

SUPPORTING CHILDREN AT SCHOOL WITH MEDICAL CONDITIONS POLICY

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools to make arrangements for supporting pupils at their school with medical conditions. In meeting the duty, the governing body, must have regard to guidance issued by the Secretary of State under this section. This means to take account of the guidance and to carefully consider it. Having done so, there would need to be a good reason to justify not complying with it.

Penwortham Primary School will ensure:

- Children who need medication during school hours have their special needs met in such a way that they retain the fullest access to education including school trips and physical education.
- Arrangements are in place in school to support pupils with medical conditions and will ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are supported.
- For children with SEND, their needs will be managed according to the Special Educational Needs Code of Practice 0-25 September 2014 (DFE).
- No child with a medical condition will be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made.
- Pupils' health is not put at unnecessary risk from, for example infectious diseases. We will therefore not accept a child in school at times where it would be detrimental to the health of that child or others to do so.

Managing Medicines in School

The governing body will ensure that the school's policy is clear about the procedures to be followed for managing medicines. Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

School Responsibilities:

1. To ensure that children who need to take medication while they are in school have their individual needs met in a safe and sensitive manner.
2. To keep medication safe in school. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be always readily available to children and not locked away particularly when outside of school premises eg on school trips.
3. To make safe provision for the supervision and administration of medication in school.
4. In collaboration with the School Nurse training needs will be identified, commissioned and reviewed. School will ensure staff are properly trained to provide the support that pupils need and a commitment that all relevant staff will be made aware of a child's condition.
5. To ensure cover arrangements are in place in case of staff absence.
6. To ensure risk assessments are completed for school visits, trips and other activities outside of school hours.
7. To have overall responsibility for the development of healthcare plans (see Annex A – Model process for developing individual healthcare plans).
8. To monitor/review individual healthcare plans

9. To ensure collaborative working arrangements between staff, the Authority, healthcare professionals and other agencies ensure the needs of pupils are met.

Administering of Medicines

1. In accordance with Statutory Guidance Penwortham Primary School will NOT accept non-prescription medication in school. Only medication prescribed by a doctor, or authorised health worker, will be administered in school by a member of the SLT.
2. All medication will only be administered by staff who have been properly trained and authorised by the Headteacher.
3. Unless otherwise agreed in a written Healthcare Plan, medication will only be administered by a member of the SLT.
4. School will keep a written record of requests to administer medication (Annex B).
5. School will keep a written record of the administration of medicines (Annex C).
6. School will ensure medication is kept securely and according to instructions. Medication will be stored in Medicine cupboard or in the fridge in the kitchen opposite the office.
7. School will support and encourage children to take responsibility to manage their own medication where this is appropriate.
8. School will take all reasonable steps to ensure the taking of medication by pupils on educational visits/sporting activities.
9. Controlled drugs that have been prescribed for a pupil will be securely stored in a non-portable container and only named staff will have access. Drugs will be stored in the safe in the office cupboard. A record will be kept of any doses used and the amount of the controlled drug held in school. A member of staff authorised by the Headteacher will administer a controlled drug to the child for whom it has been prescribed in accordance with the prescriber's instructions. A record will be kept of all controlled drugs administered to individual children, stating what, how and how much was administered, when and by whom with a counter signature. Any side effects of the medication to be administered at school will be recorded and shared.
10. When no longer required, medicines will be returned to parents to arrange for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps.

Parent's Responsibility:

1. Before any medication can be given parents must visit/contact school directly to discuss requirements and agree procedures with school.
2. Parents must provide any request for administering/change of medication in writing showing clearly dosage, time to be taken, frequency of dose.
3. Medication must be delivered to school in person by a responsible adult, not with a child, unless alternative arrangements have been agreed.
4. Each item of medication must be delivered to school in a secure and labelled container as originally dispensed showing name of the child and dosage. (The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than its original container).
5. Parents are responsible for ensuring all medication in school is in date and must provide replacements once medication has reached its expiry date. School will aim to remind parents termly to come and check their child's medication.
6. Parents are responsible for supplying school with adequate information about and changes to their child's long term medical needs. Parents of children with individual

Health Care/Action Plans must confirm in writing annually any changes to the plans and work with the School Nurse and school if changes are necessary.

AAIs in School

1. In line with Government policy children prescribed with an AAI should have 2 devices in school at all times in case of an emergency.
2. Parental consent will be required for staff to administer an AAI.
3. School will hold an emergency kit comprising Epi-pen and salbutamol inhaler to be used only in emergencies.
4. The Medical Register will identify the children who hold devices and the location of these in classrooms.
5. Two members of staff will be responsible for the supply, storage, care and disposal of AAIs.

