



Learn, Serve, Shine

Crockham Hill C E Primary School

Supporting Pupils with Medical Conditions and Needs Policy

Review Body:	Teaching and Learning Team
Leadership Group Responsibility:	Headteacher
Type of Policy:	Statutory
Review Period:	Annually
Reviewed:	Summer 2014
Next Review:	Summer 2015

This policy is based on the statutory guidance and non-statutory advice within 'Supporting pupils at school with medical conditions' (Department for Education, 2014) and works alongside the following:

- Education Act 2002, sections 21 and 175
- Education Act 1996, section 19
- Children's Act 1989, sections 3 and 7
- Children's Act 2004, section 10
- Children and Families Act 2014, section 100
- Equality Act 2010
- Health and Safety at Work Act 1974, section 2
- Misuse of Drugs Act 1971
- Medicines Act 1968
- School Premises (England) Regulations 2012, regulation 5
- The Special Educational Needs Code of Practice
- Early Years Foundation Stage statutory framework

(The term parent/s in this document applies to parents, carers, guardians and any person/body with legal responsibility for a child.) The school will seek parents' written agreement about sharing information about their child's needs, where information needs to be shared outside the school. However in cases of confidentiality the Health & Safety of the child must take precedence.

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Named person with responsibility for overall policy implementation:

Mrs V Viret, Headteacher

In her absence

Mrs J Bradley-Smith, School Administration Officer

Section 100 of the Children and Families Act 2014 places a duty on our governing body to make arrangements for supporting pupils with medical conditions at our school. This aim of this policy is to support all children, including those with physical or mental health needs to play a full and active role in school life, to remain healthy and to achieve their academic potential.

The expectation is that medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside of school hours.

No child should be given prescription or non-prescription medication without parents' written consent excluding in exceptional circumstances where medication has been prescribed without the knowledge of parents.

School staff must not give prescription medication or undertake health care procedures without appropriate training. A first aid qualification should not be presumed to cover all medication circumstances.

Medicines fall into two types:

- a) Prescription medicines
- b) Non-prescription medicines

a) *Prescription medication*

- Prescription medications must be in the original container, in-date and labelled clearly. This excludes Insulin which may be in a pen or pump.
- A named member of staff may administer medication for whom it has been prescribed, according to the instructions on the label or given by parents, including asthma inhalers (see appendix B.)
- If agreed with the parents the school may look after medication on behalf of the child
- The school will keep the medication securely with access only by named staff and all doses will be recorded (see appendices C and D)
- Prescription medication should be returned to the parents when no longer required or out of date
- Ritalin, or other prescription medication known as "controlled drugs" will be kept in a locked first aid cabinet in the school office.
- Children should know where their medication is being kept and how to access them.

b) *Non-prescription medication*

- Paracetamol can only be given to children when parents have given written permission or in exceptional circumstances verbal permission over the phone. Staff should always check maximum dosages and when any previous doses were given.
- The school staff will never give aspirin or ibuprofen unless prescribed by a Doctor.
- Named school staff may give Calpol or similar if verbal permission is given by a parent or carer should a child fall unwell in school and need quick relief. This permission and the dose will be recorded in line with school policy.

Managing medicines on trips, outings, sporting activities and off-site activities

Children with medical needs will be supported to take part in visits. The responsible member of staff will include the needs of the individual child as part of their risk assessment and for residential visits signed medication plans will be drawn up considering parental and medical advice. Reasonable adjustments should be made to support inclusion of all children.

All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known, and copies of care plans (where they exist) will be taken by the responsible person. If these need to be adjusted for the purposes of the visit this will be done in conjunction with parents and any relevant health care professionals.

Roles and responsibilities of staff managing or supervising the administration of medicines

The school acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency, according to the care plan.

Advice and guidance will be provided by the Schools Nursing Service, when needed, to carry out the actions in a care plan. Where a condition is potentially life-threatening all staff will need to be aware what action to take. Training undertaken will be recorded on appendix E.

Specific advice and support from the Schools Nursing Service will be given to staff who agree to accept responsibility, as delegated by the Headteacher, for administering medicines and carrying out procedures.

When all planning to manage a condition has taken place, the school will consult with KCC insurance to check that their employees are covered. If not, then additional insurance arrangements will be put in place.

Guidance about Risk Management and Insurance is contained in the KCC document 'Insurance Provision for Medical Treatment/Procedures' which can be accessed through the school office.

The Governing Body

The governing body is responsible for making arrangements, including a policy, to support pupils with medical conditions and to ensure that sufficient staff have received suitable training and are competent to take on the responsibility to support individual children.

The Headteacher

The Headteacher is responsible for the policy being developed and effectively implemented.

Staff

Staff can be asked to provide support including the administration of medicines, although they cannot be required to do so. Staff should know what to do and respond appropriately when they become aware a pupils with a medical condition needs help.

School Nursing Service

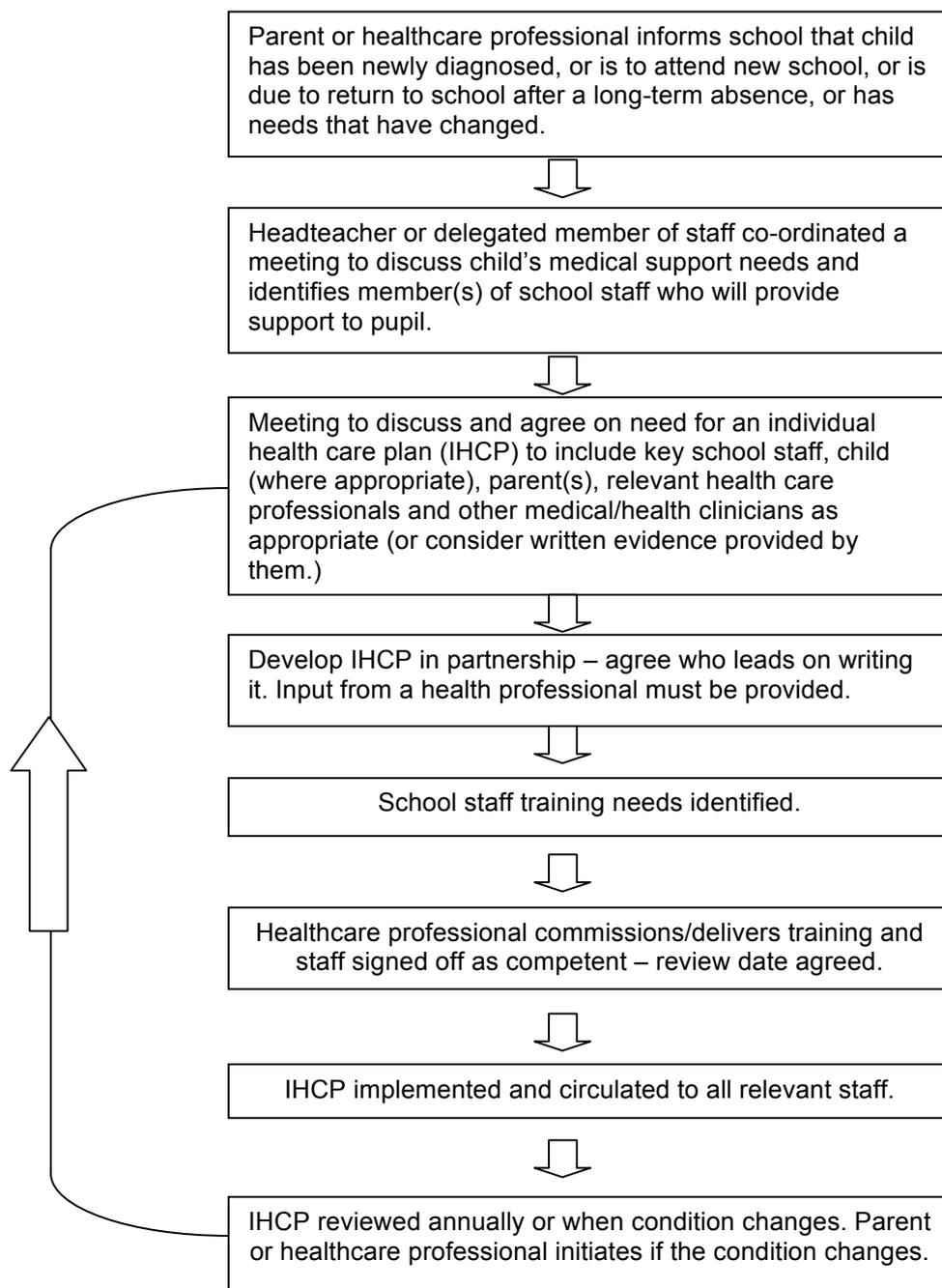
This service is responsible for informing the school when a pupil has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts at the school. They may provide training for staff on specific medical needs.

Pupils

Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual care plan. Other pupils should be encouraged and supported to be sensitive to the needs of pupils with medical conditions.

Pupils with medical needs or medical conditions

Process for developing healthcare plans



Parents will be invited to develop a care plan in partnership (See Appendix G). Once a care plan is agreed (Appendix A), parents should sign the appropriate agreement forms for the administration of medicines (see Appendix B).

It is the responsibility of parents to ensure that medicines sent to school are 'in date'. All medicines should be collected by parents at the end of term 2, 4 and 6. If new supplies are needed it is the responsibility of the parents to supply medication.

The school will seek parents' written agreement about sharing information on their children's needs where information needs to be shared outside of school. The Headteacher should seek their agreement before passing information to other school staff. However, in cases of emergency the health and safety needs of the child and the people affected must take precedence.

Supporting children with complex or long-term health needs

The school will aim to allow such children access to and enjoyment of the same opportunities as other pupils and will aim to support the child's ability to learn, as well as increase their confidence and promote self-care. This will be done by minimising any disruption to the child's education as far as possible, calling on the appropriate support services for support and advice as needed within the child's individual healthcare plan.

The school will call on the Community Nursing Service and other healthcare professionals to deliver advice and support and receive appropriate documented training on medical procedures that may be required to support this access.

Where school staff carry out glucose monitoring, records will be kept based on the advice of parents and specialist nurses.

Liability and indemnity

The governing body will ensure that the appropriate level of insurance is in place and it appropriately reflects the level of risk, taking advice on this when an individual healthcare plan has been developed. The school purchases public liability and employee insurance through Kent County Council Insurance Services and the current certificate is displayed in the school office. Individual cover will be purchased if needed to cover particular healthcare procedures.

Complaints

If parents or pupils are dissatisfied with the support provided by the school the Headteacher should be approached in the first instance. If this does not resolve the issue, parents should make a formal complaint via the school's complaint procedure.

Monitoring and review

This policy will be reviewed annually or earlier if statutory guidance changes. Its implementation and effectiveness will be monitored as part of the governing body's wider safeguarding monitoring programme.

Record keeping

The following appendices are to be used for all recording purposes including where children can carry and take their own medicines.

- A Individual healthcare plan
- B Parental agreement for school to administer medicine
- C Record of medicine administered to an individual child
- D Record of medicine administered to all children
- E Staff training record – administration of medicines
- F Contacting emergency services
- G Model letter inviting parents to contribute to individual healthcare plan

All appendices based on 'Templates - supporting pupils with medical conditions', Department for Education May 2014.

A. INDIVIDUAL HEALTHCARE PLAN

Name of school/setting

CROCKHAM HILL CE PRIMARY SCHOOL

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)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details (child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues)

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Name of medication, dose, method of administration (when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision)

Daily care requirements (including other treatments, timings, facilities, equipment, testing, access to food and drink where managing the condition, dietary requirements, any environmental issues)

Specific support for the pupil's educational, social and emotional needs (managing absence, rest periods, learning catch up, counselling)

Arrangements for school visits/trips/off site learning

Other information (level of support/independence, who provides cover etc)

Describe what constitutes an emergency, and the action to take if this occurs (contacts, contingency arrangements)

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

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to (who else needs to know, who should know)

B: parental agreement for setting to administer medicine

Crockham Hill CEP School will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	CROCKHAM HILL CEP SCHOOL
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
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	
I understand that I must deliver the medicine personally to	agreed member of staff -

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/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

C: Record of medicine administered to an individual child

Name of school/setting	CROCKHAM HILL CEP SCHOOL
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____ Name _____

Signature of parent _____ Name _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

C: Record of medicine administered to an individual child (Continued)

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials
