



Medical needs Policy

Approved by:	The LGB		
Responsible department:	Leadership team		
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Next review due:			

Introduction

School welcomes and supports children with medical and health conditions so that they can play a full and active role in aspects of school life, remain as healthy as possible and achieve their academic potential.

In addition to the school policy, we also use the more detailed DfE guidance on 'Supporting pupils at school with medical conditions' (2015).

This policy takes into account the school's legal duties under the Children and Families Act 2014 to make arrangements to support pupils with medical conditions, as well as the duties under the Equality Act 2010.

Definitions of medical condition

Pupils' medical conditions may be summarised as:

- Short Term - affecting their participation in school activities (Temporary Injury Form) or while they are on a course of medication (requiring a Parental Agreement to Administer Medicine Consent Form)
- Long Term – potentially limiting their access to education and requiring extra care and support (requiring a Medical Care Plan)

Key Roles and Responsibilities

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 to schools and their staff to ensure Individual Medical Care Plans 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.

The headteacher is responsible for:

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures at school
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver Medical Care Plans in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of staff for the purpose of delivering the statements 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.

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. A first-aid certificate is not sufficient.
- Knowing where controlled drugs are stored and where the key is held.
- Taking account of the needs of pupils with medical conditions in lessons.

- 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, adrenaline pens/epi pens and blood glucose testers to be held in an accessible location, following DfE guidance.

The SENCO is responsible for:

- Ensuring the policy is developed effectively and then making staff aware of this policy.
- 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 Medical Care Plans with all staff involved with the child's care.
- Continuous two-way liaison with school nurses and school in the case of any child who has or develops an identified medical condition.

Parents and carers are responsible for:

- Keeping the school informed about any existing or new medical condition or changes to your child/children's health.
- Completing a Parental Agreement for Setting to Administer Medicine Form- school office.
- Participating in the development and regular reviews of your child's Medical Care Plans.
- Providing the school with the medication your child requires and ensuring all medicines are labelled with their full name.
- Ensuring their child's medicines are within their expiry dates.
- Carrying out actions assigned to them in the Medical Care Plan with particular emphasis on, they or a nominated adult, being contactable at all times.
- Liaising with the school annually to ensure that the Medical Care Plan is up to date (even if just to say 'no changes').

Pupils are responsible for:

- Providing information on how their medical condition affects them.
- Contributing to their Medical Care Plan.
- Complying with the Medical Care Plan 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.

Medical Conditions Register

- School's admissions forms request information on pre-existing medical conditions. Parents are asked to inform the school and can do so face to face, over the telephone or in writing or by emailing the school office at any point in the school year if a condition develops or is diagnosed.
- A medical conditions list or register is kept, updated, and reviewed regularly by the nominated member of staff. Each class teacher 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.
- For pupils on the medical conditions list key stage transition points meetings should take place in advance of transferring to enable parents, school and health professionals to prepare a Medical Care Plan and train staff if appropriate.

Medical Care Plans

- Where necessary an Individual Medical Care Plan will be developed by the medical professionals in collaboration with the pupil, parents/carers, Head teacher, and Special Educational Needs Coordinator (SENCO).
- Medical Care Plans will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality.

If consent is sought from parents a photo and instructions may be displayed. However, in the case of conditions with potential life-threatening implications the information should be available clearly and accessible to everyone.

Medical Care Plans will be kept in a locked cupboard in the school office.

- Medical Care Plans will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an Education, Health and Care plan or special needs statement, the Medical Care Plan will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA provider and school is needed to ensure that the Medical Care Plan identifies the support the child needs to reintegrate.

Administering Medicines

- Prior to staff members administering any medication parents/carers of the child must complete and sign a **Parental Agreement for Setting to Administer Medicine Form** (available from the school office).
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 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.
- Controlled drugs that have been prescribed for a pupil will be securely stored in a nonportable container and only named staff will have access. Controlled drugs should be easily accessible in an emergency and may be administered by school staff in accordance with the prescriber's instructions.
- A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements will be put in place by the school if necessary.
- Medicines will be stored in the School Office or First Aid cupboard within classrooms. Medication that needs to be stored in a cool fridge in the library should be kept in a separate container.
- Any medications left over at the end of the course will be returned to the child's parents, including sharps in sharps boxes.
- Written records will be kept of any medication administered to children, including what, how, how much was administered, date and time and by whom. The school will also record any side effects noted.
- Pupils will never be prevented from accessing their medication.
- 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 Medical Care Plan which will include informing parents.

Emergencies

- Where a child has a Medical Care Plan it will clearly state what constitutes an emergency for that child and what to do in an emergency.
- If a pupil needs to go to hospital a member of staff should go with them and remain with them until a person with parental responsibility arrives.

Day trips, residential visits and sporting activities

- Wherever possible arrangements will be put in place to ensure that all children with medical conditions can access all school activities unless it is not safe or advisable for them to do so in which case medical advice may be sought.
- Additional risk assessments may be put in place for these events if needed.
- Parents will be consulted where necessary in addition to the normal Medical Care Plan requirements for the school day.

Training of Staff

- Teachers and support staff with particular responsibilities will receive appropriate training, in house or from outside agencies.

Complaints

- Should a parent or carer have a complaint about the support provided for pupils with medical conditions in the first instance discuss with class teacher.
- If the matter is not resolved parents should discuss concerns with Head Teacher.
- The details of how to make a formal complaint can be found in the School Complaints Policy. (see website)

A paper copy of the policy and examples of Medical Care Plans and Parental Administration Agreement Forms, Temporary Injury Forms can be found in the school office.

Procedure Following notification that a pupil has a Long Term Medical Condition

1. School is notified that a pupil has a medical condition or that medical needs have changed

Parents will inform school by contacting the school office. (written format)



2. School liaises with parent/carer to discuss how the Medical Care Plan is going to be completed and actioned

This may be a meeting with the Class Teacher and SENCo or via a phone call.



3a. Parent/carers and school will complete a Medical Care Plan

Most medical conditions require the parent/carer to complete a Medical Care plan with the child's Class Teacher and SENCo

This will sometimes include input from GP, nurses or hospital documents



3b. Medical Condition is severe/ or complex

A meeting will normally be required between:

- parent/carer
- relevant members of staff
- with health professional input or involvement

(either by attending the meeting or sending the information to support the meeting)



4. School implements the Medical Care Plan

Once the medical care plan is completed it will be shared with all relevant staff

This may involve training for relevant members of staff or support staff

The Medical Care Plans will be kept in the locked office cupboard and class teachers will have a copy.



5. Medical Care Plan will be reviewed annually or as appropriate

Parent/carers should inform school with any changes to the current Medical Care Plan requirements and agreements.

EXAMPLE:
Medical Care Plan

Medical Healthcare Plan

CONTACT INFORMATION

Name of school/setting
Child's name
Group/class/form
Date of birth
Child's address
Medical diagnosis or condition
Date
Review date

Family Contact Information

Name
Phone no. (work)
(Mobile)
Name
(Mobile)
(Work)
(Home)

Clinic/Hospital Contact

Name
Phone no.
Name
Phone no.
Role
Who is responsible for providing support in school

Medical Needs and Treatments

-
-

Daily Care Requirements

Administered Medication

Adult in school support and training

Arrangements for school visits/trips

Emergency Action

Who is responsible in an emergency?

When to contact parents

Plan developed by

Form copied to

Parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

--

Name of school/setting

--

Name of child

--

Date of birth

--

Group/class/form

--

Medical condition or illness

--

Medicine

Name/type of medicine
(as described on the container)

--

Expiry date

--

Dosage and method

--

Timing

--

Special precautions/other instructions

--

Are there any side effects that the school/setting needs to know about?

--

Self-administration – y/n

--

Procedures to take in an emergency

--

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

--

Daytime telephone no.

--

Relationship to child

--

Address

--

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent:

Signature(s) _____ Date _____

We all agree that this is an appropriate plan of care for _____ Parents give permission for any trained and/or designated members of staff to perform and carry out the care tasks as outlined by this medical management plan.

_____ Parents also consent to the sharing of this plan with all members of staff who care for, and may need to know this information to ensure her health and safety.

A copy of this plan will be kept by school, and parents.

School staff name:	Role	Date: