



**Being safe, being  
respectful, being *our* best**



Ready Robert



Resilient  
Rosie



Resourceful  
Roy



Reflective  
Rhianna



Responsible  
Ruben & Ruby

# Earith Primary School: Supporting Pupils with Medical Needs Policy

Last reviewed: Sept 2022

Next review due by: Sept 2023

Person responsible: Debbie Rudwick, SBM

Ratified by LGB: November 2022



## SUPPORTING PUPILS WITH MEDICAL CONDITIONS

### Contents

Introduction

Aims

Roles and Responsibilities

- Governing Body
- Head Teacher
- Designated Contact
- School Staff
- Health and Safety Manager (HSM)
- School Nurse
- Parents

Special Medical Issues

Individual Health Care Plan

Returning to School After a Period of Hospital Education or Home Tutoring etc.

Storage of Medicine and Equipment

Monitoring and Review

Appendix 1: Model Process for Developing Individual Healthcare Plans

### Introduction

This policy is written in line with the statutory requirements set out in the *Equality Act 2010* and the government's statutory and non-statutory guidance as set out in [Supporting Pupils at School with Medical Conditions](#) released in December 2015.

The policy is also written in compliance with the statutory requirements set out in section 100 of the *Children and Families Act 2014*.

### Aims

Earith Primary School aims to ensure that all pupils in our school are properly supported in school so that they can play a full and active role in school life, remain healthy, make a positive contribution, achieve their academic potential and achieve economic wellbeing once they have left the school.

Earith Primary School is an inclusive community that will support and welcome pupils with medical conditions. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.

The school will ensure that all staff understand their duty of care to children and young people especially in the event of an emergency.

Earith Primary School understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood. Staff will receive training on the impact medical conditions can have on pupils.

Earith Primary School understands the importance of medication and care being taken as directed by healthcare professionals and parents.

The provisions provided by Earith Primary School will be responsive to the variable demands of an individual's medical condition. This school understands that all children with the same medical condition will not have the same needs.

This policy:

- Sets out the details which will provide a sound basis for ensuring that all pupils with medical conditions receive proper care and support whilst at Earith Primary School during lessons, PE, games and break times and on school trips and visits;
- Sets out the necessary safety measures to support pupils with medical conditions (including long-term and/or complex needs);
- Defines individual staff responsibilities for pupils' safety;
- Explains the procedures to ensure the safe management and administration of medicines;
- Will ensure that clear guidance is given with regards to the storage of medication and equipment at school and when on school trips;
- Will ensure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays;
- Will identify transport healthcare plans for pupils with life-threatening conditions for use when on school trips and visits and for home to school transport when it is LA provided; and
- This policy will be supported by clear communication channels to pupils, parents, carers, staff, governors, healthcare professionals and/or healthcare agencies.

In making, reviewing and implementing this policy, Earith Primary School has had regard to its equal opportunities policies and in particular to the needs of pupils with disabilities. This policy also links with the school's Safeguarding Policy, disability access plan, the SEN Information Report as published on the school's website and the SEND Policy. It is also consistent with the LA's Local Offer.

## **Roles and Responsibilities**

### Governing Body

The Governing Body will ensure that there are adequate provisions for the training needs of all staff in relation to this policy and also to ensure that appropriate levels of insurance and liability cover are in place.

### **Head Teacher**

The Head Teacher of School has overall responsibility for all policies and procedures including those relating to supporting pupils in school with medical conditions.

The Head Teacher of School will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO/Special Educational Needs Advisor who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.

### Designated Contact

The designated contact Head Teacher of School is responsible for facilitating communication with all parties and ensuring that the school meets the needs of all those identified.

