

Signature and date [FGB/committee chair]

Slimbridge Primary School Policy  
Approved: Sept 20  
To review: Annually

## Slimbridge Primary School Medical Conditions Policy

### Supporting Pupils with Special Medical Needs

#### Definition

Pupils' medical needs may be broadly summarised as being of two types:

- (a) short-term, affecting their participation in school activities while they are on a course of medication;
- (b) long-term, potentially limiting their access to education and requiring extra care and support (deemed **special medical needs**).

Medical conditions include both physical and mental health.

#### Roles

Headteacher with overall responsibility – Alison Cooke  
First Aid Lead (First Aid in the Work Place) – Alison Priday  
Governor monitoring – Tricia Carrington  
Paediatric First Aid – Kathryn McNamara, Lisa Pearce, Jo Jenkins, Caroline Charnley-Heaton, Alee Arkwell-Smyth  
First Aid trained – Most TA staff are first aid trained,  
Additional training in Anaphylactic shock, Epilepsy, Asthma – Lisa Pearce,  
Communications – Nikki Elliott  
School Nurse – Stroud Area School Nurse Team.

Additional training to fulfil Individual Health Care Plans will be planned for all staff in partnership with health professionals, where necessary, to meet new children's needs. This will be sourced through the School Nurse Team.

#### Rationale

LAs and schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional

support these pupils may need. For children with disabilities, the school governors must ensure compliance with the Equality Act 2010.

Parents need to feel confident that their children's medical conditions will be supported, particularly when emergency interventions are required. A child's health needs may change over time and these needs need to be effectively communicated to all staff involved in the child's care. When extended absences affect educational continuity the school needs to work with parents to reintegrate children appropriately, being aware of their potential anxiety and difficulties with social and emotional reintegration.

From September 2014, The Children and Families Act (2014) places a duty on schools to make arrangements for children with medical conditions. **Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.** However, teachers and other school staff in charge of pupils have a common law duty to act *in loco parentis* and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. The school takes advice and guidance from Gloucestershire County Council. The contact number for the School Nurse Team is 0300 421 8959.

## **Aims**

The school aims to:

- assist parents in providing medical care for their children;
- educate staff and children in respect of special medical needs;
- adopt and implement the LA policy of Medication in Schools;
- arrange training for volunteer staff to support individual pupils;
- liaise as necessary with medical services in support of the individual pupil;
- ensure access to full education if possible;
- monitor and keep appropriate records.

## **Entitlement**

The school accepts that pupils with medical needs should be properly supported so that they have a right to the full education available to other pupils.

The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support. In the event of a pupil not being able to attend school, the school will support their learning from home using videoed teaching sessions, paper packs and 'catch-up phone calls.

The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- choose whether or not they are prepared to be involved;
- receive appropriate training;
- work to clear guidelines;
- have concerns about legal liability;
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

## **Expectations**

It is expected that the Headteacher ensures that:

- pupils additional needs are treated with respect and confidentially;
- after discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicines and relevant devices or should be able to access their medicines for self-medication. Children who take their medicines themselves or manage procedures will require supervision. Medicines and devices will be stored safely in a locked cabinet or a fridge in an adult area.
- the Head and teachers involved with pupils with medical needs will consult and engage with health and social care professionals, pupils and parents/carers to ensure that the needs of the child are effectively supported;
- where parents have asked the school to administer the medication for their child, it is recommended that parents ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for school use. The prescription and dosage regime should be typed or printed clearly on the outside. The school will only administer medicines in which the dosage is required 4 times a day. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff. Pupils should not bring in their own medicine. This should be brought into school by the parent.
- that employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately;
- the school will liaise with the School Nurse Team for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil;
- when medical needs are long-term or life threatening, the focus is on the needs of the individual child and the impact that has on school life;
- through training, staff are confident on how medical conditions impact on a child's ability to learn and whenever possible promote self-care;
- any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.
- the school has appropriate insurance to cover children with medical needs and staff working with children with medical needs;

- controlled drugs are secured safely and needles are disposed of in an appropriate sharps container;
- all drugs are returned to parents to arrange for safe disposal;
- written records of drug administration are maintained;
- all children should know to inform staff immediately if they are concerned about a child's health.

## **Procedures**

There is a need for proper documentation at all stages when considering the issue of support for pupils with medical needs in school. Where children also have special educational needs (SEN) and a statement or Education, Health and Care Plan (EHCP), this policy needs to be read in conjunction with the SEND policy.

