

School's Health & Safety

Supporting Pupils with Medical Conditions General Guidance

February 2016 - Version 2

This guidance document aims to provide a brief overview what schools are required to do to meet the requirements laid out in the new DfE document "Supporting Pupils with Medical Needs" which came into effect in September 2014 and updated in December 2015.

GENERAL GUIDANCE

Introduction

The Children and Families Act 2014, section 100 enacts a duty on governing bodies of maintained schools, proprietors of Academies and management committees of PRU's to make arrangements for supporting pupils at their school with medical conditions. Consequently, the DfE have reviewed and revised their guidance on managing medicines resulting in the production of the 'Supporting Pupils with Medical Needs' document. This new guidance document came into effect in September 2014 and replaces the previous 'Managing Medicines in Early Years Settings' of 2005 document currently used by education premises. The new document now places the onus on the Governing Body to ensure that the school has a policy in place to meet the requirements laid out in the guidance document.

Although the DfE guidance document on 'Supporting Pupils with Medical Conditions' does not refer to other settings within Hampshire where young persons may be supported with their medical conditions, eg. Nurseries, the guidance document could be referred to when setting the local policy and the Children's Services Health and Safety Team (CSHST) template/guidance documents used if required.

To assist education premises in meeting their requirements the Children's Services Health and Safety Team have produced a Supporting Pupils with Medical Conditions Policy Template (Appendix A), an Administration of Medicines Risk Assessment (Appendix B) and a Medication Tracking Form (Appendix C).

The policy template and has been put together through consultation with key teams in HCC including Legal Services. The policy should be read in conjunction with the DfE guidance document 'Supporting Pupils with Medical Conditions' and should be

adapted/amended to suit your local arrangements. The policy is not fit for purpose in its current state.

The administration of medicines risk assessment would normally be deemed as a significant risk, therefore it is a requirement of the Children's Services Health and Safety Team that where administration of medicines does occur one overarching risk assessment should be completed using this template. This risk assessment should be reviewed in line with your own local review process for such documents, normally every 3 years or following an incident/change in process.

The medication tracking form template has been produced to assist schools in logging/tracking the medication held on their premises. It is recommended that schools have a process in place to track medication as part of their Supporting Pupils with Medical Conditions Policy.

The DfE have produced a set of template forms, which are listed below, these are also attached as appendix D to this document;

- Template A - an individual healthcare plan
- Template B - parental agreement for setting to administer medicines
- Template C - record of medicine administered to an individual child
- Template D - record of medicines administered to all children
- Template E - staff training record – administration of medicines
- Template F - contacting emergency services
- Template G - model letter inviting parents to contribute to individual healthcare plan development

Most schools should already be familiar with using these forms when administering medicines.

In addition to this the Southern Health School Nursing Team have produced a simple document explaining the process for identifying children with medical conditions and a questionnaire for parents to complete. The questionnaire will assist schools in identifying children with medical conditions that would require their needs to be considered as part of the new statutory framework and the appropriate procedures to be implemented as a result, eg. Individual health care plans. This is attached as Appendix E along with a document explaining the process as Appendix F.

Appendices:

Appendix A – Supporting Pupils with Medical Conditions Policy Template

Appendix B - Administration of Medicines Risk Assessment

Appendix C - Medication Tracking Form

Appendix D – Supporting Pupils with Medical Conditions: Templates

Appendix E - Health Questionnaire for Schools

Appendix F - Process for Identifying Children with a Medical Condition



Supporting Pupils with Medical Needs Policy

Name of Unit/Premises/Centre/ School:	Bordon Infant School
Name of Responsible Manager/Headteacher:	Mr Matt Greenhalgh
Date Policy approved and adopted:	17th May 2018
Date Due for review:	May 2021

Introduction

Section 100 of The Children and Families Act 2014 places a duty on the governing body of this school to make arrangements for supporting children at their premise with medical conditions. The Department of Education have produced statutory guidance 'Supporting Pupils with Medical Conditions' and we will have regard to this guidance when meeting this requirement.

We will endeavour to ensure that children with medical conditions are properly supported so that they have full access to education, including school trips and physical education. The aim is to ensure that all children with medical conditions, in terms of both their 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.

It is our policy to ensure that all medical information will be treated confidentially by the Headteacher and staff. All administration of medicines is arranged and managed in accordance with the Supporting Pupils with Medical Needs document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Where children have a disability, the requirement of the Equality Act 2010 will apply.

Where children have an identified special need, the SEN Code of Practice will also apply.

We recognise that medical conditions may impact social and emotional development as well as having educational implications.

Key Roles & Responsibilities

The Governing Body is responsible for:

Making arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They will ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. The Governing body at Bordon Infant School will ensure that sufficient staff have received suitable training and are competent before they take on the responsibility to support children with medical conditions. They will also ensure that any members of school staff who provides support to pupils with medical conditions are able to access information and other teaching support materials as needed

The Headteacher is responsible for:

Ensuring that their school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. The Headteacher will ensure that all staff who need to know are aware of the child's condition. They will also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. This may involve recruiting a member of staff for this purpose. The Headteacher has overall responsibility for the development of individual healthcare plans. They will also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. They will contact the school nursing service in the case of any child 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.

Teachers and Support Staff are responsible for:

Providing support to pupils with medical conditions, including the administering of prescribed medicines. Any member of school staff may be asked to administer medicines although they cannot be required to do so. Although administering medicines is not part of a teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff will receive sufficient and suitable training and achieve the necessary level of competency before they take on the responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

The School Link Nurse is responsible for:

Notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs.

Local Arrangements

Identifying children with health conditions



Hampshire
County Council

Statutory Requirement: The Governing body will ensure that the policy sets out the procedures to be followed whenever a school is notified that a pupil has a medical condition.

We will aim to identify children with medical needs on entry to the school by working in partnership with parents/carers and following the process outlined in the document 'Process for identifying children with a health condition' produced by the Southern Health School Nursing Team in conjunction with the Children's Services Health and Safety Team. We will use the 'Health Questionnaire for Schools' to obtain the information required for each child's medical needs to ensure that we have appropriate arrangements in place prior to the child commencing at the school to support them accordingly.

We will also liaise with a child's previous setting as part of normal transition arrangements. As part of this process medical needs will be discussed.

Where a formal diagnosis is awaited or is unclear, we will plan to implement arrangements to support the child, based on the current evidence available for their condition. We will ensure that every effort is made to involve some formal medical evidence and consultation with the parents.

Individual health care plans

We recognise that Individual Healthcare Plans are recommended in particular where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long term and complex. However, not all children will require one. The school, healthcare professional and parent will agree based on evidence when a healthcare plan would be inappropriate or disproportionate.

Where children require an individual healthcare plan it will be the responsibility of the SENCO to work with parents and relevant healthcare professionals to write the plan.

A healthcare plan (and its review) may be initiated in consultation with the parent/carer, by a member of school staff or by a healthcare professional involved in providing care to the child. The SENCO will work in partnership with the parents/carer, and a relevant healthcare professional eg. school, specialist or children's community nurse, who can best advise on the particular needs of the child to draw up and/or review the plan. Where a child has a special educational need identified in a statement or Educational Health Care (EHC) plan, the individual healthcare plan will be linked to or become part of that statement or EHC plan.

We may also refer to the flowchart contained within the document 'Process for identifying children with a health condition' for identifying and agreeing the support a child needs and then developing the individual healthcare plan.



We will use the individual healthcare plan template produced by the DfE to record the plan.

If a child is returning following a period of hospital education or alternative provision (including home tuition), that we will work with Hampshire County Council and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

Process for reviewing Individual Healthcare Plans

- The Individual Healthcare Plans will be reviewed annually or earlier if evidence is presented that the child's needs have changed
- The review will be led by the SENCO
- The review will include the SENCO, the parents/carers, the class teacher and any other member of staff deemed necessary

When deciding what information should be recorded on individual healthcare plans, the school considers the following:

- 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 eg 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 (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this should 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 child'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 child's condition and the support required;
- arrangements for written permission from parents 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 child can participate, eg risk assessments;
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and
- what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

Staff training

How staff will be supported in carrying out their role to support children with medical conditions

All new staff will be inducted on the policy when they join the school through the schools induction procedures. Records of this training will be stored in the staff members personnel file.



All nominated staff will be provided awareness training on the school's policy for supporting children with medical conditions which will include what their role is in implementing the policy. This training will be carried out every year or following a review of the policy.

The awareness training will be provided to staff through either staff CPD time such as INSET days or weekly staff meetings or additional prearranged meeting time.

We will retain evidence that staff have been provided the relevant awareness training on the policy by collecting staff attendance sheets specifying the focus of the training.

Where required we will work with the relevant healthcare professionals to identify and agree the type and level of training required and identify where the training can be obtained from. This will include ensuring that the training is sufficient to ensure staff are competent and confidence in their ability to support children with medical conditions. The training will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs and therefore allow them to fulfil the requirements set out in the individual healthcare plan.

Any training undertaken will form part of the overall training plan for the school and refresher awareness training will be scheduled at appropriate intervals agreed with the relevant healthcare professional delivering the training.

A 'Staff training record– administration of medicines' form will be completed to document the type of awareness training undertaken, the date of training and the competent professional providing the training.

Training needs will be reviewed by the Headteacher with the nominated first aider, Marie Edney, and the school SENCO annually.

The school will only use training commissioned and provided or recommended from Hampshire County Council

One member of staff will be further trained to administer prescription medicines. This will be the nominated first aider, Marie Edney.

Staff must not administer prescription medicines or undertake any health care procedures without the appropriate training.

The child's role

Where possible and in discussion with parents, children that are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be recorded in their individual healthcare plan. The healthcare plan will reference what will happen should a child who self-administers refuse to take their medication (this will normally be informing the parent/carer at the earliest opportunity).

Where possible we will endeavour to ensure that children can carry their own medicines and relevant devices or have easy access to allow for quick self medication. We will agree



with relevant healthcare professionals/parent the appropriate level of supervision required and document this in their healthcare plan.

Managing medicines on School Premises

The administration of medicines is the overall responsibility of the parents/carers. Where clinically possible we will encourage parents to ask for medicines to be prescribed in dose frequencies which enable them to be taken outside of school hours. However, the Headteacher is responsible for ensuring children are supported with their medical needs whilst on site, therefore this may include managing medicines where it would be detrimental to a child's health or school attendance not to do so.

We will not give prescription or non-prescription medicines to a child under 16 without the parent/carers written consent (a 'parental agreement for setting to administer medicines' form will be used to record this), except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, we will make every effort to encourage the child or young person to involve their parents while respecting their right to confidentiality.

A documented tracking system to record all medicines received in and out of the premises will be put in place. The tracking system used is the parent fills out an Administration of medicines/treatment consent form and then it is recorded by staff on a Record of prescribed medicines given to a child in school form. These forms have the details of the child, class, medicine, dose, time to be given and who has administered the medication. (The Children's Services Medication Tracking Form is used for this purpose).

The name of the child, dose, expiry and shelf life dates will be checked before medicines are administered.

On occasions where a child refuses to take their medication the parents will be informed at the earliest available opportunity.

We will only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by the pharmacist and include instructions for administration, the dosage and storage. Insulin is the exception, 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.

Children who are able to use their own inhalers themselves are encouraged to carry it with them. If the child is too young or immature to take personal responsibility for their inhaler, staff should make sure that it is stored in a safe but readily accessible place, and clearly marked with the child's name.

Controlled drugs will be securely stored in a non-portable container which only named staff will have access to. We will ensure that the drugs are easily accessible in an emergency situation. A record will be kept of any doses used and the amount of the controlled drug held in school. There may be instances where it is deemed appropriate for a child to administer their own controlled medication. This would normally be at the advice of a medical practitioner. Where an individual child is competent to do so and following a risk



assessment, we may allow them to have prescribed controlled drugs on them with monitoring arrangements in place.

We will only administer prescribed medicines on request from the parent if they are in clearly identifiable packaging and only on a short term basis (Where the school have concerns they will seek further guidance from their link School Nurse).

We will never administer aspirin or medicine containing Ibuprofen to any child under 16 years old unless prescribed by a doctor.

All other pain relief medicine will not be administered without first checking maximum dosages and when previously taken. We will always inform parents.

Any homeopathic remedies to be administered will require a letter of consent from the child's doctor and will be administered at the discretion of the Head teacher.

Emergency medicines will be stored in a safe location but not locked away to ensure they are easily accessible in the case of an emergency.

Types of emergency medicines include:

- Injections of adrenaline for acute allergic reactions
- Inhalers for asthmatics
- Injections of Glucagon for diabetic hypoglycaemia

Other emergency medication ie. Rectal diazepam or Buccal Midazolam for major seizures will be stored in accordance with the normal prescribed medicines procedures (see storage section).

Storage

All medication other than emergency medication will be stored safely in a locked cabinet, where the hinges can not be easily tampered with and can not be easily removed from the premise.

Where medicines need to be refrigerated, they will be stored in the fridge marked up for Fruit and Veg in the staffroom in a clearly labelled container. There must be restricted access to a refrigerator holding medicines.

Children will be made aware of where their medicines are at all times and be able to access them immediately where appropriate. Where relevant they should know who holds the key to the storage facility.

Medicines such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children and not locked away. We will also ensure that they are readily available when outside of the school premises or on school trips.

Storage of medication whilst off site will be maintained at steady temperature and secure. There will be appropriately trained staff present to administer day to day and emergency



<p>medication and copies of individual health care plans will be taken off site to ensure appropriate procedures are followed.</p>
<p>Disposal</p> <p>It is the responsibility of the parents/carers to dispose of their child's medicines. It is our policy to return any medicines that are no longer required including those where the date has expired to the parents/carers. Parents/carers will be informed of this when the initial agreements are made to administer medicines. Medication returned to the parent/carers will be documented on the tracking medication form.</p>
<p>Medical Accommodation</p> <p>The Medical Room will be used for all medical administration/treatment purposes. The room will be made available when required.</p>
<p>Record keeping</p> <p>A record of what has been administered including how much, when and by whom, will be recorded on a 'record of prescribed medicines' form. The form will be kept on file. Any possible side effects of the medication will also be noted and reported to the parent/carers.</p>
<p>Emergency Procedures</p> <p>Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and provide a process to follow. All relevant staff will be made aware of the emergency symptoms and procedures. We will ensure other children in the school know what to do in the event of an emergency ie. informing a teacher immediately if they are concerned about the health of another child.</p> <p>Where a child is required to be taken to hospital, a member of staff will stay with the child until their parents arrives, this includes accompanying them to hospital by ambulance if necessary (taking any relevant medical information, care plans etc that the school holds).</p>
<p>Day trips/off site activities</p> <p>We will ensure that teachers are aware of how a child's medical condition will impact on their participation in any off site activity or day trip, but we will ensure that there is enough flexibility for all children to participate according to their own abilities with in reasonable adjustments.</p> <p>We will consider what reasonable adjustments we might make to enable children with medical needs to participate fully and safely on visits. We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. We will consult with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.</p>
<p>Other issues</p>



The school will retain for emergency use:
Salbutamol Asthma inhaler and spacer for emergency use only

Unacceptable practice

Staff are expected to use their discretion and judge each child's individual healthcare plan 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 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, eg. 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 medical support to their child, including with 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 eg. by requiring parents to accompany the child.

Liability and Indemnity

Staff at the school are indemnified under the County Council self insurance arrangements.

The County Council's is self insured and have extended this self insurance to indemnify school staff who have agreed to administer medication or under take a medical procedure to children. To meet the requirements of the indemnification, we will ensure that staff at the school have the parents permission for administering medicines and members of staff will have had training on the administration of the medication or medical procedure.

Complaints

Should parents or children be dissatisfied with the support provided they can discuss their concerns directly with the Headteacher. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.



Signature of Responsible Manager/Headteacher:	
Date:	



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