Areas of general responsibility include:

- Maintaining a list of all pupils with medical conditions;
- Ensuring all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation;
- Notifying all staff who need to know of an individual child's medical condition;
- Ensuring all staff are aware of the up to date medical situation of individual pupils;
- Ensuring there are sufficient trained numbers of staff available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations (*a first aid certificate does **not** constitute appropriate training in supporting children with medical needs*);
- Informing the Head Teacher of School if recruitment of additional and appropriate member(s) of staff is necessary;
- Ensuring that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required;
- Ensuring that any adjustments to accommodation or the curriculum are made;
- Providing on going monitoring of the pupil's individual situation and needs whilst in school;
- Developing appropriate individual healthcare plans and emergency plans;
- Ensuring contact arrangements for the school nursing service are in place;
- Ensuring that first aid and medical advice is available in the school;
- Arranging briefing for staff on first aid and medical arrangements;
- Ensuring that prescribed medication is administered appropriately;
- Ensuring that detailed records of medication administered and general record keeping in relation to pupils with medical conditions is strictly kept up-to-date ;
- Ensuring that arrangements are in place for safeguarding pupils during off-site activities;
- Ensuring that all parents are aware of the school's policy and procedures for dealing with medical needs; and
- Reporting annually to the Governing Body on the working of the policy.

Earith Primary School will ensure that the Designated Contact receives adequate training in order to deliver this role effectively and safely, including update training of relevant frequency.

### School Staff

All staff must understand their duty of care to children and young people and appreciate that pupils who may have serious medical conditions may suffer an adverse effect to their quality of life and their ability to learn.

All staff are aware of the potential social problems that pupils with medical conditions may encounter and use this knowledge together with Earith Primary School's Anti-bullying Policy to help prevent and deal with any problems.

Earith Primary School makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided. All staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of

pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these. Staff will ensure that pupils have the appropriate medication/equipment/food with them during physical activity.

No members of staff are obliged to give, or oversee the giving of, medication to pupils. Only the School Nurse (if appointed) or other school staff who are authorised and trained in the giving of medication are authorised to give or oversee the taking of medication.

School staff will only oversee the administration of medicines prescribed by a qualified medical practitioner or nurse consultant. The school will **never** accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

The school arrangements for administering medication are in line with the government guidance in *Supporting Pupils at School with Medical Conditions*.

All staff are responsible for:

- Knowing the arrangements and following the school's procedures;
- Knowing how to call for help in an emergency (this includes temporary and support staff); and
- Reporting any problems to the nurse or the person appointed to support pupils with medical conditions and oversee the administration of medication.

If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

#### Health and Safety Manager (HSM)

The HSM is responsible for:

- Putting appropriate arrangements in place in consultation with the School Nurse;
- Arranging regular reports from the nurse or person appointed to oversee the taking of medication by pupils and/or administration of medicines to pupils;
- Ensuring the suitability of the procedures;
- Ensuring adequate inspection and review of this policy and the procedures is in place, including after any incidents involving pupils with medical conditions or the administration of medicines;
- Implementing a system for keeping staff up to date with information and names of pupils who need access to medication;
- Ensuring annually that all staff know how to call for help in an emergency; and
- Reporting on progress to the Head Teacher of School.

#### School Nurse

The School Nurse is responsible for:

- Collating information provided by parents;
- Administering all prescribed medication;
- Administering any non-prescription medication;
- Ensuring safe storage;
- Providing school staff with guidance and training for staff and volunteers on medical conditions and how they may affect the education of individual pupils; and
- Reporting regularly to the Executive Head/Head of School and/or Health and Safety Manager.

The School Nurse should be involved together with parents/guardians and medical advisers in the formulation of individual health care plans.

The School Nurse should be involved in providing health information as part of an assessment for an EHC plan and may be involved in delivering some of the provision, as specified in an EHC plan, to achieve defined health outcomes.

The School Nurse in conjunction with the local NHS trust and the Executive Head/Head of School will be involved in advising/providing support for staff training on medical issues.

In the absence of a School Nurse, the Executive Head/Head of School is responsible for trained staff giving prescribed medication during the school day.

### Parents

Parents/carers/guardians are responsible for making sure that their child is well enough to attend the school.

Normally any prescribed medication should be administered at home. The school accepts, however, that it may be necessary for some medication to be administered during school hours especially where it would be detrimental to a child's health if medicine were not administered during the school 'day'.

Earith Primary School is responsible for requesting information concerning details of all pupils' medical conditions and care, however parents should provide the Head Teacher of School with sufficient information about their child's medical condition and treatment or special care needed at school during the school day. Parents should ensure that these details are kept up to date and inform Earith Primary School immediately if their child's needs change.

