



Policy for



Supporting Pupils with Medical Conditions **2017/18**

Review Cycle:-	Annual	Date of Next Review:-	July 2018
Approver:- Chair of Governors	Signed:-  Date:- July 2017	Approver:- Head Teacher	Signed:-  Date:- July 2017

Introduction

Section 100 of The Children and Families Act 2014 places a duty on the governing body of Knights Enham Nursery and Infant School to make arrangements for supporting children at their premise with medical conditions. The Department of Education have produced statutory guidance 'Supporting Pupils with Medical Conditions' and we will have regard to this guidance when meeting this requirement.

We will endeavour to ensure that children with medical conditions are properly supported so that they have full access to education, including school trips and physical education. The aim is to ensure that all children with medical conditions, in terms of both their physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

It is our policy to ensure that all medical information will be treated confidentially by the Headteacher and staff. All administration of medicines is arranged and managed in accordance with the Supporting Pupils with Medical Needs document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Where children have a disability, the requirement of the Equality Act 2010 will apply.

Where children have an identified special need, the SEN Code of Practice will also apply.

We recognise that medical conditions may impact social and emotional development as well as having educational implications.

Key Roles & Responsibilities

Statutory Requirement: The governing body should ensure that the school's policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support children at school with medical conditions.

The Governing Body at Knights Enham Nursery and Infants School is responsible for: Ensuring that the school's policy clearly identifies the role and responsibilities of all those involved in the arrangements they make to support pupils at school with medical conditions. They will ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. They will also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials.

The Headteacher is responsible for:

Ensuring that the school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.

The Headteacher will ensure that all staff, who need to know, are aware of the child's condition. They will also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all the individual healthcare plans, including in contingency and emergency situations. This may involve recruiting a member of staff for this purpose.

The Headteacher has overall responsibility for the development of individual healthcare plans. They will also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. They will 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.

Teachers and Support Staff are responsible for:

Providing support to pupils with medical conditions, including the administering of medicines, although 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. School staff will 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.

The School Link Nurse

Every school has access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs; for example, there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition. See also paragraphs 18 to 20 below about training for school staff.

Nursery children may be able to be supported by Health Visiting Service and any other medical agencies involved in the child's care.

Local Arrangements

Identifying children with health conditions

Statutory Requirement: The Governing body will ensure that the policy sets out the procedures to be followed whenever a school is notified that a pupil has a medical condition.

We will aim to identify children with medical needs on entry to the school by working in partnership with parents/ carers and following the process outlined in the document 'Process for identifying children with a health condition' produced by the Southern Health School Nursing Team in conjunction with the Children's Services Health and Safety Team. Parents complete initial admission paperwork with a member of school staff (this may be during the initial home visit or in school) before children begin in school. This paperwork includes full details and discussion opportunities for any medical needs.

Where a formal diagnosis is awaited or is unclear, we will plan to implement arrangements to support the child, based on the current evidence available for their condition. We will ensure that every effort is made to involve some formal medical evidence and consultation with the parents.

Individual health care plans

Statutory Requirement: The Governing body will ensure that the school's policy covers the role of individual healthcare plans, and who is responsible for their development in supporting children at school with medical conditions.

At Knights Enham Nursery and Infant School we will complete a healthcare plan with parents / carers for any child who has any medical need including allergy, asthma, eczema.

Where children require an individual healthcare plan it will be the responsibility of the Head teacher to ensure that Year Group Team Leaders, in conjunction with other staff members work with parents and relevant healthcare professionals to write the plan. The plan will be kept in the class pink health care plan folder that will be kept easily accessible in the class cupboard or shelf. Pink health care plan folders will be kept up to date by the class teacher and are available at any time.

Where the child has a special educational need identified in a statement or EHC plan, the individual healthcare plan should be linked to or become part of that statement or EHC plan.

Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), school staff will work with the local authority and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

We may also refer to the flowchart contained within the document 'Process for identifying children with a health condition' for identifying and agreeing the support a child needs and then developing the individual healthcare plan.

We will use the individual school written healthcare plan (Appendix one)

Statutory Requirement: The governing body should ensure that all plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. Plans should be developed with the child's best interests in mind and ensure that the school assesses and manages the risks to the child's education, health and social well-being and minimise disruption.

We will review all health care plans at the beginning of each school year in September and as needed throughout the year where circumstances change.

Staff training

Statutory Requirement: The Governing Body should ensure that this policy clearly sets out how staff will be supported in carrying out their role to support children with medical conditions, and how this will be reviewed. It should specify how training needs will be assessed and by whom training will be commissioned and provided.

The school policy should be clear that any member of school staff providing support to a child with medical needs should have received suitable training.

Staff must not administer prescription medicines or undertake any health care procedures without the appropriate training and or experience (updated to reflect any individual healthcare plans)

All new staff will be inducted on the policy when they join the school through the Business manager who will discuss and train on first aid arrangements. The new member of staff will be appointed a line manager who will review healthcare plans in place. All nominated staff will be provided awareness training on the school's policy for supporting children with medical conditions which will include what their role is in implementing the policy. This training will be carried out every 12 months.

The awareness training will be provided to staff by Hampshire county council E-Learning.

We will retain evidence that staff have been provided the relevant awareness training on the policy by Signature sheet/ certificate and retained by the Business Manager.

Where required we will work with the relevant healthcare professionals to identify and agree the type and level of training required and identify where the training can be obtained from. This will include ensuring that the training is sufficient to ensure staff are competent and confident in their ability to support children with medical conditions. The training will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs and therefore allow them to fulfil the requirements set out in the individual healthcare plan.

Any training undertaken will form part of the overall training plan for the school and refresher awareness training will be scheduled at appropriate intervals agreed with the relevant healthcare professional delivering the training.

A 'Staff training record– administration of medicines' form will be completed to document the type of awareness training undertaken, the date of training and the competent professional providing the training.

The child's role

Statutory Requirement: The Governing body will ensure that the school's policy covers arrangements for children who are competent to manage their own health needs and medicines.

Where possible and in discussion with parents, children that are competent will be encouraged to take responsibility for managing their own medicines and procedures for example applying cream. These arrangements will be recorded in their individual healthcare plan. The healthcare plan will reference what will happen should a child who self-administers refuse to take their medication (this will normally be informing the parent/carer at the earliest opportunity).

Managing medicines on School Premises

Statutory Requirement: The Governing Body will ensure that the school's policy is clear about the procedures to be followed for managing medicines.

The administration of medicines is the overall responsibility of the parents/carers. Where clinically possible we will encourage parents to ask for medicines to be prescribed in dose frequencies which enable them to be taken outside of school hours. This will normally mean that a child needing three doses during the day will be able to take these at home (breakfast / home time / bed time). However, Knights Enham Nursery and Infant School is responsible for ensuring children are supported with their medical needs whilst on site, therefore this may include managing medicines where it would be detrimental to a child's health or school attendance not to do so.

We will not give prescription or non-prescription medicines to a children without their parent's/carers written consent (Administration of Medicines form: appendix 2).

A documented tracking system to record all medicines received in and out of the premises will be put in place. The tracking system used is Medication Tracking Form (Appendix 3). These will be filed in the Purple Medication Tracking Folder (KS1 in the Office and FS in Puffins cupboard).

The name of the child, dose, expiry and shelf life dates will be checked before medicines are administered. When a child needs their inhaler at set points on a regular basis e.g. always at lunch time this will have been recorded on the health care plan and the administration of medicine sheet completed each time. Parents will not be informed each day. When a child needs their inhaler on an irregular basis eg when then become wheezy then staff will complete the administration form as above but will also complete the 'I needed my inhaler today' sheet and this will be handed to parents at pick up time. (appendix 6).

On occasions where a child refuses to take their medication the parents will be informed at the earliest available opportunity.