Unacceptable Practice

Although school staff should use their discretion and judge each case on its merits with reference to the child's needs/individual healthcare plans, it is not 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 or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans.
- If a 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 or other breaks whenever they need to in order to manage their 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.

Emergency procedures

Where a child has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

If a child needs to be taken to hospital, staff will stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance if parents cannot be contacted. The member of staff will stay at the hospital until an appropriate family member can provide appropriate care.

Insurance and indemnity

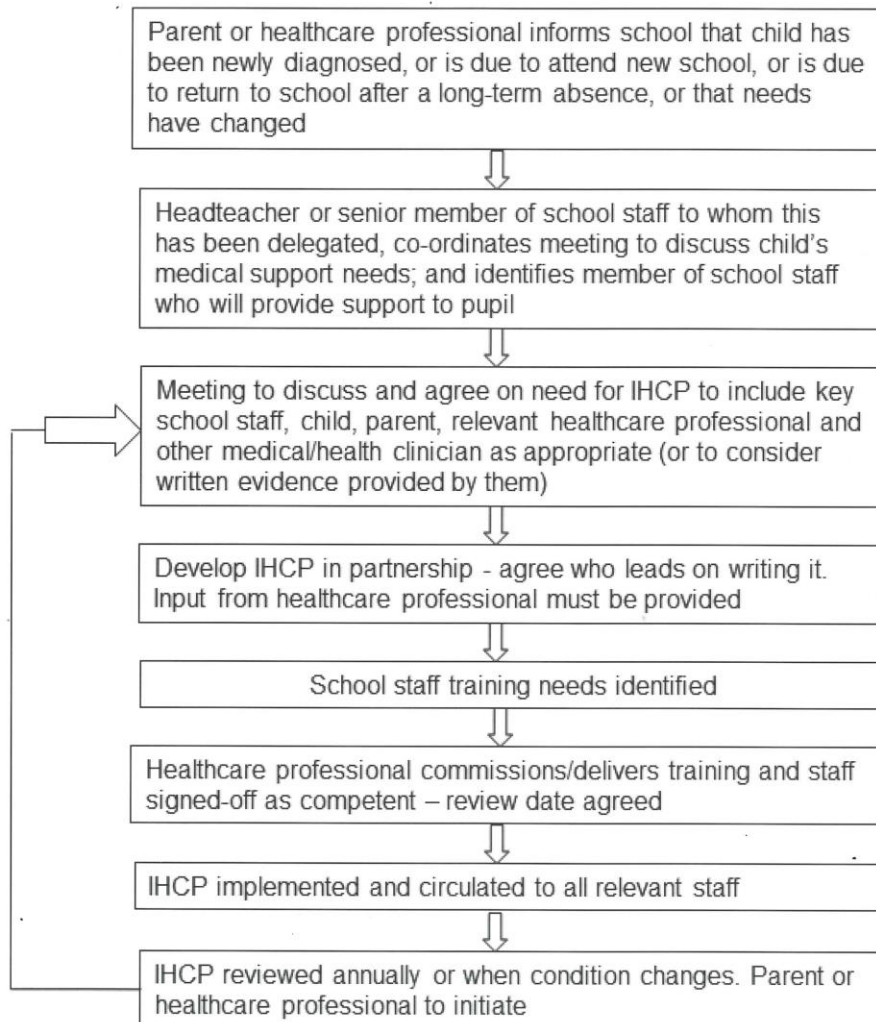
LCC staff are permitted to undertake basic medicine administration/first-aid and, as long as they have been adequately trained, will be covered under the LCC public liability insurance policy accordingly.

Complaints Procedure

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with a member of the Senior Leadership Team of the school. If for whatever reason this does not resolve the issue, parents are directed to the school's Complaints Procedures (website).

Reviewed: March 2018

Annex A: Model process for developing individual healthcare plans



ANNEX B: PARENTAL AGREEMENT FOR PENWORTHAM PRIMARY SCHOOL TO ADMINISTER MEDICINE

Penwortham Primary School will not give your child medicine unless you complete and sign this form.

Date:	
Child's Name:	
Year Group:	
Name of Medicine:	
How much to be given (i.e. dose):	
When to be given:	
Any Other Instructions:	

Note: Medicines must be in the original container as dispensed by the pharmacy.

Daytime phone no. of parent/Guardian:	
Name & phone no. of G.P.	

The above information is, to the best of my knowledge, accurate and I give consent to Penwortham Primary School staff administering medicine in accordance with the school policy. I will inform school immediately if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's Signature: _____ Date: _____

Print Name: _____

