

# Supporting Pupils with Medical Conditions.

# **Broad Square Primary School**

## **Aims**

- **The school meets its statutory responsibilities to manage medicines and medical conditions in line with Government guidance ‘Supporting pupils at school with Medical conditions’ and the ‘Special Educational Needs and Disability code of practice: 0-25 years’.**
- **The school implements inclusive practices to support children with medical conditions, minimizing disruption to their education.**
- **The school aims to provide all pupils with medical conditions the same opportunities as others at school.**
- **To make responsible adjustments to ensure that pupils with medical needs are included as far as possible.**

**The school will ensure the implementation of the Supporting Children with Medical Conditions in school Policy to meet the following values and principles:**

- all children and staff are healthy and stay safe
- parents and children feel secure and confident in the schools ability to support their child.
- pupils make a positive contribution and get to experience a wide and varied curriculum and experiences.
- ensure all relevant staff understand their duty of care to safeguard children and young people in all aspects of their needs and especially within the event of an emergency.
- ensure all staff are appropriately trained, competent and confident in knowing what to do in an emergency.
- develop the schools understanding that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- that the school understands the importance of medication being taken as prescribed.
- staff understand common medical conditions that affect children at our school. Our staff receive training on the impact medical conditions can have on children from specialist medical staff.

The schools Governing body and Head Teacher Mrs E Spencer will be responsible for ensuring this policy is fully implemented and monitored regularly.

## **Broad Square Primary School is an inclusive community that aims to support and welcome all children including those with medical conditions**

- i. The governing body understands that it has a responsibility to make arrangements for supporting pupils with medical conditions who currently attend and to those who may attend in the future.
- ii. Pupils with medical conditions are encouraged to take control of their condition (as appropriate). Pupils feel confident in the support they receive from the school to help them do this.
- iii. The school ensures to provide all children with all medical conditions the same opportunities at school.
- iv. The school aims to include all pupils with medical conditions making reasonable adjustments to ensure that pupils with medical needs are included as far as possible.
- v. The school ensures all staff (Teaching and Support) understand their duty of care to children and young people in the event of an emergency.
- vi. Parents of pupils with medical conditions feel secure in the care their children receive both in the transportation, school and on educational visits.
- vii. Staff are confident in knowing what to do in an emergency and receive regular training to do so.
- viii. There is knowledge that certain medical conditions are serious and can be potentially life-threatening.
- ix. Staff understand the common medical conditions<sup>1</sup> that can affect all children/young people in school. Staff receive training on the impact this can have on pupils.

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<sup>1</sup> Common medical conditions include Asthma, Epilepsy, Diabetes and Anaphylaxis

**Broad Square Primary School staff have a sound knowledge, understand their role and are trained to a level that fulfills and informs them in what to do to support children with the most common medical conditions found at the school and how to uphold the policy**

- i. Staff at the school are aware of the most common medical conditions which they may come across when children are in their care.
- ii. Staff understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- iii. Staff that work directly with pupils receive training and know what to do in an emergency for the pupils in their care with medical conditions.
- iv. Training is refreshed for staff 'as appropriate' and should be referred to the child's Individual Healthcare Plan.
- v. The school uses the child Individual Healthcare Plan to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help. IHCP are displayed in prominent locations as needed e.g. classroom, staffroom, kitchen etc.
- vi. The school has procedures in place so that the most up to date/single master copy of the child's Individual Healthcare Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.
- vii. The school has plans in place to cover staff absence and sickness.

The following roles and responsibilities are recommended practice within the policy. These roles are understood and communicated regularly.

## Governing Body

### **The school's Governing body has a responsibility to:**

- uphold the Equality Act 2010 and make any reasonable adjustments.
- ensure that arrangements are in place to support pupils with medical conditions (plans and suitable accommodation). In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child.
- take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening and therefore focuses on the needs of the individual child.
- make sure the supporting medical conditions in school policy is effectively implemented, monitored and evaluated and updated in line with the school policy review timeline.
- ensure all parents are fully aware and understand their responsibilities (use Annex H).

## Head teacher

### **The school's head teacher has a responsibility to:**

- ensure the school puts the policy into practice and develop detailed procedures.
- liaise between interested parties including child, school staff, SENCO, pastoral support staff, teaching assistants, school nurses, parents, governors, the school health service, the Local Authority and local emergency care services and seek advice when necessary.
- ensure every aspect of the policy are maintained even if they are not the governing bodies nominated staff member.
- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using child's Individual Healthcare Plans.
- ensure child/young person's confidentiality.
- ensure all supply teachers and new staff know the medical conditions policy.
- delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical register.
- monitor and review the policy at least once a year, with input from child and update according to review recommendations and recent local and national guidance and legislation.
- In partnership with the parent have joint responsibility for the safe travel of the child/young person.
- Provide staff to cover absence.

**Broad Square Primary Staff at the school have a responsibility to:**

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency by receiving whole school awareness training.
- be aware that medical conditions can affect a child's learning and provide extra help when child/young people need it.
- understand the policy and how this impacts on children's education.
- know which child in their care have a medical condition and be familiar with the content of the child's Individual Healthcare Plan as necessary.
- allow all child to have immediate access to their emergency medication.
- maintain effective communication with parents including informing them if their child has been unwell at school.
- ensure child who carry their medication with them have it when they go on a school visit or out of the classroom.
- ensure all children with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- ensure that children have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Broad Square Primary School's First aiders are: Miss J. Furlong

**First aiders have a responsibility to:**

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school.
- when necessary ensure that an ambulance or other professional medical help is called.

Special Educational Needs Coordinators (SENCO)

**The SENCO at the school has responsibility to:**

- help update the school's medical condition policy.
- know which children have a medical condition and which have special educational needs because of their condition.
- be the key member or liaise with other staff to ensure child/young people with medical conditions continue to make expected progress.

**The parents of a child at the school have a responsibility to:**

- tell the school if their child has a medical condition.
- ensure the school has a complete and up-to-date Healthcare Plan for their child (if needed).
- inform the school about the medication their child requires during

school hours.

- inform the school of any medication their child requires while taking part in educational visits or residential visits, especially when these include overnight stays.
- tell the school about any changes to their child's medication, what they take, when, and how much.
- inform the school of any changes to their child's condition.
- ensure their child's medication and medical devices are labelled with their child's full name and date of birth and a spare is provided with the same information.
- ensure that their child's medication is within expiry dates.
- inform the school if your child is feeling unwell.
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional and information that will require the school to support your child is passed on to them.
- Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the child's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help children manage their condition while they are away. This includes information about medication not normally taken during school hours.

#### Administration – of medication at school

- The school understands the importance of medication being taken as prescribed.
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a child taking medication unless they have been specifically contracted to do so.
- All use of medication defined as a controlled drug, even if the child can administer the medication themselves, is done under the supervision of a named member of staff at this school.
- In our school Miss J. Furlong and Mrs E. Pike have been specifically contracted to administer medication and received the relevant training from healthcare professionals.
- If a trained member of staff, who is usually responsible for administering medication, is not available the school makes alternative arrangements

to continue to provide this support.

- For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to children under the age of 16, but only with the written consent of their parent. (use of Annex B)
- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. (The local authority provides full indemnity.)
- Parents at our school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.
- If a child at this school refuses their medication, staff should not force them and record this and follow procedures set out in the Individual Healthcare Plan. Parents are informed as soon as possible.

### **Storage and Access**

- All non-emergency medication is kept in a secure place and controlled drugs are kept in a locked cupboard and only named staff have access.
- All pupils with medical conditions have easy access to their medication.

### **Administering any Medication**

- The members of staff at the school who have been specifically contracted to administer medication are:
  - Miss J. Furlong
  - Mrs E. Pike
- If a trained member of staff, who is usually responsible for administering medication, is not available the school makes alternative arrangements to continue to provide this support.
- For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to children, but only with the written consent of their parent.



## **Record Keeping**

- All medications that are administered should be recorded with the date, child's name, time, name of medicine, dose given, any reactions, signature and Print name of supervising staff member.
- Staff will follow the guidance within the individual healthcare plan and follow the instructions found on the prescribed medication.
- Only supply medication to children where written consent has been received but all staff need to act as any reasonably prudent parent.
- All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.
- Staff ensure that medication is only accessible to those for it is prescribed.

## **Complaints Procedure**

If a parent or carer has concerns or is dissatisfied with the support provided they should directly contact the school and follow the complaint procedure set by the school.

### **Review**

This policy will be reviewed annually. This policy can be provided in different formats upon request.

Signed.....

Date.....

# Individual Healthcare Plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date


## Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)


## Clinic/Hospital Contact

Name

Phone no.


## G.P.

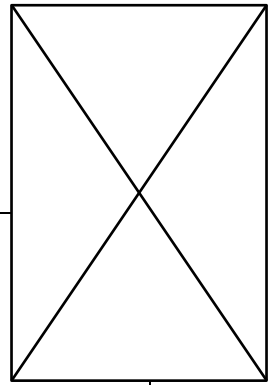
Name

Phone no.


Who is responsible for providing support in school

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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc



[Empty rectangular box for medical needs details]

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

[Empty rectangular box for medication details]

Daily care requirements

[Empty rectangular box for daily care requirements]

Date/Signed (parent/carer).....

Date/Signed (healthcare professional).....

Date/Signed (class teacher)..... School Representative .....

# Parental Agreement for setting to Administer Medicine

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

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

## Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

**NB: Medicines must be in the original container as dispensed by the pharmacy**

## Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	(agreed member of staff)

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

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

# Record of medicine administered to an individual child

Name of school/setting	Broad Square Primary School
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			

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

**C: 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			

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



# Staff Training Record – Administration of medicines

Name of school

Broad Square Primary School

Name

Type of training received

Date of training completed

Training provided by

Profession and title

I confirm that (name of member of staff) has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated (suggested date)

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

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

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_



# Advice Contacting the Emergency Services

**Request an ambulance - 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. School telephone Number:

0151 226 1117

2. (Staff name)

3. Broad Square Primary School

Broad Square

Norris Green

L11 1BS

4. Provide the exact location of the patient within the school setting

5. Provide the name of the child and a brief description of their symptoms

6. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient

7. Provide the Ambulance Service with a copy of the child/young person's Individual Healthcare Plan if agreed by the parent

# Parent Guide

The school will support your child with their medical needs but to do this we ask that you;

- tell us if your child has a medical condition
- work with us to ensure your child has a complete and up-to-date Healthcare Plan for their child
- inform us about the medication your child requires during school hours
- inform us of any medication your child requires while taking part in educational visits or residential visits, especially when these include overnight stays
- tell us about any changes to your child's medication, what they take, when, and how much
- inform us of any changes to your child's condition
- ensure your child's medication and medical devices are labelled with their full name and date of birth and a supply a spare provided with the same information
- ensure that your child's medication is within expiry dates
- inform us if your child is feeling unwell (telephone 226 1117)
- ensure your child has regular reviews about their condition with their doctor or specialist healthcare professional and information that will require us to support your child is passed on ASAP
- Ensure your child has a written care/self-management plan from their doctor or specialist healthcare professional to help them child manage their condition.

# Quick Guide for schools

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