

# Long Furlong Primary School

## Supporting Pupils at School with Medical Conditions

The aim of this policy 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. Children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition should be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made. In line with their safeguarding duties, the governing body should ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases. Schools therefore do not have to accept a child in school at times where it would be detrimental to the health of that child or other children - to do so.

The school does not have to wait for a formal diagnosis before providing support to a pupil. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence. This would normally involve some sort of medical evidence and consultation with parents. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place.

### Roles & Responsibilities

The governing body will have strategic overview to ensure:

- that arrangements are in place to support pupils with medical conditions. In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child
- that the focus is on the needs of each individual child and how their medical condition impacts on school life
- that the arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school
- That staff are properly trained to provide the support that pupils need
- That the arrangements they put in place are sufficient to meet their statutory responsibilities, and ensure that policies, plans, procedures and systems are properly and effectively implemented (this aligns with their wider safeguarding duties)
- That the policy for supporting pupils at school with medical conditions is reviewed regularly, and is readily accessible to parents and staff

The Headteacher will have operational overview to ensure:

- That sufficient staff are suitably trained, and available to support relevant pupils in school or off-site visits
- That all relevant staff are made aware of a child's condition

The SENCo will have operational overview to ensure:

- That, where appropriate, Individual Healthcare Plans (IHP) are drawn up, implemented and reviewed on an annual basis

- That when a child leaves the school, his/her most recent IHP is passed on to the next setting

Class teachers will ensure:

- That supply staff are made aware of a child's medical condition
- That risk assessments are in place where appropriate (e.g. off-site visits)
- That necessary medication (e.g. asthma inhalers, Epipens) is taken to off-site visits

The designated First Aider will:

- Ensure that records are maintained of medication administered at school
- Ensure that prescribed medication is in-date
- Take responsibility for administering and monitoring use and care of the school's Salbutamol inhaler

The parents/carers of pupils with medical conditions will:

- Provide sufficient and up to date information about their child's needs
- Be involved in the drafting, development and review of their child's IHP
- Ensure that prescribed medication that should be given to the child when at home (e.g. Ritalin) is administered in accordance with medical advice
- Carry out any actions they have agreed in the IHP, e.g. provide medicines and equipment, and ensure that they (or another nominated adult) are contactable at all times

Pupils will:

- Children who are competent to do so will be encouraged to take responsibility for administering their own medicines (under adult supervision where necessary)

## **Individual Healthcare Plans**

When the school is notified that a pupil has a medical condition, the SENCo will make an initial assessment to determine whether an IHP is required. The process for drawing one up is contained in Annex A of this document.

IHPs should capture the key information and actions that are required to support the child effectively. The level of detail within the plan will depend on the complexity of the child's condition and the support needed.

IHPs (and their review) may be initiated in consultation with the pupil's parent, by a member of school staff, or by a healthcare professional involved in providing care to the pupil, and should be drawn up in partnership between these parties (and pupils, where appropriate). They should be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing and minimises disruption.

Where a pupil is returning to school following a period of hospital education or alternative provision (including home tuition), the school will work with the local authority and education provider to ensure that the IHP identifies the support the child will need to reintegrate effectively.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so. Parents should be informed that alternative options can be considered.

### **School Salbutamol Inhaler**

*The Human Medicines (Amendment) (No. 2) Regulations 2014* (regulation 213 and schedule 17) allow schools to purchase Salbutamol inhalers and associated equipment on a no-prescription basis. The following protocols will be observed:

- The inhaler will be kept in the school's First Aid room under appropriate storage conditions; it will not be locked away
- The inhaler will be clearly labelled to identify it as the school's property
- The inhaler will be used only by pupils who have asthma or who have been prescribed a reliever inhaler
- The inhaler will only be used under staff supervision
- Written consent will be obtained from parents prior to letting a pupil use the school's inhaler
- Parents will be informed in writing if their child uses the school inhaler
- The inhaler will be checked on a monthly basis to ensure that it is and the spacers are present and in working order, with sufficient number of doses available
- Replacement inhaler(s) will be obtained when expiry dates approach
- The plastic spacers will not be reused, to prevent the risk of cross-infection; replacement spacers will be available
- The plastic inhaler housing (which holds the canister) will be cleaned, dried and returned to storage following use
- Spent inhalers will be returned to a pharmacy to be recycled. The school is registered as a lower-tier waste carrier, to comply with legislation in this respect

### **Staff Training**

Training needs will be reviewed regularly by the SENCo (in liaison with the School Business Manager). Training will include the safe keeping and administration of prescribed medication, and practical support for pupils with physical disabilities. Staff must not give prescription medicines or undertake health care procedures without appropriate training. Training opportunities will be offered to all staff in managing common medical conditions in school (e.g. asthma).

### **Managing medicines on school premises**

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so
- Pupils should not be given prescription or non-prescription medicines at school without a parent's written consent (except in an emergency, if given by a paramedic)
- Pupils should never be given medication containing aspirin unless prescribed by a doctor
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours
- The school should only accept medications that are in-date, labelled, and provided in the original container as dispensed by a pharmacist (including dosage label). The exceptions to this are insulin which must still be in date,

*Last reviewed: 15.10.14.*

but will generally be provided inside an insulin pump or pen, and pain relief medicines, e.g. Calpol

- All medicines should be stored safely. Children who self-medicate should know where their medicines are at all times and be able to access them immediately
- When no longer required, or out of date, medicines should be returned to the parent to arrange safe disposal. Sharps boxes will be used for the disposal of needles and other sharps

## **Emergency Procedures**

In a medical emergency, office staff will be instructed to request attendance by paramedics, and will notify the pupil's parents. Detailed emergency procedures are included in each child's IHP.

## **Unacceptable Practice**

It is unacceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assume each 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 or prevent them from staying for normal school activities, including lunch, unless this is specified in the child's IHP
- If a child becomes ill, send him or her to the school office or First Aid room unaccompanied
- 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 or other 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 support to their child, including with toileting issues
- Prevent children from participating, or create unnecessary barriers to children in participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child

## **Liability and Indemnity**

The school takes out insurance through Oxfordshire County Council which covers staff administering medicines and support to pupils with medical conditions.

## **Complaints**

If a parent has concerns about the support of their child with a medical condition, he or she should follow the school's published Complaints procedure.

## Annex A: Procedure for developing Individual Healthcare Plans

