



# The Greenfield & Hurst Drive Federation

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## Supporting Pupils with Medical Needs Policy

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## 1. Aims

This policy aims to ensure that:

- Pupils, staff and parents/carers understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The governing board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupil's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring individual healthcare plans (IHPs)

**The named persons with responsibility for implementing this policy is the Executive Headteacher and Deputy Headteachers of both schools.**

## 2. Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: [Supporting pupils at school with medical conditions](#).

## 3. Roles and responsibilities

### 3.1 The governing board

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

### 3.2 The executive headteacher

The executive headteacher will ensure the following:

- Make sure all staff are aware of this policy and understand their role in its implementation;
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations;
- Take overall responsibility for the development of IHPs;
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way;

- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse; and,
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.

### **3.3 Staff**

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before doing so.

Teachers and key persons will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

### **3.4 Parents/Carers**

Parents and carers will ensure the following:

- Provide the school with sufficient and up-to-date information about their child's medical needs;
- Be involved in the development and review of their child's IHP and may be involved in its drafting; and,
- Carry out any action they have agreed to as part of the implementation of the IHP (e.g. provide medicines and equipment).

### **3.5 Children**

Children with medical conditions will often be best placed to provide information about how their condition affects them. Where appropriate, children should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

### **3.6 School nurses and other healthcare professionals**

Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible.

Healthcare professionals, such as GPs, will liaise with the school nurse and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

## **4. Equal opportunities**

Our schools are clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The schools will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

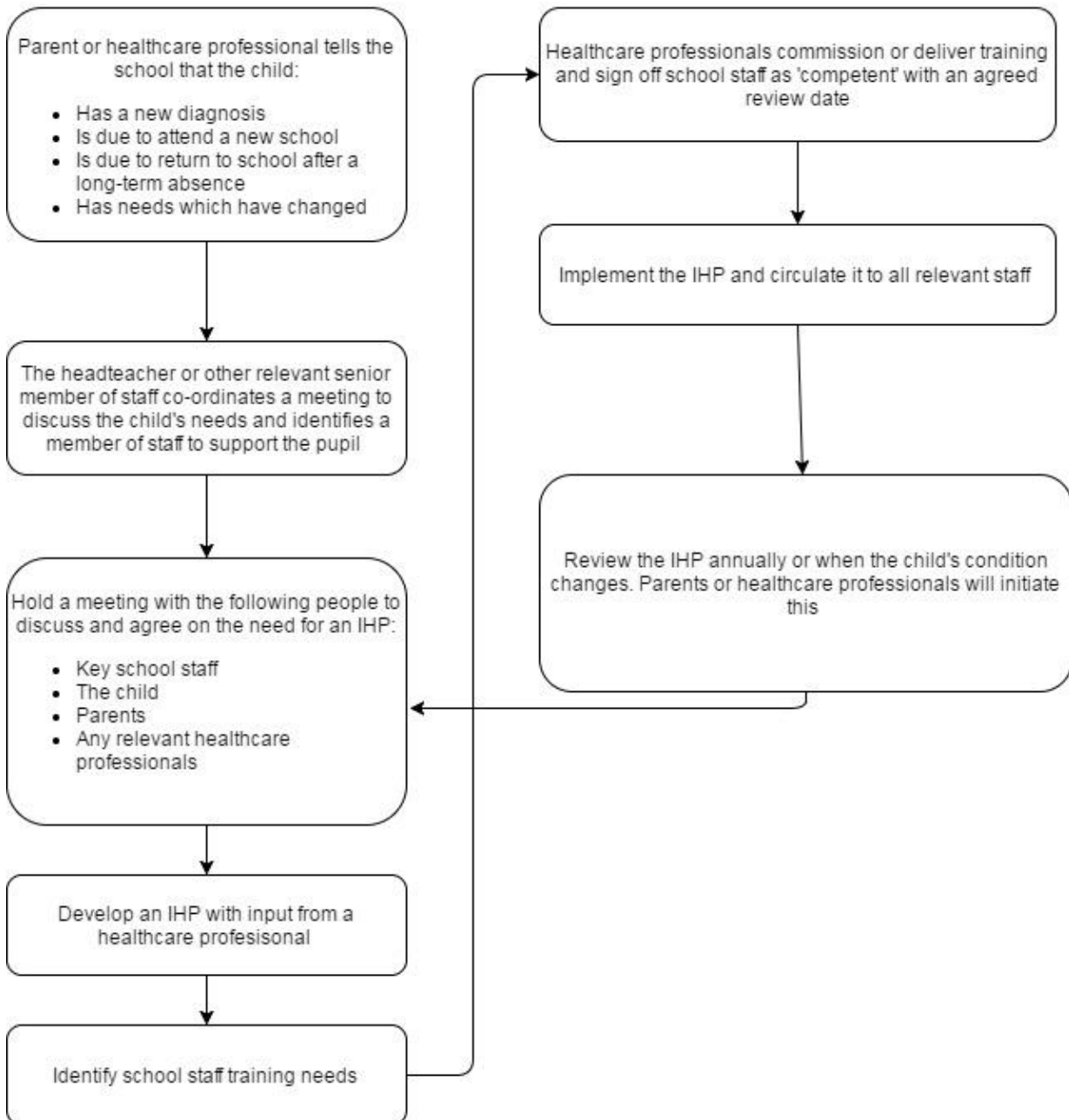
Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, children, their parents/carers and any relevant healthcare professionals will be consulted where appropriate.

## 5. Being notified that a child has a medical condition

When the schools are notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The schools will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for children who are new to our schools.

All members of staff to be updated on the pupil's medical condition.



## 6. Individual healthcare plans

The executive headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. At Hurst Drive, this has been delegated to the Kim Chamberlain, Office Manager and at Greenfield Nursery School, this has been delegated to Hayley Nicholas, Deputy Headteacher.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents/carers when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the executive headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents/carers and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a pupil has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board and the Executive Headteacher/Deputy Head (Greenfield) or Office Manager (Hurst Drive) will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments;
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons;
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring;
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable;
- Who in the school needs to be aware of the pupil's condition and the support required;
- Arrangements for written permission from parents/carers and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours;

- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments;
- Where confidentiality issues are raised by the parent/carer or pupil, the designated individuals to be entrusted with information about the pupil's condition; and,
- What to do in an emergency, including who to contact, and contingency arrangements.

## 7. Managing medicines

### Greenfield Nursery School

Prescription medicines and non-prescription medicines will only be administered at Greenfield Nursery School:

- When it would be detrimental to the pupil's health or school attendance not to do so; **and,**
- Where we have parents/carers' consent.

### Administering Medication

We expect parents/carers to administer medication to their children at home. Staff members are not legally required to administer medicines or to supervise a child when taking medicine. This is a voluntary role. Where medicine has been administered by the parent, they must inform the Key Person of the medicine and the time given.

Children taking medication must be **well enough to attend the setting**. (If it is observed by the child's Key Person that they are not well enough to be in session, they will seek advice from the Executive Headteacher, Deputy Headteacher or Under 3's Lead as to whether the child should be collected by the caregiver).

Where clinically possible, parents/carers should request their prescribing clinician to prescribe medication in dose frequencies which enable them to be taken outside of the school, therefore medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

**Medication will only be administered with consent from the caregiver. A consent form must be completed in full (Appendix 3).** Medication will be administered by staff members with appropriate training and will always be witnessed by a second staff member in order to witness and verify correct medication and dose.

The school will only accept prescribed medicines that are:

- In-date;
- Labelled; and,
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.

Parents should allow at least 24 hours after the start of a course of antibiotics before sending a child back to school. Children should only return to school if well enough to do so.

## **Refusing Medication**

If a child refuses to take medicine, staff will not force them to do so, but will note this in the records. Parents will be informed of the refusal on the same day.

If staff have any concerns related to administering medicine to a particular child, the issue will be discussed with the parent.

## **Non-prescription medicine**

A request for Non-prescription medications such as eyedrops to treat conjunctivitis or cream to prevent or treat nappy rash must be made to the Deputy Headteacher in writing. This is available from the school office. **Non-prescribed medications will not be accepted or administered by school staff without following this procedure.**

Children attending school all day should have 24-hour sun cream applied before coming to school. School staff will apply top up sun cream if required to all children who attend school for the full day, with consent from the caregiver.

**Pain killers such as Paracetamol and Ibuprofen will not be administered at Greenfield Nursery School** and must not be brought to school by parents unless these have been prescribed or as part of an Individual Healthcare Plan.

The school will not dispose of any medication. It is the parent/carer's responsibility to collect and dispose of out-of-date medication at the start of the new term.

Parents/carers must collect all medication/equipment at the end of each term and provide new and in-date medication at the start of the new term.

## **Hurst Drive Primary School**

Prescription and non-prescription medicines will only be administered at Hurst Drive Primary School:

- When it would be detrimental to the pupil's health or school attendance not to do so; **and,**
- Where we have parents/carers' consent.

**The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents/carers.**

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken and parents/carers will always be informed.



## Administering Medication

The school will only accept prescribed medicines that are:

- In-date;
- Labelled; and,
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

Hurst Drive Primary School will administer non-prescription medication such as children's liquid paracetamol or children's liquid antihistamine with written parental consent where a child has a condition such as toothache or hayfever and would otherwise be well enough to attend school. In this instance, parents must provide the medicine and written consent in advance.

Medication will be administered by staff members with appropriate training and will always be witnessed by a second staff member in order to witness and verify correct medication and dose.

The school will not dispose of any medication. It is the parent/carer's responsibility to collect and dispose of out-of-date medication at the start of the new term.

Parents/carers must collect all medication/equipment at the end of each term and provide new and in-date medication at the start of the new term.

### 7.1 Controlled drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access via a key kept in the school office.

The named staff at Hurst Drive Primary School are:

Karen Ackland  
Nargis Askor  
Debbie Read  
Kim Chamberlain  
Mireilli Forrest  
Elle Savage  
Holly Clifford  
Sophie Tyler

All staff at Greenfield Nursery School have access to the medicine cabinets. The cabinets are locked and out of reach of the children.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

## 7.2 Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents/carers and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible (such as asthma inhalers on a school trip). Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse but will follow the procedure agreed in the IHP and inform parents/carers so that an alternative option can be considered, if necessary.

