



## West Byfleet Junior School

# Supporting Pupils with Medical Needs in School Policy

### Introduction

Section 100 of the Children and Families Act 2014 places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions. This document replaces previous guidance on Managing Medicines in Schools and Early Years Settings published in March 2005.

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.

This new policy has been created, amalgamating our updated Medication Policy, so that arrangements at West Byfleet Junior School are properly and effectively implemented in order to meet our statutory responsibilities and aligns with our wider safeguarding duties.

All references to Parents in this policy include other relevant Carers including Step Parents and children who are 'Looked After'.

### Aims

West Byfleet Junior School is an inclusive community that aims 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.
- Parents feel confident that West Byfleet Junior School will provide effective support for their child's medical condition and that pupils feel safe.
- Staff are appropriately trained to understand and support pupils with medical conditions in school.

### Roles and Responsibilities

West Byfleet Junior School works in partnership with all interested and relevant parties to ensure the policy is planned, implemented and maintained successfully.

### Governing Body

1. Ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
2. Ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
3. Make sure the medical conditions policy is effectively monitored and evaluated and regularly updated
4. Report to parents, pupils, school staff and the local authority about the successes and areas for improvement of this school's medical conditions policy

In addition, Surrey County Council will provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

### Head teacher

1. Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with

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- local and national guidance and policy frameworks
2. Liaise between interested parties including pupils, school staff, Inclusion Manager, educational /welfare officers, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services
  3. Ensure the policy is put into action, with good communication of the policy to all
  4. Ensure every aspect of the policy is maintained
  5. Ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans
  6. Ensure pupil confidentiality
  7. Assess the training and development needs of staff and arrange for them to be met
  8. Ensure all supply teachers and new staff know the medical conditions policy
  9. Delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
  10. Monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders
  11. Update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
  12. Report back to all key stakeholders about implementation of the medical conditions policy.

### All School Staff

1. Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
2. Share medical information whilst being aware of protecting pupil confidentiality.
3. Know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
4. Allow all pupils to have immediate access to their emergency medication
5. Maintain effective communication with parents including informing them if their child has been unwell at school
6. Ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom
7. Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
8. Understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell)
9. Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
10. Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

### Teaching Staff

1. Ensure pupils who have been unwell catch up on missed school work
2. Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
3. Liaise with parents, the pupil's healthcare professionals, Inclusion Manager and education welfare officers if a child is falling behind with their work because of their condition
4. Use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.
5. Use opportunities such as teacher–parent interviews and home–school diaries to check that information held by the school on a pupil's condition is accurate and up to date

### Inclusion Manager:

1. Help update the school's medical condition policy
2. Know which pupils have a medical condition and which have special educational needs because of their condition
3. Support teaching staff in ensuring pupils who have been unwell catch up on missed schoolwork
4. Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.

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## Office Staff

1. Update and highlight changes to staff
2. Maintain and update Healthcare Plans:
  - I. Follow up with Parents if anything is unclear or incomplete
  - II. Send the current Healthcare Plan to parents of all pupils with a long term medical condition at the start of each school year.
  - III. Send a new Healthcare Plan to Parents when a diagnosis is first communicated to the school or when the pupil joins the school.
  - IV. Ensure a copy of the updated Healthcare Plan is stored in:
    - a) The Healthcare Plan register stored securely in the office and
    - b) With pupils emergency medication (Epipens) in healing bay
  - V. Arrange the annual review of each pupil's Healthcare Plan
3. Check the expiry date for all pupils' medication stored in school termly.
4. Remind Pupils / Parents to collect medication at the end of each year or replace when near expiry date.
5. Take uncollected medication to a local pharmacy to be safely disposed of.
6. Ensure supply staff know that they are responsible for being familiar with pupils in school with medical conditions
7. When necessary ensure that an ambulance or other professional medical help is called.
8. Send a copy of the pupil's Healthcare Plan with the member of staff accompanying the pupil if an ambulance is called. 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.
9. Maintain a record of staff training

## School Nurse or School Healthcare Professional

1. Help update the school's medical conditions policy
2. Help provide regular training for school staff in managing the most common medical conditions at school
3. Provide information about where the school can access other specialist training.

## First Aiders

1. Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
2. Record incident thoroughly on school forms.

## Local Doctors and Specialist Healthcare Professionals

1. Complete the pupil's Healthcare Plans provided by parents
2. Where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
3. Ensure children and young people have regular reviews of their condition and their medication
4. Provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents)
5. Provide input in to the school's medical conditions policy as required.

## Pupils

1. Treat other pupils with and without a medical condition equally
2. Tell their parents, teacher or nearest staff member when they are not feeling well
3. Let a member of staff know if another pupil is feeling unwell
4. Treat all medication with respect. If any pupil misuses either their own or another pupil's medication, they are subject to the schools behavioural policy.
5. Know how to gain access to their medication in an emergency
6. If mature and old enough, know how to take their own medication and to take it when they need it
7. Ensure a member of staff is called in an emergency situation.

## Parents

1. Tell the school if their child has a medical condition
2. Ensure the school has a complete and up-to-date Healthcare Plan for their child if required

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3. Inform the school about the medication their child requires during school hours
4. Inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
5. Tell the school about any changes to their child's medication, what they take, when, and how much
6. Inform the school of any changes to their child's condition
7. Ensure their child's medication and medical devices are labelled with their child's full name
8. Provide the school with appropriate spare medication labelled with their child's name
9. Ensure that their child's medication is within expiry dates and is in school at the beginning of term.
10. Keep their child at home if they are not well enough to attend school
11. Ensure their child catches up on any school work they have missed
12. Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional

### **Communication of this policy to ensure its full implementation**

Stakeholders are informed and regularly reminded about the medical conditions policy through a variety of means:

- Pupils - in personal, social and health education (PSHE) classes
- Parents - on the school's website.
- School staff - during annual whole school Safeguarding Update training, at scheduled medical conditions update
- Supply and Temporary staff - at induction from office staff/class teacher
- Relevant Local Health Staff - via primary care trust (PCT) links and the school/community nurse

### **Staff Training**

- All staff:
  1. understand that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
  2. have some knowledge of the common medical conditions that affect children at West Byfleet Junior School.
  3. are aware of their duty of care to children and young people in the event of an emergency
  4. feel confident in knowing what to do in an emergency
  5. are aware that there is no legal or contractual duty to administer medication unless they have been specifically contracted to do so
- Training is refreshed for all staff at least once a year. Separate training will be provided to all staff who agree to administer specific medication. If a trained member of staff is not available, we will make alternative arrangements to provide the service (addressed in the Risk Assessment).
- Action for staff to take in an emergency for the common serious conditions at this school is displayed:
  - I. in the staff room – this includes all pupils with medical conditions and is reviewed regularly.
  - II. in the kitchen – this includes all pupils with specific dietary requirements, food allergies and intolerances.
- West Byfleet Junior School uses Healthcare Plans to inform the appropriate staff (including Supply Teachers and Support Staff) of pupils in their care who may need emergency help. NOT all children with medical needs will have a Healthcare plan.

### **The School Environment**

#### Physical Environment

- West Byfleet Junior School is committed to providing a physical environment that is accessible to pupils with medical conditions, including out-of-school visits. The school recognises that this sometimes means changing activities or locations. (see accessibility plan)

#### Social Interactions

- We ensure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks, before and after school and full access to extended school activities such as school discos, Rise & Shine club,

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Discovery club, school productions, after school clubs and residential visits.

- All staff at West Byfleet Junior School are aware of the potential social problems that pupils with medical conditions may experience. We use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.
- Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

### Exercise and Physical Activity

- This school understands the importance of all pupils taking part in sports, games and activities and ensures that all classroom teachers, PE teachers and sports coaches:
  - I. make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
  - II. understand that pupils should not be forced to take part in an activity if they feel unwell.
  - III. are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.
  - IV. are aware of the potential triggers for pupils' medical conditions when exercising and how to minimize these triggers.
  - V. ensure pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
  - VI. actively encourage pupils with medical conditions to take part in out-of-school clubs and team sports.

### Education and Learning

- West Byfleet Junior School ensures that learners with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.
- If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, teachers understand that this may be due to their medical condition.
- Teachers are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the Inclusion Manager to ensure the effect of the pupil's condition on their schoolwork is properly considered.
- Pupils learn about what to do in the event of a medical emergency.

### **Triggers for Medical Conditions in School**

We are committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

- School staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for medical conditions in school.
- Written information about how to avoid common triggers for medical conditions has been shared with all school staff.
- This school uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers. The school has a detailed action plan to ensure these individual pupils remain safe during all lessons and activities throughout the school day.
- Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, including residential visits, taking into account the needs of pupils with medical conditions.
- The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this school's policy and procedures are implemented after each review.

### **Policy Review and Evaluation**

- This policy is reviewed, evaluated and updated every year in line with the school's policy review timeline.
- New Department for Children, Families and Schools and Department of Health guidance is actively sought and fed into the review.
- We will seek feedback on the effectiveness and acceptability of the medical conditions policy with

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a wide-range of key stakeholders within the school and health settings.

- The views of pupils with various medical conditions are actively sought and considered central to the evaluation process.

### **Links to other Policies**

Please refer to our policies on:

Health & Safety

Protocol for First Aid Treatment

Educational Visits

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Policy	Implementation	Sources of Evidence/ Monitoring
<b><i>Medicines in School</i></b>	No medicines are kept in school for general use	Check of medicine cabinet in H&S walk
<p><b><i>Prescribed Medication</i></b></p> <p>Children may be considered fit to attend school providing they are able to receive appropriate doses of prescribed medicines. The most common of these are:</p> <p><b>Antibiotics</b></p> <p>Pupils prescribed a short-term course of antibiotics/ointment:</p> <ul style="list-style-type: none"> <li>• to be taken/used 3 times a day, can be administered outside school hours (exception may be if the child is attending an after school club)</li> <li>• to be taken/used 4 times a day, may have it administered by admin/support staff subject to written notice being given to the school office.</li> </ul> <p>Parents of pupils needing more frequent medication will be advised to consider whether their child is well enough to attend school</p> <p><b>Inhalers / Epipens</b></p> <p>All children know where to access their medication and understand the arrangements for staff to support them.</p> <p><b>Disposal</b></p> <p>Parents collect out of date medication. If not collected it is taken to a pharmacy for safe disposal.</p>	<p><b><i>Storage and Administration</i></b></p> <p>Prescribed medication is stored either:</p> <ol style="list-style-type: none"> <li>1. in a lockable container (or fridge if necessary) in the medical room, or</li> <li>2. in the Emergency medication box in the medical room e.g. Epipens, Inhalers</li> </ol> <p>Permission to Administer Medication forms are held in the office for parents to complete prior to first day of medication.</p> <p>Parents must ensure that <u>all</u> medication is well within the expiry date.</p> <p>Medicines must be kept in the original container - clearly labelled with the:</p> <ul style="list-style-type: none"> <li>Name of the child</li> <li>Dose/frequency of administration</li> <li>Instructions for administration</li> <li>Date of dispensing</li> <li>Cautionary advice</li> <li>Expiry date</li> </ul> <p>A record of the administration of medicine will be completed by the named member of staff, with another member of staff supervising with each dose administered. Both staff will sign the form.</p> <p>If a child refuses their medication, staff will contact the Parent immediately.</p> <p>Medication should be taken with the class when children are off site for educational activities eg swimming, games and trips.</p>	<p>Check of medicine storage in H&amp;S walk</p> <p>Key to medicine storage in Cupboard in medical room</p> <p>Copy of form or Healthcare Plan on file in office</p> <p>Check of medicine cabinet in H&amp;S walk</p> <p>Administering staff to check medication box/bottle</p> <p>H&amp;S walk or Admin Team</p> <p>Feature on Risk Assessments (RA) for trips / visits</p>
<p><b><i>Non Prescribed Medicines</i></b></p> <p>Non-prescribed medicines are NOT stored or administered in school.</p> <p>Staff will not give non prescribed medication to children in school and children are NOT allowed to self-administer. Parents can authorise the following exceptions: Eczema creams, throat lozenges, lip seal</p> <p><b>School will not administer Aspirin or Ibuprofen based medicines, unless prescribed by a Doctor.</b></p>	<p>If Parents/carers wish to administer non-prescribed medication they are responsible for administering it to their child at a suitable time (eg lunchtime).</p> <p>Parents must bring the medication with them as it cannot be stored on site.</p> <p>Parents of pupils needing medication will be advised to consider whether their child is well enough to attend school</p>	<p>Check of medicine cabinet in H&amp;S walk</p>

<p align="center"><b>Residential Trips</b></p> <p>Medical conditions are considered during Risk Assessment process. Factors include:</p> <ul style="list-style-type: none"> <li>✓ how all pupils will be able to access the activities proposed;</li> <li>✓ how routine, additional and emergency medication will be stored and administered</li> <li>✓ where help can be obtained in an emergency</li> <li>✓ what additional equipment may be needed.</li> </ul> <p>There will be a named person on all residential trips to administer medication. Protect Pupil confidentiality</p>	<p>Parents complete the residential trips form requesting up to date health information, including details of medication taken outside of school hours.</p> <p>Permission to Administer Medication forms completed prior to the trip.</p> <p>Copies of Healthcare Plans are taken</p> <p>Trained first aiders will usually administer medication. Share 'need to know information' with Parent volunteers</p>	<p>Policy and Risk Assessment for residential trips</p> <p>Administration medicine record completed</p> <p>Training Log in office</p>
<p align="center"><b>Playtime &amp; Sporting Activities</b></p> <p>Most pupils with medical conditions can and will be encouraged participate in the PE curriculum and extra-curricular sport. The school should be sufficiently flexible for all pupils to take part in ways appropriate to their own abilities.</p>	<p>Any restrictions on the pupil's ability to participate in PE should be clearly identified and incorporated in the Healthcare Plan</p> <p>In case of injuries an Injury Report Form is to be completed.</p>	<p>Copy in file in office 'aware' board</p>
<p align="center"><b>Children's /Broken Bones/Injuries</b></p> <p>If any child has had an operation or a serious injury that requires them to miss P.E. or playtimes.</p>	<p>Parents must inform the school in writing of the length of the recovery period (with end date) and when full activities may commence. Office to inform clubs leader if relevant</p>	<p>Record of form</p> <p>Office place on 'aware' board</p>
<p align="center"><b>Emergency Assistance</b></p> <p>Normally when a child becomes unwell at school or is injured in an accident (other than minor cuts or bruises) school will arrange for them to be looked after and arrange for the parent to collect them as soon as possible</p> <p>It may be necessary for professional medical care to be sought immediately e.g. suspected fractures, all eye injuries, serious head injuries, acute illness or other serious medical conditions that will not respond to first aid treatment.</p> <p>Staff do not <b>normally</b> take pupils to hospital in their own car - an ambulance should be called. However, in an emergency it may be required.</p>	<p>Pupil in Medical room under supervision</p> <p>Head teacher 'in loco parentis' if Parent not contactable - will decide on the appropriate medical assistance required.</p> <p>Where a child has to be transported to hospital and it has not been possible to arrange for a parent to accompany them, a member of staff will attend with the child and remain at the hospital with them until a parent arrives.</p> <p>The teacher accompanying the child cannot give consent for any medical treatment as he/she does not have parental responsibility for the pupil.</p>	<p>Oshens online recording system</p>
<p align="center"><b>Healthcare Plans</b></p> <p>These are used to record important details about individual children's medical needs at school including:</p> <ul style="list-style-type: none"> <li>➤ triggers,</li> <li>➤ signs + symptoms</li> <li>➤ medication and other treatments</li> </ul>	<p>The plan will be tailored to the particular circumstances of the pupil but may include the following:-</p> <ul style="list-style-type: none"> <li>Use of the RED CARD communication system for alerting trained school staff (use of Epipen etc.)</li> <li>Evacuating other children from the room (i.e. in the event of a seizure)</li> </ul>	<p>Copy in file in office</p> <p>Copy with pupils emergency medication</p> <p>Copy available to view in the staff</p>

ALL staff have access to Healthcare Plans	Support for the first-aider after any event	room
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