
- Ensuring that staff members are aware of the need to communicate necessary information about medical conditions to other adults working in class and, where appropriate, taking the lead in communicating this information.
- Developing Individual Health Care Plans.
- Ensuring that written records are kept of all medicines administered to pupils.
- Assisting and advising with risk assessments for school visits and other activities outside the normal timetable.
- Ongoing liaison with the School Nurse Team for any pupil who has or develops a medical condition.
- Working together with parents, pupils, health professionals and other agencies.
- Ensuring that appropriate support is in place.
- Ensuring the day to day implementation and management of the policy.

The **Head Teacher** is responsible for:

- Overseeing the management and provision of support for pupils with medical conditions.
- Ensuring that there are sufficient trained members of staff to implement the policy and deliver Individual Health Care Plans.
- Ensuring that members of staff are appropriately insured and are aware that they are insured to provide any care as specified within an Education, Health and Care Plan or Individual Health Care Plan.
- Recruiting staff when necessary for the support of pupils with medical conditions.
- Assigning appropriate accommodation for medical care.
- Ensuring a sufficient number of trained members of staff are available to implement policy and Individual Health Care Plans in normal, contingency and emergency situations.
- Ensuring that the policy covers arrangements for pupils who are competent to manage their own health needs.

The **Governing Body** is responsible for:

- Appointing a SEND Governor with responsibility for reporting termly on SEND (including medical) issues.
- Working with the Head Teacher and Inclusion Manager to establish the school's policy and provision for pupils with medical conditions.
- Establishing appropriate staffing and funding arrangements for pupils with medical conditions.
- Ensuring that the needs of all pupils, including those with medical conditions, are met.

- Handling complaints regarding this policy as outlined in the school's complaints procedures.
- Ensuring that the Supporting Pupils with Medical Conditions policy does not discriminate on any grounds including, but not limited to, protected characteristics (ethnicity/nationality/origin, religion or belief, sex, gender reassignment, pregnancy and maternity, disability or sexual orientation).

Staff Members are responsible for:

- Managing the day to day care of pupils they teach with medical conditions in line with training they have received and as set out in Individual Health Care Plans.
- Working with the Inclusion Manager to ensure that risk assessments are carried out for school visits and other activities outside the normal timetable to include and support pupils with medical conditions.
- Providing information about medical conditions to all other adults, including supply staff, working in their class.
- Providing information to contribute to reports about pupils with medical conditions.
- Taking appropriate steps to support children with medical conditions and familiarising themselves with any procedures necessary to manage the condition.
- Knowing where medication is stored and where the key is held.
- Overseeing the completion of records for the administration of medication.
- Taking account of the needs of pupils with medical conditions within lessons.
- Undertaking required training for supporting pupils with medical conditions.
- Ensuring inhalers, Epipens and blood glucose testers are held in safe but accessible locations.

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.
- Providing staff with support in implementing a pupil's Individual Health Care Plan.
- Providing support and liaison for school staff, including with regard to training.
- Working with school to develop an Individual Health Care Plan in anticipation of a pupil with a medical condition being admitted to school.
- Advising on training needs and providers of training.

Parents/Carers are responsible for:

- Informing school of any medical conditions affecting their child.
- Providing full and detailed information about existing and new medical conditions.
- Working with the Inclusion Manager, health professionals and other agencies to plan appropriate support.
- Supplying school with prescribed medication and essential information as provided by the pharmacist relating to dosage and medication regime.
- Ensuring any medications given to school are within their use by date and are clearly labelled.
- Informing the school of any changes to their child's medical condition and its management.

- Completing an administration of medication agreement before bringing medication into school.
- Informing the class teacher of medical appointments.
- Carrying out any actions assigned to them within the Individual Health Care Plan, especially with regard to them, or a nominated adult being contactable at all times.

Pupils are responsible for:

- Providing information on how their medical condition affects them.
- Contributing to their health care plan.
- Complying with their health care plan and self-managing their medication or health needs, including carrying medicines and devices, if they are judged competent to do so by a healthcare professional and this is agreed to by their parents.

Procedures When Notification is Received that a Pupil has a Medical Condition

- The Inclusion Manager will liaise with relevant individuals including parents, the pupil, health professionals and other agencies to decide on the support to be provided.
- Where appropriate an Individual Health Care Plan will be drawn up.
- Where appropriate an Administration of medication Agreement will be completed.
- Relevant members of staff will be informed of the condition and its management and will be supported in planning to meet the pupil's needs.
- Where necessary training will be provided.

Individual Health Care Plans

Individual Health Care Plans are written for pupils with medical conditions some of which will be long term and complex. Individual Health Care Plans are developed with parents and, wherever possible, with involved health professionals. Pupils are involved as appropriate. A health care plan clarifies what needs to be done, when and by whom. It includes information about the condition, medicines required, special requirements or arrangements, what constitutes an emergency and what actions are to be taken. They are reviewed annually unless a child's condition or needs change. Individual Health Care Plans are copied to the class teacher, the First Aid Team, the Inclusion Manager, the main office, the School Nurse Team and the parents. Arrangements are made within school for Individual Health Care Plans to be suitably accessible whilst maintaining confidentiality. Where a pupil has an Education, Health and Care Plan (EHCP) the Individual Health Care Plan will become a part of the EHCP or be linked to it. Where a pupil with a medical condition is returning to school following a period of hospital teaching or home tuition there is collaboration between the involved professionals and the school to ensure the Individual Health Care Plan identifies any changes to support needed to support re-integration.

The Medical Conditions List

Medical information on pre-existing conditions is requested when a pupil is admitted to school. Parents are invited to sign a form giving permission for information to be shared between school, their GP and the School Nurse. A medical conditions list is kept by the Inclusion Manager. It is reviewed and updated regularly. Each class teacher has a list of the

pupils in their care who have a medical condition. Support staff and supply teachers have access to information on a need to know basis. Parents are assured that data sharing principles are adhered to. For pupils on the Medical Conditions List transition meetings will take place to enable parents, school and health professionals to prepare Individual Health Care Plans and organise staff training as appropriate.

Administering Medication

- Before any medication is accepted into school an Administration of Medication Agreement is completed by the Inclusion Manager or a member of the office staff with the parents/carers.
- Medication is given into the care of a member of the First Aid Team in the pupil's base along with a copy of the Administration of Medication Agreement and a record sheet for recording administration of the medication.
- Medicines are locked in the First Aid cupboard unless they are required to be kept cool. In this case they are kept in the refrigerator in the Administration Suite.
- Where possible parents are requested to administer medication outside the school day.
- Any medication left at the end of the prescribed course is returned to parents.
- Medication is accepted for administration in school if it is prescribed by the GP. We include in this over the counter medication purchased on the direct advice of the GP.
- Medication must be within its use by date and be in a named container labelled with instructions for usage and storage.
- Pupils will never be prevented access to their medication.
- Members of staff will never force a pupil to take medication or comply with health care procedures. In the event of a pupil refusing medication or support the parents will be informed as stated in their Individual Health Care Plan.
- School cannot be held responsible for any side effects to medication that occur when the medication is taken correctly.
- Epipens are accessible in class stored within reach in the class inhaler box.
- Written records are kept for individual pupils of all medication administered.
- Pupils who are competent will self-administer medication following discussion with their parents.
- Pupils may carry any controlled drugs needed for their medical condition for their own personal use. It is an offence for them to hand their medication to other pupils.
- Any member of staff can administer an Epipen in an emergency. All staff receive annual training in the use of Epipens.
- Specific members of staff are trained to manage other medical conditions as appropriate.

Action in Emergencies

- Class teachers follow procedures as specified in a pupil's Individual Health Care Plan.
- Individual Health Care Plans specify symptoms of a pupil's condition and what constitutes an emergency for the pupil.
- Additional procedure for emergencies during out of school visits and activities are included in the Individual Health Care Plan.

- Parents are notified immediately following an ambulance being called and are asked to come to school. If they arrive in time they will accompany their child to the hospital.
- If a pupil needs to go to hospital and the parent does not arrive in time a member of staff will accompany them and stay until the parents/carers arrive. In the event of this happening there is a further phone call to the parents informing them of the hospital to which their child is being taken and asking them to make their way directly to the hospital.

Out of School Visits

- Any school trip or residential will be sufficiently flexible in its planning and arrangements to ensure that pupils with medical conditions can participate fully unless a health professional advises against it or the parents/carers withhold their consent for their child to participate.
- Risk assessments will be undertaken for school trips in order to plan appropriate provision for pupils with medical conditions.
- Consultation with parents and health professionals with regard to trips and visits will be separate and in addition to the normal day to day Individual Health Care Plan requirements for the school day.
- Parents have the right to request that their child does not participate in a visit or activity.

Transport Arrangements

When a child with an Individual Health Care Plan is allocated School Transport school will contact the transport provider and invite the driver or escort to participate in the Individual Health Care Plan meeting. A copy of the Individual Health Care Plan will be given to the Transport Team and they should keep it with the pupil's records. For some medical conditions the driver or escort will require adequate training. For some pupils there will need to be support on their journey to and from school to match the specialised support received in school. Where this is the case, relevant information specifying this need must be included in the request for school transport. The Transport Team will include this information in the specification to tender for the pupil's transport. When controlled, prescribed drugs need to be sent to school the parents/carers will be responsible for handing over to the adult in the car a suitable container holding the medication. The container must be clearly labelled. Controlled drugs will be kept under the supervision of the adult in the car throughout the journey and will be handed to a member of staff on their arrival at school. Any changes to this arrangement must only be made in agreement with the Transport Team.

Education Health Need Referrals

Any pupil of compulsory school age who because of an illness lasting 15 days or more would not receive a suitable full-time education is provided for by the Local Authority's duty to arrange educational provision. School staff will work with the appointed Home Tutor to provide appropriate programmes of study and resources to support the pupil.

Unacceptable Practice

The following are generally not acceptable practice with regard to children with medical conditions although the school will use discretion to respond to individual needs in the most appropriate manner.

- Preventing pupils' easy access to their inhalers and medication and the administering of medication when and where necessary.
- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and or their parents/carers.
- Sending pupils home frequently or preventing them taking part in activities in school.
- Sending the pupil to First Aid or the school office alone or with an unsuitable escort if they become ill.
- Penalising pupils with medical conditions for their attendance record where absences reflect their condition.
- Making parents feel obliged or forcing them to attend school to administer medication, provide medical support or manage toilet issues.
- Creating barriers to prevent pupils with medical conditions from participating in school life, including school trips and holiday activities.
- Refusing to allow pupils to eat, drink or go to the toilet when they need to in order to manage their medical condition.

Complaints

All complaints from parents/carers should be raised with the school in the first instance. Parents/carers are expected to make initial contact with the class teacher. If a complaint is not resolved satisfactorily there will be further discussion with the Head Teacher and the Inclusion Manager. Information regarding the making of a formal complaint can be found in the School Complaints Policy on the school website.

Insurance

Teachers undertaking responsibility within this policy will be assured by the Head Teacher that they are covered by the Local Authority/school insurance. Full written insurance policy documents are available to be viewed by any member of staff who is providing support for pupils with medical conditions. Those wishing to see them should contact the Head Teacher.

Linked Documents

- Special Educational Needs and Disability Policy
- Inclusion Policy
- Intimate Care Policy
- Complaints Policy
- Single Equalities Scheme
- Accessibility Plan

Appendices

- Individual Health Care Plan
- Administration of Medication Agreement
- Record of Administration of Medication
- Asthma Procedures

- Managing Nut Allergy Procedures
- Ambulance Procedures

Date ratified by Governing Body: Summer 2015

Date for review: Summer 2016

Appendix 1:

Westbourne Primary School – Healthcare plan for a pupil with medical needs.

Name:

DOB:

Condition:

Class:

Date:

Review date:

Contact information

Family contact 1

Name:

Phone number (work/mobile and home):

Relationship: Mother

Clinic/hospital contact:

Name:

Phone number:

Family contact 2

Name:

Phone number (work/mobile and home)

Relationship: Father

GP.

Surgery:

Phone number:

Describe condition and give details of pupil's individual symptoms.

Describe medical needs and give details of the child's symptoms:

Daily care requirements: (e.g. lunchtime etc)

Describe what constitutes an emergency for the child and the action to take if this occurs:

Follow up care:

A First Aider will provide care until the arrival of the ambulance when care will pass to the paramedics. If the ambulance arrives before parents a member of staff will accompany _____ to hospital and parents will be phoned and asked to go straight to the hospital. Care will then be handed over.

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

A First Aider will provide care in school until the ambulance arrives when care becomes the responsibility of the paramedics. On school visits the class teacher has responsibility for calling an ambulance and informing school of the incident so parents can be contacted. A First Aider will provide care until an ambulance arrives _____ would be taken to the nearest hospital. A member of staff would accompany him and remain at the hospital until the parents arrive.

Parental responsibility:

The parent/s will be responsible for keeping school up to date with medical information and dates of medical appointments. The parent/s will be responsible for the provision of prescribed medication in line with school's medication plans. The parent/s will attend Care Plan reviews.

I consent to medical information concerning my child's health being shared with other school staff and/or health professionals to the extent necessary to safeguard his/her health and welfare.

Form copied to:

Class Teacher	School Nurse	Parents
Main Office	First Aid Team	

Signed: _____ Parent

Signed: _____ Inclusion Manager



Appendix 2:

WESTBOURNE PRIMARY SCHOOL

Skinner Lane BRADFORD West Yorkshire BD8 7PL

Tel: 01274 483138 Fax: 01274 773328

e-mail: office@westbourne.bradford.sch.uk

Website Address: www.westbourne.bradford.sch.uk

Head Teacher: Ms B Wardle

Administration of Medication Agreement

Pupil Name:	D.O.B:	M/F	Class:
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Reason for medication:

Medication (copy from container):

Date dispensed:	Date expiry:
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Directions for use Dosage: _____ method: _____ Timing: _____ administered: adult <input type="checkbox"/> self <input type="checkbox"/>

Storage instructions Keep in school <input type="checkbox"/> Store in first aid cupboard <input type="checkbox"/>	return home daily <input type="checkbox"/> store in fridge <input type="checkbox"/>
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Special precautions/any expected side effects:
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Action if pupil refuses medication:

Procedures in emergency:

Parent contact details	
Name:	Relationship to pupil:
Address:	Daytime phone number:

I understand I must deliver the medication to school personally in a named bag and I request that authorised staff administer the above named medication to my child. I accept this is a service the school is not obliged to undertake.

I consent to medical information concerning my child's health being shared with other school staff and/or health professionals to the extent necessary to safeguard his/her health and welfare.

STAY CALM

If the child becomes very breathless and wheezy or is coughing continually first seek the advice of a First Aider.

1. Keep the child calm the attack will usually get better.
2. Sit the child down somewhere quiet, either upright or leaning forwards slightly.
3. Give the child their BLUE inhaler.
4. Wait for 10 minutes.
5. If the symptoms disappear the child returns to class.
6. If the symptoms improve but do not disappear repeat the inhaler.

If the attack is severe and all procedures have been carried out and there is no improvement after 15 minutes further medical help may be needed. Request help if:-

- The child is distressed and unable to talk
- The child is becoming exhausted
- The child's lips are turning blue
- The child's pulse rate is faster than 120 beats per minute

If this stage is reached an ambulance should be called and the child's parents informed.

Appendix 5 : Management of Nut Allergies in School

As a school we cannot guarantee a completely allergen free environment. Our aim is to minimise the risks, encourage the self-responsibility of pupils for their own care and plan for effective responses to possible emergencies.

We recognise that a number of pupils suffer from potentially life threatening allergies to certain foods. The school seeks parent, staff and pupil support in maintaining a minimised risk environment. The allergy to nuts is the most common high risk allergy and needs rigorous control to avoid risk to pupils.

Management Procedures

- *Parents must provide on-going and accurate medical information and complete a Care Plan in school which is reviewed each year. They will also provide EPIPENs, any anti histamine medication and written information from a doctor.
- *Parents must not send food into school which contains nuts. This includes ALL nuts, peanut butter, Nutella and all foods including nuts.
- *Dinner supervisors must monitor packed lunches to ensure none of the above foods are brought into dinners.
- *Pupils must be encouraged not to share food.
- *Kitchen staff must be aware of all pupils with allergies.
- *Class teachers must ensure children with allergies are safe when food is brought into school for lessons.
- *Any sweets/cakes containing nuts must not be given out and should be returned to the parent who has sent them with an explanation.
- *If pupils bring in sweets/cake for birthdays they **MUST ONLY** be given out by the class teacher. They must be given out at the end of the day and not eaten in school.
- *Class teachers must ensure safety on out of school visits by ensuring the Care Plan and EPIPEN is taken and by being vigilant about foods brought by pupils for the visit.
- *all staff are trained yearly in the use of EPIPENs; know where to find Care Plans and what to do in an emergency.
- *Awareness will be raised by having signs in all common areas of school-entrance, dining hall, cloakrooms informing staff, pupils and visitors that our school is a “nut free zone”.
- *Awareness needs to be maintained on school visits that if sun cream is requested it may contain nut oils. Any sun cream brought into school must be labelled with the child’s name and only used for that child. **Parents of children with nut allergies must be asked if their child has had an allergic reaction to other people using a sun cream containing nut oil.**

In the Event of an Ambulance Being Required

STAY CALM

An ambulance will be called in the event of a serious accident, serious illness or the onset of anaphylactic shock.

- A First Aider must be called and they will stay with the pupil and administer care. They will direct another member of staff to go to the Main Office and request that an ambulance be called and the parent/s informed
- The office staff need to be told who the pupil is and why an ambulance is needed
- Where a pupil has a Care Plan **procedures on the Care Plan must be followed**

When the ambulance arrives responsibility for care passes to the paramedics, although the First Aider may remain to reassure the pupil. If the paramedics are ready to take the pupil to hospital before the parents arrive, a member of staff will go with the pupil. Parents will then be advised to go straight to the hospital.

- Where possible, telephone contact with the paramedics should be maintained in order to receive on-going support and advice and monitor the pupil's condition