We will only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by the pharmacist and include instructions for administration, their

dosage and storage. Insulin is the exception, which must still be in date but will generally be available to schools inside an insulin pen or a pump, rather than its original container.

Children's inhalers will be stored in class cupboards so that they are easily available when children need them. Prescribed medicines will be kept in the admin office for children in KS1 and in the Owls kitchen cupboard for FS.

We will not usually administer non prescribed medicines but this is at the final discretion of the Deputy or Headteacher. If a cream or lotion is required then we will be able to help children to apply this but we would complete a health care plan in order to confirm details.

We ask parents / carers to apply 24 hr / long lasting sun cream protection in the morning during hot weather. If a child has a particular sensitivity to the sun and requires more than this then staff will complete a health care plan with parents as above.

Emergency medicines will be stored in a safe location but not locked away to ensure they are easily accessible in the case of an emergency.

Types of emergency medicines include:

- Injections of adrenaline for acute allergic reactions
- Inhalers for asthmatics
- Injections of Glucagon for diabetic hypoglycaemia

Other emergency medication ie. Rectal diazepam or Buccal Midazolam for major seizures will be stored in accordance with the normal prescribed medicines procedures (see storage section).

Storage

All medication other than emergency medication will be stored safely out of reach of children in an adult only area of the school.

Where medicines need to be refrigerated, they will be stored in a [fridge](#) in a clearly labelled airtight container in an adult only area of the school. There must be restricted access to a refrigerator holding medicines.

Children will be made aware of where their medicines are at all times and be able to access them immediately where appropriate. Where relevant they should know who holds the key to the storage facility.

Medicines such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children and not locked away. We will also ensure that they are readily available when outside of the school premises or on school trips.

Storage of medication whilst off site will be maintained at steady temperature and secure. There will be appropriately trained staff present to administer day to day and emergency medication and copies of individual health care plans will be taken off site to ensure appropriate procedures are followed.

Disposal

It is the responsibility of the parents/carers to dispose of their child's medicines. It is our policy to return any medicines that are no longer required including those where the date has expired to the parents/carers. Parents/carers will be informed of this when the initial agreements are made to administer medicines. Medication returned to parent/ carers will be documented on the tracking medication form.

Sharps boxes will be in place for the disposal of needles. Collection and disposal of these will be arranged locally through PHS contractor who will remove them from site Every 6 months

Medical Accommodation

The reception area including the meeting rooms and offices can be used for all medical administration/treatment purposes. The location/room will be made available when required.

Record keeping

Statutory Requirement: The governing body should ensure that written records are kept of all medicines administered to children.

A record of what has been administered including how much, when and by whom, will be recorded on a 'record of prescribed medicines' (appendix 2) form. The form will be kept in the pink health care file. Any possible side effects of the medication will also be noted and reported to the parent/carers.

Completed records for a child's medicine administration will be transferred from the pink health care file once completed, or at the end of the year, and will be kept on the pupil's file in the office.

Emergency Procedures

Statutory Requirement: The Governing body will ensure that the school's policy sets out what should happen in an emergency situation..

Where 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 ie. informing a teacher immediately if they are concerned about the health of another child.

Where a child is required to be taken to hospital, a member of staff will stay with the child until their parents arrive, this includes accompanying them to hospital by ambulance if necessary (taking any relevant medical information, care plans etc that the school holds).

Day trips/off site activities

Statutory Requirement: *The Governing body should ensure that their arrangements are clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.*

We will ensure that teachers are aware of how a child's medical condition will impact on their participation in any off site activity or day trip, but we will ensure that there is enough flexibility for all children to participate according to their own abilities with in reasonable adjustments.

We will consider what reasonable adjustments we might make to enable children with medical needs to participate fully and safely on visits. We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. We will consult with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.

Unacceptable practice

Statutory Requirement: The governing body will ensure that the school's policy is explicit about what practice is not acceptable. *The areas below have been taken from the DfE guidance document, please refer to page 23 add and in any more that as a premise you feel should be included here.*

Staff are expected to use their discretion and judge each child's individual healthcare plan on its merits, 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 eg. by requiring parents to accompany the child.

Liability and Indemnity

Statutory Requirement: The governing body will ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.

Staff at the school are indemnified under the County Council self insurance arrangements.

The County Council is self insured and have extended this self insurance to indemnify school staff who have agreed to administer medication or under take a medical procedure to children. To meet the requirements of the indemnification, we will ensure that staff at the school have parents permission for administering medicines and members of staff will have had training on the administration of the medication or medical procedure.

Complaints

Statutory Requirement: The governing body will ensure that the school's policy sets out how complaints may be made and will be handled concerning the support provided to pupils with medical conditions.

Should parents or children be dissatisfied with the support provided they can discuss their concerns directly with the Headteacher. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

Appendices

- 1: Health care plan
- 2: Administration of medicine consent form
- 2a: Record of medicine administered for individual child
- 3: Tracking record of medicines in and out of school premises
- 4: Training record
- 5: Emergency call sheet
- 6: I needed my inhaler today slip

Knights Enham Nursery and Infant School Health Care Plan 2016	
Name of child:	
Class:	
Date of birth:	
Medical Diagnosis:	
Children's medical needs and symptoms:	
Daily care requirements:	
What would constitute an emergency and what action needs to be taken?	
Next Steps:	
Arrangements for trips etc outside school,	
Who is responsible?	
Are there additional staff training needs?	

Parents signature_____ Date_____

Staff signature_____ Date_____

Appendix 2
KNIGHTS ENHAM NURSERY and INFANT SCHOOL
Administration of medicines/treatment (form of consent)

Child's name _____

Address _____

Parent's Tel. Number Home _____ Work _____

GP _____ Tel Number _____

Please tick appropriate box

☐

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

☐

I agree to members of staff administering medicines/providing treatment to my child as directed below or in the case of an emergency, as staff consider necessary.

Signed _____ Date _____

(Parent)

NAME OF MEDICINE	DOSE	FREQUENCY /TIMES	COMPLETION DATE OF COURSE IF KNOWN	EXPIRY DATE OF MEDICINE

SPECIAL INSTRUCTIONS

ALLERGIES or LIKELY SIDE EFFECTS

OTHER PRESCRIBED MEDICINES CHILD TAKES AT HOME

This form to be kept on file in Pink Health Care Folder and both record of medicines given to child and record of medicines in school completed.

Record of Prescribed Medicines Given to a Child

Knights Enham Nursery and Infant School

Name of School/Setting	Knights Enham Nursery and Infant School
Name of Child	
Group/Class/Form of Child	
Date of Birth of Child	

[illegible]

APPENDIX 3 MEDICATION TRACKING FORM Knights Enham Nursery and Infant

NAME OF CHILD	MEDICATION	MEDICATION EXPIRY DATE	DATE RECEIVED IN SCHOOL	DATE RETURNED TO PARENT/OR MEDICATION FINISHED	STAFF NAME	SIGNATURE

This form to be filed in the Purple Medication Tracking in School File (KS1 in office, Fs in Puffins cupboard)

Appendix 4: staff training record – administration of medicines eg for specific medicine needs

Name of school/setting

Knights Enham Nursery and Infant School

Name

Type of training received

Date of training completed

Training provided by

Profession and title

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature

Date

I confirm that I have received the training detailed above.

Staff signature

Date

Suggested review date



Appendix 5: contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number School number: 01264 352 151
2. your name
3. your location as follows : King Arthurs Way, Andover, Hampshire
4. state what the postcode is – SP10 4BS
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient.... Main gate and directly ahead, Infant school to right
8. put a completed copy of this form by the phone
9. Arrange for member of staff to wait for ambulance outside.



Knights Enham Nursery and Infant school

Administration of medicine

Date:

Time:

Today your child needed:

Administered by staff member:



Knights Enham Nursery and Infant school

Administration of medicine

Date:

Time:

Today your child needed:

Administered by staff member:

