

St Anne's CE Primary



Growing Together as a Family of God

The school is committed to upholding the principles of the Convention on the Rights of the Child and makes good use of opportunities to address this in the context of children with Medical needs.

September 2024
To be reviewed July 2025

St. Anne's CE School is committed to providing a safe and secure environment for pupils, staff and visitors.

St. Anne's CE is a UNICEF BRONZE Rights Respecting School. We are proud to promote the United Nations Convention on the Rights of the Child which the UK Government has signed and ensure that the whole school community learns about their rights and show respect for each other.

Article 2

The Convention applies to everyone, whatever their race, religion, abilities; whatever they think or say, whatever type of family they come from.

Article 3

All organisations concerned with children should work towards what is best for each child.

Article 19

Children have the right to be safe.

Article 23

A child with a disability has the right to live a full and decent life with dignity and independence, and to play an active part in the community.

Article 24

Children have the right to good quality health care

POLICY STATEMENT AND PRINCIPLES

St. Anne's CE is an inclusive community that aims to support and welcome pupils with medical conditions. This school understands its responsibility to make the school welcoming, inclusive and supportive to all pupils with medical conditions and provide them the same opportunities as others at the school.

- St. Anne's CE school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- Staff receive on-going training, as necessary and are regularly updated on the impact medical conditions can have on pupils. The training agenda is based on a review of current healthcare plans.
- All staff feel confident in knowing what to do in an emergency.
- St. Anne's CE school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- St. Anne's CE school understands the importance of medication being taken as prescribed.

- All staff understand the common medical conditions that affect children at this school.
- St. Anne's CE will listen to the views of pupils and parents
- Pupils and parents feel confident in the care they receive from this school and the level of care that meets their needs.
- The school understands that all children with the same medical condition will not have the same needs.
- St. Anne's CE recognises that duties in the Children and Families Act 2014 (England only) and the Equality Act (England, Wales and Scotland) relate to children with disability or medical conditions is anticipatory. This school understands that some children who have medical conditions may also have disabilities and / or special educational needs and this policy may be read in conjunction with the school's SEN policy.

The policy and supporting documents are based on Department of Education statutory guidance (Dec 2015) Supporting pupils at school with medical conditions - Statutory guidance for governing bodies of maintained schools and proprietors of academies in England.

The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.

- Pupils, parents, relevant local healthcare staff and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels. The policy will be available on the school's website for public view and all staff will be reminded of the policy and how it is implemented at induction and on an annual basis.

ROLES AND RESPONSIBILITIES

Pupils are responsible for:

- Providing information on how their medical condition affects them.
- Contributing to their IHP where necessary
- Complying with the IHP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents.

Parents and carers are responsible for:

- Keeping the school informed about any new medical condition or changes to their child / children's health.
- Participating in the development and regular reviews of their child's IHP.
- Completing a parental consent form to administer medicine or treatment before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine.
- Carrying out actions assigned to them in the IHP with particular emphasis on, they or a nominated adult, being contactable at all times.

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help.
- Knowing where controlled drugs are stored and where the key is held.
- Taking account of the needs of pupils with medical conditions in class.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
- Allowing inhalers, adrenalin pens and blood glucose testers (as necessary) to be held in an accessible location, following DfE guidance.

The Headteacher is responsible for:

- Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy.
- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures of St. Anne's CE Primary School.
- Liaising with healthcare professionals regarding the training required for staff.
- Identifying staff who need to be aware of a child's medical condition
- Developing Individual Healthcare Plans (IHPs)
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy. Ensuring more than one staff member is identified, to cover holidays / absences and emergencies.

- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- Continuous two way liaison with school nurses and school in the case of any child who has or develops an identified medical condition.
- Ensuring confidentiality and data protection.
- Assigning appropriate accommodation for medical treatment / care.
- Considering the purchase of a defibrillator
- Voluntarily holding 'spare' salbutamol asthma inhalers for emergency use.

The Governing Body of St. Anne's CE Primary School is responsible for:

- Ensuring arrangements are in place to support pupils with medical conditions.
- Ensuring the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
- Ensuring that the 'Supporting Pupils with Medical Conditions' Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnic / national / origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.
- Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.
- Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips / sporting activities, remain healthy and achieve their academic potential.
- Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials.
- Ensuring written records are kept of, any and all, medicines administered to pupils.
- Ensuring the policy sets out procedures in place for emergency situations.
- Ensuring the level of insurance in place reflects the level of task.
- Handling complaints regarding this policy as outlines in the school's Complaints policy.

The Local Authority (LA) is responsible for:

- Promoting co-operation between relevant partners regarding supporting pupils with medical conditions.

- Providing support, advice / guidance and training (as required) to schools and their staff to ensure Individual Healthcare Plan (IHP) are effectively delivered.
- Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

School nurses are responsible for:

- Collaborating on developing an IHP in anticipation of a child with a medical condition starting school.
- Notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career.
- Supporting staff to implement an IHP and then participate in regular reviews of the IHP. Giving advice and liaison on training needs.
- Liaising locally with lead clinicians on appropriate support. Assisting the Headteacher in identifying training needs and providers of training.

MEDICINES

- Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child **must** complete and sign a parental consent to administer medicine form.
- Children at this school will not administer their own medication, unless they have received appropriate training and it is the wish of the pupil and their parent. This will be recorded on their IHP. A member of staff must be present to supervise and be prepared to intervene if necessary to ensure the child's health and safety are not compromised. Whilst pupils will be encouraged to keep themselves healthy, and self-care is to be promoted, this school recognises that some pupil's needs may be complex and some medical conditions can be fatal if not managed well.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.

- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of FOUR weeks' supply of the medication may be provided to the school at one time.
- Schools should keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency.
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children.
- Pupils will never be prevented from accessing their medication.
- Emergency salbutamol inhaler kits may be kept voluntarily by school.
- General posters about medical conditions (diabetes, asthma, epilepsy) are recommended to be visible in the staff room.
- St. Anne's CE Primary School cannot be held responsible for side effects that occur when medication is taken correctly.
- Staff will not force a pupil, if the pupil refuses to comply with their health procedure, and the resulting actions will be clearly written into the IHP which will include informing parents.
- The school understands the importance of taking the medication as prescribed.
- All staff understand that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically trained to do so. Where specific training is not required, any member of staff may administer prescribed and non-prescribed medicines to pupils under the age of 16 with parental consent.
- Our Governing Body is responsible to ensure full insurance and indemnity to staff who administer medicines. Our insurance policy includes liability cover.
- Administration of medication which is defined as a controlled drug (even if the pupil can administer themselves) should be done under the supervision of a member of staff.

Day trips, residential visits and sporting activities:

- Unambiguous arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.
- To comply with best practice risk assessments should be undertaken, in line with H&S executive guidance on school trips, in order to plan for including pupils with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day IHP requirements for the school day.

STORAGE OF MEDICATION

Safe storage – emergency medication (EpiPens)

- Emergency medication is readily available to pupils who require it at all times during the school day. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available.
- EpiPens are kept in the pupil's classroom and in the first aid cupboard.

Safe storage – non emergency medication

- All non-emergency medication is kept in a lockable cupboard.
- Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- Head first aider (Fay Wainright) ensures the correct storage of medication at school.
- Three times a year, Fay checks the expiry dates for all medication stored at school.
- Fay along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication bought into school is clearly labelled with the pupils name, the name and dose of medication and the frequency of dose. This applies to medication that is prescribed for 4 times a day.
- Some medication may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. This is in a secure area, inaccessible to unsupervised pupils.
- It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year and then as and when needed.

Disposal of medicines:

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to the pharmacy for safe disposal.

MEDICAL CONDITIONS REGISTER / LIST

- School admission forms should request information on pre-existing medical conditions. Parents must inform school at any point in the school year if a condition develops or is diagnosed.
- A medical conditions list or register should be kept, updated and reviews regularly by the nominated member of staff. Each class should have an overview of the list for the pupils in their care, within easy access.
- Supply staff and support staff should similarly have access on a need to know basis. Parents should be assured data sharing principles are adhered to.
- For pupils on the medical conditions list key stage transition point, meetings should take place in advance (where necessary) of transferring to enable parents, school and health professionals to prepare paperwork and staff training as appropriate.

INDIVIDUAL HEALTHCARE PLANS

This school uses Individual Healthcare Plans to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Healthcare Plan if required.

- If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the pupil's parents to complete.
- Where necessary (Headteachers will make the final decision) an Individual Healthcare Plan (IHP) will be developed in collaboration with the pupil, parents / carers, Headteacher, Special Educational Needs Coordinator and medical professionals.
- This school ensures that a relevant member of school staff is also present, if required to help draw up an IHP for pupils with complex healthcare or educational needs.

This information is presented visually in appendix A

IHP register:

- This school has a centralised register of IHPs, and an identified member of staff who has responsibility for this register.
- IHPs are reviewed regularly, at least every year or whenever the pupil's needs change.
- The pupil (where appropriate), parents, specialist nurse (where appropriate), and relevant healthcare services hold a copy of the IHP. Other school staff are aware and have access to the IHPs for pupils in their care.
- This school makes sure that the pupil's confidentiality is protected.
- This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- This school makes sure that all staff providing support to a pupil have received suitable training and ongoing support, to make sure they have the confidence to provide the necessary support and they fulfil the requirements set out in the pupils IHP.

Individual Healthcare Plans are used by this school to:

- Inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care.
- Remind pupils with medical condition to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times.
- Identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers.
- Ensure that all medication stored at school is within the expiry date.
- Ensure this school's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency.
- Remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

IN AN EMERGENCY

Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at this school

- In an emergency situation school staff are required under common law duty of care to act like any reasonable prudent parent/carer. This may include administering medication.

- Staff involved in home-to-school transport under the responsibility of the local authority are also kept up-to-date about a child or young person's medical needs via the IHP.
- This school uses IHP to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help. Supply staff are briefed on entry to the school; when undertaking their commissioned duties.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. This school will try to ensure that the staff member will be one the pupil knows.
- For offsite activities, such as visits holidays and other school activities outside of normal timetable hours, a risk assessment is undertaken to ensure pupils needing medication still have access and a staff member is named as the responsible lead. The risk assessment also helps identify any reasonable adjustments that need to be made.

UNACCEPTABLE PRACTICE

Our staff recognise that it is not 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 children 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.
- 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.

COMPLAINTS

If parents or pupils wish to complain how pupils with medical conditions are supported, contact the headteacher in the first instance. The matter will then be dealt with directly or referred to the Governing Body.

DEFINITIONS

- 'Parent(s)' is a wide reference not only to a pupil's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of, a child.
- 'Medical condition' for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. *Being 'unwell' and common childhood diseases are not covered.*
- 'Medication' is defined as any prescribed or over the counter treatment.
- 'Prescription medication' is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.
- A 'staff member' is defined as any member of staff employed at St. Anne's CE School.

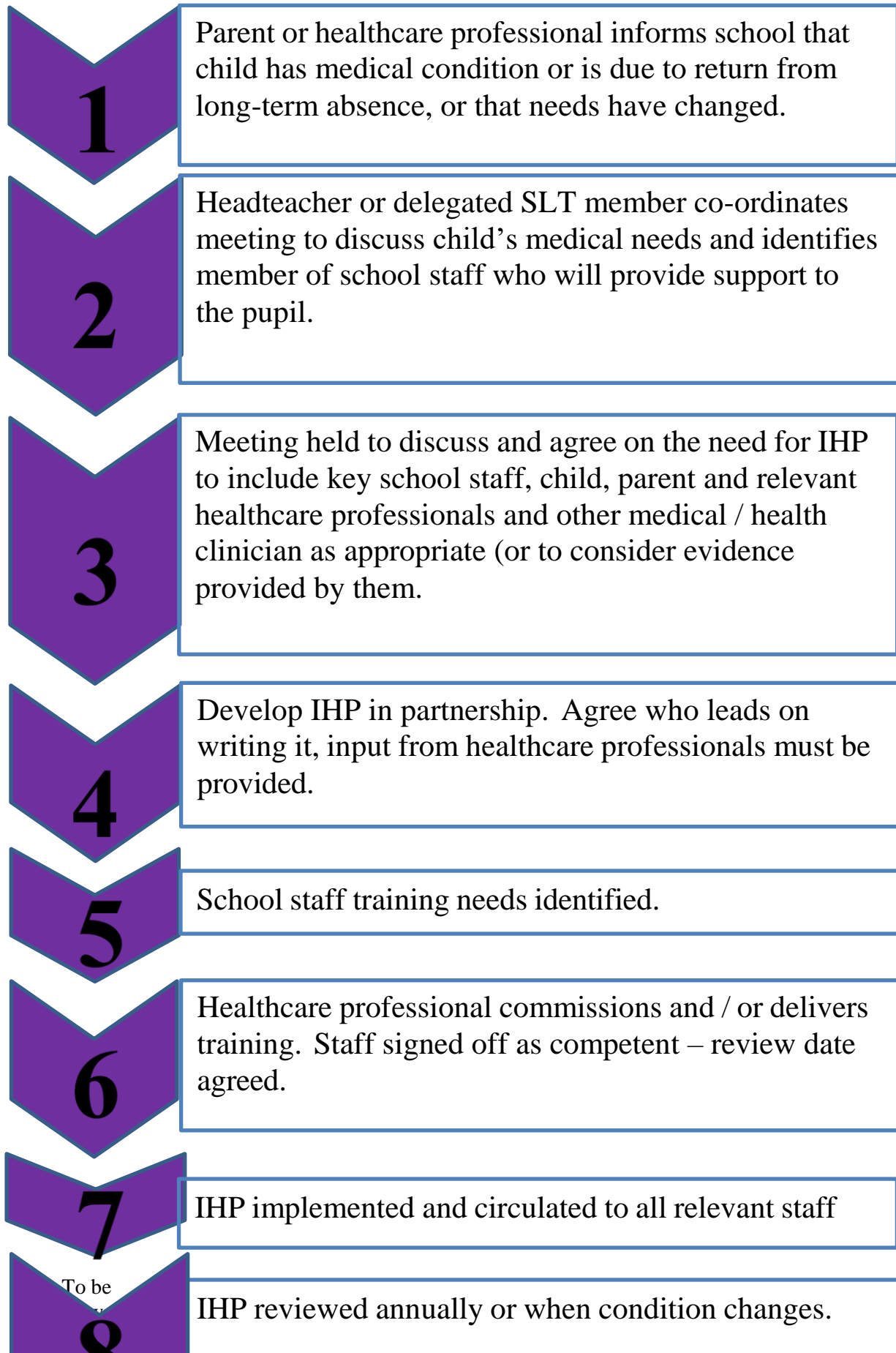
The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.

In evaluating the policy, this school seeks feedback from stakeholders including pupils, parents, school healthcare professionals, school staff, local emergency care services, governors and the school employer. The views of pupils with medical conditions are central to the evaluation process.

Signed by chair of governors:

Date:

Supporting Pupils with Medical Conditions



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