The relevant documentation is attached in the Appendices:

Appendix 1: Slimbridge Primary School Individual Health Care Plan

Appendix 2: Slimbridge Primary School Parental Agreement to Administer Medicine Form

Appendix 3: Slimbridge Primary School Record of Individual Medicine Administered (for a course of continuing medication, as per an IHCP)

Appendix 4: Slimbridge Primary School Record of All Medicine Administered (for cases of one-off medication not covered by an IHCP)

Appendix 4: Model Letter Inviting Parents to Contribute to Individual Health Care Plan Development

Prior to a child with a medical condition joining Slimbridge School, a transition plan will be instigated. All professionals involved in the child's care will be asked to contribute to one or more planning meetings; these meetings will identify training needs, equipment and procedures needed to support the child. Training will be arranged for the term before the child's start date. For in-year transfers, meetings and training will be instigated prior to the child receiving a start date. If a child requires an Individual Health Care Plan (IHCP, see Appendix 1), this will be organised by the SENCo or the relevant Health/Social care professional. Plans will be reviewed annually in a similar manner to Education, Health and Care Plans and if a child has educational needs these plans will be linked. If a child has an Education, Health and Care Plan in place, this will supersede the need to have an Individual Health Care Plan as well.

Individual Health Care Plans will include:

- medical conditions, triggers, signs, symptoms and treatments;
- the child's needs, medication, side effects, storage, administration, equipment and environmental issues;
- specific support, including management of absences and emergency treatment;
- training for individuals;

- confidentiality and necessary communication;
- permissions for administering medicine;
- special arrangements for trips and visits, including personal risk assessments as appropriate;
- emergency care, who to contact and contingency arrangements. This will include a member of staff accompanying a child in an ambulance and staying with a pupil until a parent or carer arrives.

IHCPs will name and identify the roles of all staff and health and social care professionals involved in the child's care, including family members.

### **Emergency Procedure (this information must be displayed clearly in the school office)**

In the event of a medical emergency, an ambulance should be called immediately – 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
2. your name
3. your location as follows :  
**Slimbridge Primary School, St Johns Rd, Slimbridge, Dursley, GL2 7DD**
4. state what the postcode is – GL2 7DD. Please note that postcodes for satellite navigation systems may differ from the postal code
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

The Contact number for the School Nurse Team is 0300 421 8959

### **Governors**

The governing body is committed to ensuring that arrangements are in place to support pupils with medical conditions. In doing so they will ensure that any child with medical needs can access and enjoy the same opportunities at school as any other child.

Parents need to be confident that the school are able to manage their child's medical needs and have in place the right procedures and training.

In line with safeguarding duties, the governing body will decide if offering a place to a child with medical needs will place other children at risk or be detrimental to the child and others to do so.

The governing body monitors statutory duties, ensures that policies are in place and that plans, procedures and systems are effectively implemented.

***This policy also links to our policies on:***

- *Behaviour,*
- *Code of Conduct*
- *Whistleblowing,*
- *Anti-bullying,*
- *Health & Safety*
- *Allegations against staff,*
- *Parental concerns and Complaints,*
- *Attendance,*
- *Curriculum,*
- *PSHCE,*
- *Teaching and Learning,*
- *Drug Education,*
- *Sex and Relationships Education,*
- *ESafety, including staff use of mobile phones*
- *Risk Assessment,*
- *Recruitment and Selection,*
- *Intimate Care*

# Appendix 1: Slimbridge Primary School Individual Health Care Plan

Child's name

--

Class

--

Date of birth

--

Child's address

--

Medical diagnosis or condition

--

Date

--

Review date

--

## Family Contact Information

Name

--

Relationship to child

--

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 of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

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



# Appendix 2: Slimbridge Primary School Parental Agreement to Administer Medicine Form

## Permission letter for medication

Dear \_\_\_\_\_ Class Teacher

I am writing to request that a member of staff administer the following medication to my child:

Child's name: \_\_\_\_\_

Class: \_\_\_\_\_

Medicine: \_\_\_\_\_ Dosage: \_\_\_\_\_

Duration of treatment: \_\_\_\_\_ Times to administer: \_\_\_\_\_

Does medicine need to be kept in fridge? \_\_\_\_\_

Does medicine need to be taken before or after school? \_\_\_\_\_

I understand that I am responsible for taking the medicine to and from school and that the school will try their best to administer this medicine at the required times though this cannot be guaranteed.

I understand that legally, no member of staff is under any obligation to carry out this task.

Signed: \_\_\_\_\_ Parent/Carer Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

DATE	TIME	MEDICINE & ADMINISTERED BY	WITNESSED BY	NOTES

## Appendix 3: Slimbridge Primary School Record of Medicine Administered to an Individual Child

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 \_\_\_\_\_

Signature of parent \_\_\_\_\_

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

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

**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


### Appendix 4: Slimbridge Primary School Record of All Medicine Administered

DATE	TIME	PLACE	NAME OF INJURED/ILL PUPIL/ PERSON	DETAILS OF ILLNESS/ INJURY	OUTCOME E.G. SENT HOME/ NOTE HOME/PARENT INFORMED DETAILS	NAME & SIGNATURE OF FIRST AIDER WHO DEALT WITH INCIDENT	FOLLOW UP ACTION + DATE ETC.

## **Appendix 4: Model Letter Inviting Parents to Contribute to Individual Health Care Plan Development**

### DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Dear Parent

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for **xx/xx/xx**. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve **[the following people]**. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I would be happy for you contact me if this would be helpful.

Yours sincerely