



## **St Martin's C of E Primary and Nursery School**

# **POLICY FOR SUPPORTING PUPILS WITH MEDICAL NEEDS**

1. The staff of St. Martin's C of E Primary & Nursery School wishes to ensure that young people with medical needs receive proper care and support at this school. This policy has been developed in line with the DfE's Guidance released in December 2015 – Supporting Pupils at School with Medical Conditions. Our intention is to ensure that students 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” including trips and PE. OfSTED places a clear emphasis on meeting the needs of students with SEN and Disabilities.
2. The governing board will be responsible for ensuring that the arrangements they put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented and reviewed regularly and in line with the school's policy review cycle. Review and implementation of the policy will be overseen jointly by the Lead Governors for SEND and Health & Safety, in liaison with the Headteacher and the SENDCo. Approval of any review of this policy must be undertaken by the Full Governing Board.
3. The headteacher will be responsible for ensuring the following happens:
  - Ensuring parents of returning/joining children have access to a copy of this policy and understand their responsibilities, and the school's responsibilities
  - All staff are provided with a copy of this policy within the Staff Handbook and understand their role in its implementation
  - Ensuring this policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.
  - Sufficient numbers of staff will be trained to support the medical needs of the joining/returning student in normal, contingency and emergency situations.
  - Facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy if necessary.

- Procedures are understood by all staff for supporting the student during play/lunch/afterschool activities
- Ensuring any supply/peripatetic staff know about the medical needs of the student
- Relevant health support is sought to advise staff of student's needs.
- Ensuring that all staff understand and are trained in the school's general emergency procedures.

Where identified as being necessary, Individual Health Care Plans (IHCP) will be developed on an individual basis between St Martin's Primary & Nursery School, healthcare professionals and parents so that the steps needed to help a student manage their condition and overcome any potential barriers to getting the most from their education are identified. The IHCP will include:

- a) The student's medical condition, its triggers, symptoms, medication needs and the level of support needed in an emergency. Also it must include any treatments, time, facilities, equipment, testing and access to food or drink (where it is used to manage their condition), dietary requirements and environmental issues such as crowded corridors and travel time between lessons
  - b) Specific support for the student's education, social and emotional needs, such as how will absences be managed, requirements for extra time to complete exams, use of rest periods or counselling sessions
  - c) Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional
  - d) Cover arrangements and who in the school needs to be aware of the student's condition and the support required including supply staff
  - e) Arrangements for written permission from parents for medication
  - f) Arrangements or procedures for school trips or other school activities outside the normal timetable; completion of risk assessments for visits and school activities outside the normal timetable
  - g) The designated individuals to be entrusted with the above information
  - h) Procedures in the event of the student refusing to take medicine or carry out a necessary procedure
4. The headteacher will have the final decision on whether an Individual Health Care Plan is required.
  5. The family of a child will often be key in providing relevant information to school staff about how their child's needs can be met. Parents/Carers will be responsible for ensuring the following happens:
    - Providing sufficient and up to date information about their child's medical needs to the school
    - They co-operate fully with the development and review of their child's individual healthcare plan
    - Any action they have agreed to as part of the plan's implementation is carried out e.g. provide medications and equipment
    - Ensure they or another nominated adult are contactable at all times.
  7. The pupil's voice is very important. They will be encouraged to contribute as much as possible to discussions about their medical needs.
  8. The school nurse will ensure that the following happens:

- Notify the school when a child has been identified with requiring support in school due to a medical condition
  - Liaise locally with lead clinicians on appropriate support
9. The Local Authority will ensure that the following happens:
- Support, advice and guidance is provided to the school and its staff
  - Suitable training is made available to school staff as required
  - Alternative arrangements are made for the education of students who need to be out of school for fifteen days or more due to a medical condition.