Parents are responsible for ensuring that any medicines that need to be administered during the school day are prescribed by a qualified medical practitioner, a doctor, dentist or nurse consultant. The medication must also be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

Where appropriate, parents will be involved in drawing up a healthcare plan for their child.

### **Specific Medical Issues**

Earith Primary School welcomes all pupils and encourages them to participate fully in all school activities.

Earith Primary School routinely and regularly advises staff on the practical aspects of the management in school of:

- Asthma attacks;
- Diabetes;
- Epilepsy; and
- An anaphylactic reaction.

The Designated Contact will be responsible for ensuring a record is kept of all pupils who may require such treatment.

Earith Primary School expects all parents whose children may require such treatment to ensure that appropriate medication has been lodged with the school together with clear guidance

from the prescriber on the usage of the medication. The medication **must** be provided in the container as dispensed.

All medication is kept in a locked first aid cabinet in the main school office. Asthma inhalers are also kept in the school office with easy access. Emergency inhalers are also available to pupils, where parents have given prior consent, who usually have an inhaler in school.

Spare insulin is kept in the fridge in the staff room. Pupil with diabetes keeps her pack with her at all times.

### **Individual Health Care Plan**

All children with a medical condition should have an individual healthcare plan (IHP). Parents at this school are asked if their child has any medical conditions on the enrolment form. Earith Primary School uses an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.

An IHP details exactly what care a child needs in school, when they need it and who is going to give it. It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance. This should be drawn up with input from the child (if appropriate), their parent/carer, relevant school staff and healthcare.

Earith Primary School recognises that common triggers can make common medical conditions worse or can bring on an emergency. This school is committed to identifying and reducing triggers both at school and on out-of-school visits.

School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. It has a list of the triggers for pupils with medical conditions at this school, has a trigger reduction schedule and is actively working towards reducing/ eliminating these health and safety risks. The training is regularly updated as the need arises by the School Nurse.

The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs. In addition, for any school trip, the Designated Contact will deliver the relevant IHPs to the trip leader and a first aider will travel on the trip (often from the school's Pastoral Staff) who will manage any necessary medication.

A child's IHP should explain what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings. Some pupils with medical conditions will require a Personal Emergency Evacuation Plan (PEEP) which will name a responsible member of staff to assist the pupil during emergency.

Earith Primary School has a centralised register of IHPs, and the Designated Contact and School Nurse have the responsibility for this register.

IHPs are regularly reviewed, at least every year or whenever the pupil's needs change. The pupil (where appropriate) parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.

Earith Primary School makes sure that the pupil's confidentiality is protected. The school seeks permission from parents before sharing any medical information with any other party.

The School Nurse meets with the pupil (where appropriate), parent, Executive Head/Head of School (where appropriate), Health and Safety Manager (where appropriate), specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's IHP which accompanies them on the visit.

### **Returning to School After a Period of Hospital Education or Home Tutoring etc**

Earith Primary School will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.

Earith Primary School works in partnership with all relevant parties including the pupil (where appropriate), parent, school's Governing Body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

### **Storage of Medicine and Equipment**

Earith Primary School will ensure that all staff understand what constitutes an emergency for an individual child and will make sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away.

Earith Primary School will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately.

This school will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.

Pupils may carry their emergency medication with them if they wish/this is appropriate or they should know exactly where to access it.

Pupils can carry controlled drugs if they are competent, otherwise this school will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at this school can administer a controlled drug to a pupil once they have had specialist training.

Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.

Earith Primary School disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

### **Record Keeping**

Earith Primary School will keep an up-to date record of:

- Any medication administered and by whom;
- Training undertaken;
- Individual Health Care Plans;
- Emergencies etc.



Where appropriate, records will be kept on the Department for Education's [template forms](#) for supporting pupils with medical conditions.

### **Monitoring and Review**

The Head Teacher will determine the monitoring and review arrangements in the school.

In evaluating the policy the Head Teacher will gather feedback from pupils, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff and local emergency care services. The views of pupils with medical conditions are central to the evaluation process.

The Head Teacher will report to the Governing Body.

## Annex A: Model process for developing individual healthcare plans