## 7.3 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary;
- Assume that every pupil with the same condition requires the same treatment;
- Ignore the views of the pupil or their parents/carers;
- Ignore medical evidence or opinion (although this may be challenged);
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs;
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- Penalise pupils 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/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs;
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents/carers to accompany their child; and/or,
- Administer, or ask pupils to administer, medicine in school toilets.

## 8. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives or accompany the pupil to hospital by ambulance. Staff **will not** take the child to hospital in their own car.

## Salbutamol inhalers

From 1st October 2014 the Human Medicines (Amendment) (No.2) Regulations 2014 allows schools to buy and hold salbutamol inhalers for use in emergencies.

Emergency inhalers are located at Greenfield in classroom first aid boxes and at Hurst Drive in the medical room.

The emergency salbutamol inhaler will only be used by children for whom written parental consent for use of the emergency inhaler has been given; these will be children who have either been diagnosed with asthma and can be prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. The emergency inhaler will be used if the child's prescribed inhaler is not available (for example, because it is broken or empty).

Please note that this is for use in emergencies only and parents must ensure that their child has a working salbutamol inhaler in school every day.

## Adrenaline auto-injectors

From 1 October 2017 the Human Medicines (Amendment) Regulations 2017 allows schools to buy adrenaline auto-injector (AAI) devices without a prescription, for emergency use in children who are at risk of anaphylaxis, but their own device is not available or not working (e.g. because it is broken, or out-of-date).

If we have a child who requires an adrenaline pen in school, we will keep an emergency adrenaline pen in school. This will be kept in the First Aid cupboard in the classroom the child attends (Greenfield) and in the medical room (Hurst Drive). In case of emergency, it is permitted for a school to administer the school's own auto injector pen (as long as consent has been sought in advance).

Please note that this is for use in emergencies only and parents must ensure that their child has an in-date adrenaline auto-injector in school every day.

## Children's Liquid Paracetamol

Greenfield Nursery School and Hurst Drive Primary School choose to hold Children's Liquid Paracetamol (Calpol) that will **only** be used in emergency first aid procedures and only with the consent of the caregiver. At Greenfield, consent is gained on admission to Nursery and again in writing before it is administered. Parents/carers **must** inform the school if their child has been given any other medication that day prior to the child attending school. Dosage is recorded and given to carers as part of first aid procedures.

a) Examples of a first aid situation where Children's Paracetamol could be dispensed include:

- a temperature above 37.5

Children's paracetamol will be administered to the dosage advised on the container. If Children's paracetamol is administered, the caregiver will be asked to collect the child to seek further medical advice. Children should return school **only** when they are well enough to do so. If the child

returns to school and the Key Person/class teacher does not think they are well enough to be in, they will seek advice from a member of SLT and caregivers may be requested to collect their child.

**Children's Paracetamol or painkillers will not be administered outside of first aid and emergency procedures described above unless prescribed by a doctor as part of an IHP.**

## **9. Training**

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with headteacher. Training will be kept up to date.

Training will ensure the following:

- Staff are competent and have confidence in their ability to support the pupil/s;
- Staff fulfil the requirement in any IHPs; and,
- Staff to understand the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs.

## **10. Record keeping**

The governing board will ensure that written records are kept of all medicine administered to pupils. Parents/carers will be informed if their pupil has been unwell at school.

Records of administering medication will always include name of staff member administering the medication, name of staff member witnessing the administering of medication and time of administration.

IHPs are kept in a readily accessible place which all staff are aware of. At Hurst Drive Primary School, these are stored on Medical Tracker which can be accessed by all staff computers and the i-pad in the medical room. At Greenfield, children with an IHP will have a one-page profile in the classroom with their photos so that they are easily identifiable (Appendix 2) The one page profile will outline their condition and emergency procedures. Children with a food allergy will have their phot in the snack area stating the foods that they are not able to eat. Consent is obtained from relevant parents/carers for these to be displayed.

## **11. Liability and indemnity**

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The details of the Hurst Drive Primary School's insurance policy are:

QBE Insurance Ltd Policy Number Y083461QBE0116A

Policy runs annually from 1<sup>st</sup> September to 31<sup>st</sup> August.

Limit of Indemnity - £50,000,000 any one occurrence.

Additional cover for the administration of medicines by staff is included. The policy is maintained by HCC.

Insurance cover is provided through Hertfordshire County Council.

## **12. Complaints**

Parents/Carers with a complaint about their child's medical condition should discuss these directly with the executive headteacher or deputy headteacher in the first instance. If they cannot resolve the matter, they will direct parents/carers to the school's complaints procedure.

## **13. Monitoring arrangements**

This policy will be reviewed and approved by the governing board annually.

## **14. Links to other policies**

This policy links to the following policies:

- Accessibility Plan
- Complaints Procedure
- Equality Information and Objectives
- Health and Safety Policy
- Child Protection Policy
- Special Educational Needs Information Report and Policy