## **THE ADMINISTRATION OF MEDICINE**

1. The Headteacher will accept responsibility in principle for members of school staff giving or supervising a student taking prescribed medication during the day, where those members of staff have volunteered to do so.
2. This policy is available to view on the school website and parents will be notified of this via the school newsletter.
3. Both prescribed and non-prescribed medication will be accepted in the school. Medication will not be accepted in St Martin's C of E Primary School without the parent/carer completing and signing the school's 'Parental Agreement for a DCC Establishment to Administer Medicine' form. Forms are available from the school office and child's classroom.
5. Only reasonable quantities of medication will be accepted (no more than one week's supply).
6. Each item of medication should be delivered in its original dispensed container and handed directly to the Headteacher or to a nominated person authorised by the Headteacher. The only exception to this is insulin which must be in date but could be provided inside an insulin pen or pump, rather than its original container.
7. Each item of medication should be clearly labelled with the following information:
  1. Student's name
  2. Name of medication
  3. Dosage
  4. Frequency of dosage
  5. Date of dispensing
  6. Storage requirements (if important)
  7. Expiry date (if available)
8. The school will not accept items of medication which are in unlabelled containers or not in their original container.
9. Written records will be kept of any medication administered to children.
10. Excluding emergency medication, all other medicines to be administered in the school will be kept in a designated, clearly identified, locked cupboard,

except when medication needs to be refrigerated. It will then be stored in an airtight container in the office fridge. Children who require emergency medication e.g. inhalers should know where their medication is kept. Children who have epipens need to ensure that one of their epipens is in the first aid bumbag which is taken out onto the playground at playtime and lunch time. second epipen needs to be kept in the student's classroom in a known place. Trained named staff are responsible for the administration of injections for the treatment of diabetes. All teaching staff are trained to administer epipen training.

11. Where it is appropriate to do so, students will be encouraged to administer their own medication if necessary under staff supervision. Parents/carers will be asked to confirm in writing if they wish their student to carry their medication with them. In the event of a drug which is prescribed but not emergency medicine such as Methylphenidate (Ritalin), students may not be allowed to carry these for the safety of other school users.
12. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of a student's need for medication.
13. It is also the responsibility of parents/carers to ensure any medication kept in school is in date and suitable for use.
14. Staff who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance through arrangements made with the school's Nurse Service. In pre-school settings arrangements will be made through Primary Care Health Visitors.
15. The school will make every effort to continue the administration of medication to a student whilst on activities away from the premises; even if additional arrangements might be required. Separate, formally agreed arrangements are acceptable on educational visits that involve an overnight stay.

### **Insurance**

Teachers who undertake responsibilities within this policy are covered by the school's insurance.

1. The school is insured with QBE Insurance (Europe) Ltd.
2. The following acceptable treatments agreed with our insurers as follows
  - a) Ear/nose drop application
  - b) Inhalers and nebulisers limited to the provision of assistance to user in application or fitting of mask (this includes emergency inhalers provided by the school)
  - c) Injections limited to the administration of pre-packaged doses (intramuscular or subcutaneous) required in a pre-planned emergency.
  - d) Medipens (Epipens) for anaphylactic shock with a pre-assembled pre-dosed epipen epinaphrene or adrenaline/epinephrine
  - e) Oral medication administered as prescribed by a health care professional subject to this policy and obtaining parental consent forms

- f) Non-prescription oral medication administered as directed by parent/carer on parental consent form.
- g) Defibrillator – only covered if administered by a trained member of school staff.

## **Emergencies**

1. Medical emergencies will be dealt with under the school's emergency procedures.
2. Where an Individual Healthcare plan (IHCP) is in place, it should detail what constitutes an emergency and what to do in an emergency.
3. Pupils will be informed in general terms of what to do in an emergency e.g. telling a teacher
4. All pupils will be informed where to go if they witness or are involved in an emergency situation.
5. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parent/carer arrives. Staff should not take children to hospital in their own car.

## **Provision of emergency salbutamol inhalers in schools.**

1. Dianne Radford is responsible for overseeing the protocol for use of the emergency inhaler, and monitoring its implementation and for maintaining the asthma register. Nenny Wright and Jacqueline Brooks are responsible for the purchase and supply of the inhalers and spacers. Larisa Fay and Scott Pannell are responsible for the storage, care and disposal of the inhaler and spacer, as well as the other items recommended to have in an emergency asthma inhaler kit detailed in the DfE March 2015 Guidance.
2. The emergency inhalers are kept in the filing cabinet in the medical room.
3. The school will keep a register of children in the school that have been diagnosed with asthma or prescribed a relieve inhaler, which will be kept with the emergency inhalers.
4. Written parental consent for use of the emergency inhaler will be obtained before the inhalers can be used.
5. The school will ensure that the emergency inhalers are only used by children with asthma with written parent consent for use of the emergency inhalers.
6. Appropriate support and training for staff in the use of the emergency inhaler will be provided.
7. The staff will keep a record of use of the emergency inhaler and inform parents/carers that their child has used the emergency inhaler.

