



# **Sir John Lillie Primary School**

## **Managing Medical Needs Policy**

## **1. INTRODUCTION**

This document outlines the Sir John Lillie Primary School ("SJL") Managing Medical Needs Policy. This policy is based on the Supporting pupils at school with medical conditions December 2015 document. Where possible, wording is used in line with supporting pupils at school with medical conditions to ensure consistency. The focus is on inclusive practice and removing barriers to learning. This policy is reviewed on an annual basis or as circumstances require.

Some children will at some time have a medical condition that affects their participation in some or all of school activities. For most this will be short-term, however for others, if not properly managed, it will limit their access to an appropriate education. These children are said to have medical needs.

Most children with medical needs are able to attend school regularly and, with appropriate support can take part in all, or almost all, normal school activities. The aim at Sir John Lillie Primary is to ensure that all children with medical conditions, in terms of both 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. Pupils may require on-going support, medicines and care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted. It is therefore important that parents are in full communication with the school regarding their child's health and feel confident that we will provide effective support for their child's medical condition and that they feel safe in our care.

Some children with medical conditions maybe considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case governing bodies must comply with their duties under the Equality Act 2010 where possible.

## **2. AIMS AND OBJECTIVES**

At SJL there are clear aims and objectives for supporting medical needs:

- To ensure pupils at school with medical conditions are properly supported so that they have full access to education, including school trips and physical education.
- To consult with health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.
- To clarify the roles and responsibilities of staff and parents/carers.

The Governors, Headteacher and staff:

- Are committed to ensuring that all children have access to as much education as their medical condition allows, in order to maintain the momentum of their studies and fulfil their educational potential.

- Recognise the valuable contribution of parents and other agencies in providing information to ensure best access to all educational and associated activities for children with medical needs.
- Recognise that on occasions children with long-term and/or complex medical needs will require intervention from a specialist provision, such as a special school, to assist with education.
- Will work with providers whenever necessary, to ensure smooth transition to the specialist provision and, as far as possible, provide continuity of learning.

### **3. Responsibilities:**

#### **Governing body:**

The Governors of Sir John Lillie Primary

- Will ensure the school has an effective policy on the management of children with medical needs and ensure that the arrangements they put in place are sufficient to meet their statutory responsibility.
- Will ensure the focus is on the needs of each individual and how their medical condition impacts on their school life.
- Have delegated day-to-day responsibilities for the management of children's medical needs to the Medical officer Anne Morgan (administration) and Medical Coordinator Victoria Hall (Inclusion Manager).
- Will receive relevant information on issues relating to the management of children with medical needs as the Medical Coordinator sees necessary.
- Will ensure staff are properly trained to provide the support that pupils need.
- Will review the effectiveness of the policy on an annual basis and make necessary revisions to ensure that it continues to be effective and that it reflects any changes in the law, and that it is readily accessible to parents and school staff.
- Will ensure that parent's cultural and religious views are always respected in managing the medical needs of children.
- Will ensure that full consultation with appropriate health and social care professionals are sought to ensure that the needs of children with medical conditions are effectively supported and ensure collaborative working arrangements.
- Ensure that a child with a medical condition has the same rights of admission to school as other children (unless it would be detrimental to the health of that child or others to do so e.g. in the case of infectious diseases).

#### **Headteacher:**

Will take overall responsibility for the care and well-being of all the children at Sir John Lillie Primary including those with medical needs. The Headteacher will ensure that the school policy is developed and effectively implemented with partners. This includes:

- Ensuring all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation and statutory duties
- Ensuring that all staff connected with the child are aware of the child's medical needs
- Ensuring that there are sufficient trained numbers of staff available to implement the policy and deliver all Health Care Plans (HCPs) including in contingency and emergency situations.
- Ensuring that HCPs are developed fully.
- Ensuring that staff are appropriately insured and are aware they are insured to support pupils in this way.
- Ensure there is a sufficient number of staff trained in First Aid.
- Ensure there is a sufficient number of staff who are recognised First Aiders.
- Ensure that the school nurse is aware of any children with medical conditions.

### **Medical Coordinator:**

- Is responsible for ensuring the effectiveness of this policy in providing children with medical needs access to education and all associated activities available to other children.
- Ensuring that procedures are in place for formal agreements to be drawn up between the school, medical professionals and parents/carers of children with medical needs (Health Care Plans)
- Will monitor to ensure that accurate records are maintained when medication is administered within school.
- Will be the point of contact in order to ensure that parents, staff, governors and outside agencies who have contact with children with medical needs, have an easy access route to communication with the school, as well as acting as first contact for parents and named agencies.
- Ensuring that teachers know the nature of the condition and have read the HCP where they have a child with medical needs in their class. That sufficient staff have appropriate training, access to information in order that children with medical needs are able to attend school regularly and, with appropriate support, take part in all, or almost all, normal school activities.
- Ensuring that any supply or temporary staff working with children with medical needs are aware of their condition by ensuring medical posters are displayed in the classroom and medical information is in class folders.
- Ensuring that trained staff are available wherever necessary to ensure the safety of the children with medical needs.
- In conjunction with the school nurse ensure that individual HCPs are monitored and reviewed on a regular basis (at least annually)

### **Medical Officer:**

- Will take responsibility for giving and /or supervising children taking medication during the school day
- Keep accurate written records of all medication administered
- Will update the school medical register and inform the medical coordinator of any new medical conditions.
- Will ensure all medication received is in date in appropriate packing and parents sign a consent form.
- Complete records for accidents and fill in the accident forms
- Ensure forms are completed for children with food allergies and Eden are notified.

### **Teaching & Support Staff:**

There is no statutory duty for teachers/support staff to administer medication in school. At Sir John Lillie Primary staff volunteer and receive appropriate training to do so. This would be as specified in the child's HCP.

In an emergency swift action would be taken by any member of staff to secure assistance for any child. Teachers and other staff in charge of children have a common law duty to act as any reasonably prudent parent would, to make sure that children are healthy and safe on school premises. This duty extends to teachers leading any activities taking place off the school site.

- Where appropriate, staff will be informed of pupils in their class who have medical needs: this information is kept on the medical register on SIMS. Class teachers are required to regularly check this register to ensure they are aware of all medical conditions in their class. They will be notified of any new medical conditions and these will be added to the SIMS list.
- All HCP are kept in the school office and class teachers are required to read this information.
- Medical posters will be put up in each classroom for severe medical conditions.
- A class list of medical conditions is to be kept in class folders for any cover teachers to refer to.

When children are out of school for short periods of time with a medical condition it is the responsibility of the class teacher

- To ensure that, wherever appropriate, they are provided with work to do at home and that work is assessed and recorded appropriately.
- To ensure contact with the child's family is maintained
- To ensure that the child is welcomed back and any additional support necessary to catch up with work is provided.

#### **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.
- They will support the school and offer advice for example on training staff on epi-pens and medical needs of the school.
- They will liaise with doctors and lead clinicians
- They will support teachers in delivering 'Healthy Living' lessons if necessary.
- In conjunction with the Medical Needs Coordinator will ensure that individual HCPs are monitored and reviewed on a regular basis (at least annually) and sign plans to agree from a health perspective.
- They will contact parents/carers to update school on medical information to enable the child to access school and succeed at school.
- They will attend meetings with parents/carers, the Medical Needs Coordinator and any other stakeholders/Medical professionals.
- Feedback to Medical Needs Officer and Welfare Mentor on a regular basis, carrying out actions agreed weekly where possible.
- Will support the school to provide and source relevant training
- Will provide the whole school training annually
- Will regularly update and complete actions recorded in the school nurse referral folder.

#### **Pupils:**

- Where appropriate pupils themselves should be consulted and fully involved in discussions about their medical needs and contribute as much as possible to the development of, and comply with, their HCP. Children who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be reflected within the HCP.
- Whenever possible, children should be encouraged to access their medicines and devices themselves under the supervision of an identified member of staff. If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in their HCP.

#### **Parents:**

- Need to inform and provide the school with sufficient and up-to-date information about their child's medical needs in written form e.g. letter or filling out the appropriate forms.
- Ensure correct medication is provided in correct packing, in date and with instructions.
- Sign Permission to give medication form at the office.
- Parents are key partners and should be involved in the development and review of their child's HCP. They should carry out any action they have agreed to, as part of its implementation, and ensure they or another nominated adult are contactable at all times.
- Attend HCP meetings when needed to and liaise with the school about their child's medical needs.

- Parents are responsible for signing and returning HCP sent out by the school nurse/medical coordinator.
- The school requires all amendments made to HCPs to be ratified by Medical professionals **before** they will be implemented (the school Medical Needs coordinator will contact the appropriate Medical professional).

#### **Local Authority:**

- The LA should provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within individual healthcare plans can be delivered effectively.

#### **Staff Training and Support:**

- All school staff will receive whole school medical needs awareness training annually.
- All staff required to support medical conditions will receive appropriate training: this will be reviewed regularly and training will be provided annually or whenever necessary. Relevant professionals will lead and provide the training, as well as assess competency of staff.

#### **4. Procedure to be followed when notification is received that a pupil has a medical condition:**

- When the school is notified that a child at the school (or due to start) has a medical condition requiring additional care, medication or provision, the medical coordinator will ask to see medical details from the GP or specialist and be required to set up a **Health Care Plan** (HCP). This should be undertaken within a two week period of the start date.
- The HCP will be set up in conjunction with the parent/carer, school Nurse or other specialist already working with the child, and ensure training (if required) occurs before the child starts school with the medical condition.
- The child will be placed on the medical register and relevant staff will be notified and HCP circulated. Where medical needs can be life threatening a medical poster will be created to share information. This will be displayed around the school and in the child's classroom.

#### **The HCP identifies:**

- The medical condition; its triggers, signs, symptoms and treatments.
- The pupil's resulting needs including medication (dose, side-effects and storage) and other treatments; access to food and drink where this is used to manage the condition; dietary requirements and environmental issues.
- Specific support for the pupil's educational, social and emotional needs
- The level of support needed, including in emergencies. (If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.)
- Who will provide the support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional, including cover arrangements for when they are unavailable.
- Who in the school needs to be aware of the child's condition and the support required.
- Arrangements for written permission from parents and the Headteacher for medication to be administered by a staff member, or self-administered by the pupil during school hours.
- Separate arrangements or procedures required for school trips or other school activities outside the normal school timetable that will ensure the child can participate
- Where confidentiality issues are raised by a parent/child, the designated individuals to be entrusted with information about the child's condition
- What to do in an emergency including whom to contact, and contingency arrangements

- The HCP is reviewed annually or when conditions change.

## 5. Managing medicines on school premises:

- The school will only administer medicines that are prescribed by a doctor, medicines such as calpol, cough lozenges will not be administered by First Aid staff and are not to be brought into school (unless in exceptional circumstances). Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- No child under 16 should be given prescription or non-prescription medicines without a parent's consent.
- The administration of antibiotics in school will only be permitted if the recommended dosage is four or more times per day. A prescribed dosage of 3 times per day is usually taken at home before school, after school and at bedtime. Medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- A child under 16 should never be given medicine containing aspirin unless prescribed by the doctor.
- Before medication can be given in school, parents must complete the appropriate authorisation form, clearly indicating the name of medication and relevant dosage to be taken. These forms can be obtained from the School Office. Sir John Lillie Primary will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration dosage and storage. The only exception to this is insulin which may be available inside an insulin pump.
- Parents must deliver any prescribed medication to the School Office and collect it at the end of the day in the same way.
- All medicines are stored safely in the school office/classroom.
- Controlled drugs should be accessed by a named member of staff only, but need to be easily accessible in emergency. A record should be kept of any doses used and the amount of the controlled drug held at school. Any side effects should also be noted.
- When no longer required medicines should be returned to the parent to arrange safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.
- All children with asthma, administer their own medication under supervision of the First Aider which is recorded by the First Aider.
- Class teachers **will not** administer medication unless fully trained.

### Asthma inhalers for emergency use

As a school we hold asthma inhalers in the office for emergency use. These are delivered by First Aiders in the office.

If a child requires an emergency inhaler parents are notified and a record kept by school.

## 6. Record Keeping

- Written records must be kept of all medicines administered.

## 7. Emergency Procedures

- Staff to call 999 immediately
- SLT to inform parents immediately

- One minute log (minute by minute) of child's symptoms and actions taken by adults
- If a child needs to be taken to hospital staff should stay with the child until the parent arrives.

## 8. Unacceptable practice

School staff should use their discretion and judge each case on its merits with reference to health care plans. However, it is not acceptable to:

- Prevent children from easily accessing/administering their inhalers/medication when and where necessary.
- Assume every child with the same condition requires the same treatment
- Ignore the views of a child or their parent or ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their condition to prevent them from staying for normal school activities e.g. lunch unless it is stated in the HCP
- If the children become ill send them to the school office unaccompanied or with someone unsuitable
- Penalise children for their attendance record if their illness is associated with their medical condition
- Prevent children from drinking or eating or taking breaks whenever they need to in order to manage their medical condition effectively