## **Avoiding unacceptable practice**

St. Martin's CE Primary & Nursery School understands that whilst staff should use their discretion and judge each case on its merits, it is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Assume that every child with the same condition requires the same treatment;
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reason associated with their medical condition or prevent them from staying for normal school

activities, including lunch, unless this is specified in their individual healthcare plans;

- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- Penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively;
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs: or
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips e.g. by requiring parents to accompany the child.

### **Grievance Procedure**

Should parents or pupils be dissatisfied with the support provided they should, in the first instance, discuss their concerns directly with the school.

The details of how to make a formal complaint can be found in the Complaints Policy on the school website. In summary:

Stage 1 – Issue should be raised with the Class teacher if concerning a teaching assistant, the Phase Leader if related to a teacher or with the School Business Manager if not related to a member of teaching staff.

Stage 2 – Issue raised with the Headteacher (or Chair of Governors if complaint against Headteacher)

Stage 3 – Complaint put in writing to Chair of the Governing Body or nominated governor, who will arrange for it to be investigated.

Stage 4 – Complaint may be heard by Governor Panel if not resolved by Chair of Governors' investigation and report.

Concerns or complaints by staff are covered by the school's Whistleblowing Policy, which is available on the school website and the internal wiki policies page.

### **POLICY REVIEW TERM: THREE YEARS**

**Date policy adopted: 25th June 2012**

**Dates reviewed: 26<sup>th</sup> November 2014**

**30<sup>th</sup> October 2015 (amended to reflect how the school supports pupils with medical conditions. Title of policy changed from Administration of Medicine to Supporting Pupils with Medical Needs).**

**Reviewed 22<sup>nd</sup> June 2016 (amended to reflect DfE December 2015 Guidance and include insurance cover of defibrillator) and agreed at Full GB 18<sup>th</sup> July 2016.**

**Amended 10<sup>th</sup> October 2016 to include provision of emergency Inhalers.**

**Amended 22<sup>nd</sup> May 2017 to reflect change to administering non-prescription medicine with the written consent of parent/carer.**

# First Aid Procedures @ St Martin's



**In the event of a serious injury phone 999 for an ambulance – all phones in the classroom, staffroom and offices need you to dial 9 for an outside line.**

## Minor Accident

All staff in their 'loco parentis' role are able to deal with any minor injuries that occur.

If dealing with a minor injury where there is a small cut or graze, bathe the wound with water and, if appropriate dress with a plaster.

If you have any concerns about the injury please take advice from a trained first aider – notices with the names of all staff with first aid training are placed beside the first aid kits in the classrooms, office, medical room and staff room.

Make a record of the injury and the treatment given in the class medical book.

## Any Head Injury or More Serious Injury

Summon a first aider, if in any doubt about their ability to deal with the injury the first aider will ask another member of staff to phone for an ambulance.

The first aider will make a decision about whether the child's parents/carers need to be contacted; if in any doubt contact should be made.

Once the patient has been treated the first aider must record the details on a medical form.

Information must be shared with the child's class teacher or TA so that parents/carers can be informed. For bumped heads, a 'bumped head' letter, giving advice about signs and symptoms parents/carers should look out for must be sent home with the child.

**First Aid kits are kept in each of the classrooms, in the medical room and in the main office. A first aid kit must be taken onto the playground for PE and playtimes and on any school outing. The forest school has its own separate first aid kits available.**

Appendix 2

**RECORD OF MEDICINE ADMINISTERED TO A YOUNG PERSON – ST MARTIN’S CE PRIMARY AND NURSERY SCHOOL**

Name of Young Person		Group/Class/Form Tutor group	
Name of medicine		Date medicine provided by parent	
Expiry Date		Quantity Received	Quantity Returned
Fully completed parental consent form received for the admin of this medicine			
<b>Dose and frequency of medicine</b>			

Staff signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

**Log of Medicines Administered**

Date	Time given	Dose given	Staff Name	Problems/side effects
Parent informed of use of emergency inhaler?				