



Burlish Park Primary School



SUPPORTING CHILDREN WITH MEDICAL NEEDS AND ADMINISTRATION OF MEDICINE POLICY

DATE: November 2018

RATIFIED BY THE GOVERNING BODY ON: November 2021

REVIEW DATE: November 2021

SIGNED:..... (CHAIR OF GOVERNORS)

DATE:.....



This policy is written in line with Section 100 of the Children and Families Act 2014. It is also based on the Department for Education's statutory guidance: Supporting pupils at school with medical conditions.

Definitions of Medical Conditions:

Pupils' medical needs may be broadly summarised as being of two types:

- Short term affecting their participation in school activities because they are on a course of medication.
- Long term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

Our 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.

- To ensure that parents feel confident that we will provide effective support for their child's medical condition and that their child feels safe.
- To ensure we fully consider advice received from healthcare professionals; listen to and value the views of parents and pupils.
- To ensure successful reintegration into school for children who have had a long term absence, so that they can be supported to fully engage with their learning and do not fall behind when they are unable to attend.
- To effectively manage short term and frequent absences, including those for appointments connected with a pupil's medical condition and to ensure appropriate support is put in place to limit the impact on the child's educational attainment and emotional and general wellbeing.
- To ensure that where children with medical conditions are disabled, school complies with their duties under the Equality Act 2010.
- To ensure that children with medical conditions who also have special educational need are supported in accordance with the SEND code of practice 2014.
- To ensure reasonable adjustments are made to enable children with medical needs to participate fully and safely on visits, sporting activities and other school activities.



Procedures to be followed when notification is received that a pupil has a medical condition

We will ensure that the correct procedures will be followed whenever we are notified that a pupil has a medical condition. The procedures will also be in place to cover any transitional arrangements between schools, the process to be followed upon reintegration or when pupils' needs change and arrangements for any staff training or support.

For children starting at Burlish Park Primary School, wherever possible arrangements will be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or children moving to Burlish Park Primary School, we will make every effort to ensure that arrangements are put in place within two weeks or as soon as is practicably possible.

At Burlish Park Primary School, we will make sure that no child with a medical condition is denied admission or prevented from attending school because arrangements for their medical condition have not been made. However, in line with our Safeguarding duties, we will ensure that pupils' health is not put at unnecessary risk from, for example infectious diseases. We will therefore not accept a child in school at times where it would be detrimental to the health of that child or others.

At Burlish Park Primary School, in line with national guidelines, we will not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be made about what support to provide based on the available evidence. This would normally involve medical evidence and consultation with Parents/Carers. Following the discussions an Individual healthcare plan will be put in place.

Management of medication within the school

- There may be occasions where parents/carers are advised that their child may return to school while still needing to take medicines. As much medication can be prescribed to avoid school hours, we will encourage parents/carers to ensure that their child's medication is taken out of school hours wherever clinically possible.
- School will only accept prescribed medicines that are in -date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. Insulin must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.
- The parent must complete the necessary paperwork before medication can be administered. See Appendix 1.



- A record must be kept of all children receiving medication (this record is kept in the school office).
- All medicines should be stored safely. Children should know where their medicines are at all times. Inhalers are kept in the child's classroom and medicines are stored inside a locked box in the office or the staff room fridge when required.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. This is particularly important to consider when outside of school premises e.g. on educational visits. During educational visits, the first aid trained member of staff/member of staff in charge of first aid will carry all medical devices and medicines required.
- Controlled drugs (most probably Ritalin) should be kept in a locked container within the locked first aid cabinet, and clearly labelled. Only named staff should have access.
- When no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles.
- A child under the age of 16 should not be given medicine containing aspirin unless prescribed by a doctor.

Administering Medicines

Any member of staff giving medicines to a child should check:

- The child's name
- Prescribed dose
- Expiry date
- Written instructions provided by the prescriber on the label or container

Controlled medicines should be given under dual supervision. In some circumstances such as the administration of rectal diazepam, it is good practise to have the dosage and administration witnessed by a second adult.

Refusing Medicines

If a child refuses to take medicine, staff should not force them to do so, but should note this in the records and contact parents. Parents should be informed of the refusal on the same day. If a refusal to take medicine results in an emergency, the school's emergency procedures should be followed.

Records

All records relating to medication are kept in the school office

- Each request for administration of medication from parents must be recorded by the parent on the 'Parental Agreement for School to Administer Medicine' form (Appendix 1)
- Whenever a pupil takes medication it should be entered in the 'Record of



Medicine Administered to an Individual Child' (Appendix 2) which is kept in the school office.

- If medication is kept in school but is used on an irregular (possibly emergency) basis then the pupil's parents/guardians should be informed of the dosage and time taken.
- A record of the expiry dates of medication retained in school long term will be kept in the locked medicine box and parents will be reminded to replace medication prior to expiry.

Non-Prescription Medicines

Staff should **NEVER** give a non-prescription medicine to a child.

Individual Healthcare Plans.

On the advice of and in conjunction with health professionals we will create individual healthcare plans for pupils with significant medical needs. The purpose of this is to identify the level of support that a pupil requires in school. It is a written agreement that clarifies for staff, parents and pupils the help that school can provide and receive.

- Each pupil's healthcare plan will have a regular review date with parents, pupil and a member of staff and/or health worker.
- Each plan clearly states what information may be shared and with whom.
- These plans are kept in the classroom and in the main office.
- Individual healthcare plans will be written and reviewed by the Head of Pastoral Care and class teacher but it will be the responsibility of all members of staff supporting the individual children to ensure that the plan is followed.
- Where a child has SEN but does not have a statement or EHC plan, their SEN should be mentioned in their Individual healthcare plan.
- Where the child has a SEN identified in a statement or EHC plan, the Individual healthcare Plan should be linked to or become part of that statement or EHC plan.
- Where a child of sufficient understanding has a significant medical need that requires an Individual healthcare plan, the child will be invited to participate in drawing up and agreeing the plan.
- The school will ensure that Individual healthcare plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed.

Each Individual healthcare plan should include:

- 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/noisy conditions

- Specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete tests, use of rest periods or additional support in catching up with lessons, 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, following written permission from Parents/Carers 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 visits or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments.
- What to do in an emergency, including whom to contact, and contingency arrangements.

Appendix 4 is a template for the Individual healthcare plan and the information needed to be included.

Confidentiality

Whilst medical and health information will be treated confidentially, in some cases in the interests of the pupil's safety, information about their condition and treatment will need to be shared in line with GDPR. In these cases, we will ensure that important information about particular health needs will only be communicated to relevant teaching and support staff. Specific health needs of individual pupils will only be shared with peers if it meets GDPR law. Sometimes it will be appropriate for a photograph to be kept with the child's Individual healthcare plan. These will be kept in a place with restricted access in line with GDPR law.

Emergency procedures

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



Where it is clear that a child requires urgent medical attention, an ambulance will be called.

- The caller will provide details of the child's known condition and symptoms.
- Where possible, they will give the name and date of birth of the child.
- Where urgent medication is required, the school will endeavour to administer the medication and call for an ambulance simultaneously.
- The caller will give their name and provide details of the school's location to aid the Ambulance Service.
- Parents/carers will be contacted as soon as possible where emergencies arise.
- Any pupil taken to hospital by ambulance will be accompanied by a member of staff who will remain with the pupil until a parent arrives.

Staff should never take children to hospital in their own car. It is safer to call an ambulance.

Staff Development

All staff who deal with specific issues or specific health needs will receive appropriate training from health professionals. The school will keep a record of who delivered the training and who received the training and a date for review of further training will be agreed at the first training session. At Burlish Park Primary School, we recognise that a first-aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including School Nursing, will provide training and subsequent confirmation of the proficiency of staff in a medical procedure, or in providing medication. If a serious medical incident occurs in school, a debriefing session will be arranged in school.

Equality of opportunity

Pupils with special medical needs have the same right of admission to school as other children and will not be refused admission or excluded from school on medical grounds alone.

If a child is deemed to have a long-term medical condition, we will ensure that arrangements are in place to support them. In doing so, we will ensure that such children can access and enjoy the same opportunities at school as any other child. The school, health professionals, Parents/Carers and other support services will work together to ensure that children with medical conditions receive a full education, unless this would not be in their best interests because of their health needs. In some cases this will require flexibility and involve, for example, programmes of study that rely on part time attendance at school in combination with alternative provision arranged by the Local Authority and health professionals. Consideration will also be given to how children will be reintegrated back into school after long periods of absence.



School visits and residential visits

We will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible. Risk assessments will be carried out, provision will be made in Individual Healthcare Plans and staff will receive suitable training. Where issues are behavioural and not medical, the Headteacher will make the decision on whether a child participates in a visit, based on whether they pose a risk to themselves or others.

Sporting activities

Our PE curriculum and provision of sporting activities enables all pupils to take part in ways which are appropriate to their abilities. Any restrictions on a particular pupil's ability to participate in PE will be clearly identified and incorporated into the pupil's individual healthcare plan.

Nut and other food allergies

Nuts and some seeds are common food allergens, along with other food items. Our school dinners are provided by Alliance in Partnership who have a nut free policy. Data is shared with them, under GDPR law, as to children with food allergies. It is regularly advertised on the school newsletter and social media pages, that parents should not send their child into school with nuts in their lunch boxes. Parents should, however, be aware that there is no guarantee that a nut ban will ensure there are no nuts on school premises.

Bumps to Head

Children receiving a bump to the head should be referred to a First Aider. The child will be given a red 'bump letter' (Appendix 3) which is sent home. The letter should be shown to the class teacher and an acknowledgment slip signed and returned by the parent/carer.

Parents/Carers

- Parents/carers are asked to provide the school with full information about their child's medical condition and any treatment or special care needed at school and to keep us informed of any new or changing needs.
- Whilst we encourage regular school attendance, children who are acutely unwell should not be sent to school.
- Parents/carers should try to ensure that their child's medication is taken out of school hours wherever possible.
- Where pupils are required to take medication during school time, parents/carers must complete medicine consent form.
- Parents/carers should ensure that they provide the school with emergency contact(s) where they or a nominated person can be contacted should their child become ill.



- If there are any special religious and/or cultural beliefs which may affect any medical care that the pupil needs, particularly in the event of an emergency, parents/carers need to inform school and confirm this in writing.
- Parents should regularly check the expiry date of medicines. It is the parent's responsibility to collect and dispose of any out of date medicines.
- Where a pupil has a significant medical need and health professionals advise that an Individual healthcare plan is required, parents/carers will be asked to provide information in relation to the medical condition and to agree and sign the plan.
- Parents/carers should inform the school as soon as possible of any changes in their child's condition or treatment.

The Child's Role in managing their own Medical Needs

- If it is deemed, after discussion with the Parents/Carers that a child is competent to manage their own health needs and medicines, the school staff will encourage them to take responsibility for managing their own medicines and procedures. This will be reflected within Individual Healthcare Plans.
- Children will have access to medicines for self - medication quickly and easily.
- Children who can take their medicines themselves or manage procedures will be supervised by an adult.
- If a child refuses or is unable to take medicine or carry out a necessary procedure, staff should not force them to do so but instead follow the procedure agreed in the Individual Healthcare Plan. Parents/Carers should be informed, outside of the review, so that alternative options can be considered.
- We acknowledge that a child with a medical condition will often be best placed to provide information about how their condition affects them. Alongside their parent / carer, the children will be involved in their Individual Healthcare Plan at an age appropriate level. After discussion with parents, children who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be reflected within their Individual Healthcare Plans.
- Whilst we encourage regular school attendance, children who feel very unwell before leaving home in the morning should ensure that they tell their parent/carer, who can then decide whether they are well enough to attend school.
- All medicine needs to be handed in person by the parent to a member of staff who will ensure it is stored safely.

Record Keeping

Records offer protection to staff and children and provide evidence that agreed procedures have been followed.

The school will keep records of the following:

- A register of all pupils at the school who have significant medical needs.



- Individual Healthcare Plans.
- Medication administered or supervised.
- Notification from parents/carers giving consent regarding medication issued.
- Training records
- Emergency form.

Management of support for children with medical conditions

The overall management responsibility for support for children with medical conditions within the school lies with the Head Teacher.

The Head Teacher will ensure that:

- All staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- All staff who need to know are aware of the child's condition and also sufficient trained numbers of staff are available to implement the policy and deliver the individual healthcare plans, including in contingency and emergency situations.
- Staff receive sufficient and suitable training to achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

Designated members of staff have responsibility for:

- The day to day coordination of support for children with medical conditions
- Ensuring effective liaison with parents and the child and appropriate agencies
- Working with the head teacher to arrange staff training ,
- Ensuring that arrangements are in place to inform supply staff of a child's medical condition
- Making referrals to the school nurse service when a medical condition is identified.
- Monitoring and reviewing Individual Healthcare Plans in collaboration with other professionals.

School Staff have responsibility for:

- Any member of school staff may be asked to provide support to children with medical conditions, including the administering of medicines. (NB teaching staff are not required to do so as stated in their contracts)
- 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.
- All new members of staff will be inducted into the arrangements and guidelines set out in this Policy.

The Education Visit Co-ordinator has responsibility to monitor risk assessments for school visits and other activities outside the normal time table.



Training

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

Training will:

- Be sufficient to ensure that staff are competent in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

All staff will be made aware of this policy.

Liability and Indemnity

The Trust will ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk and covers staff providing support to pupils with medical conditions.

Insurance policies provide liability cover relating to the administration of medication, but additional cover may need to be arranged for any health care procedures.

Any requirements of the insurance such as the need for staff to be trained should be made clear and complied with.

Complaints

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

Collaborative working

Partnership working between school staff, healthcare professionals (and where appropriate, social care professionals), local authorities, and parents and pupils is essential. In order to provide effective support for children with medical conditions school will work cooperatively with other agencies. This includes meetings to facilitate transition between settings.

School will contact the school nurse to support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School may also notify and refer a child to the school nurse service when a parent notifies them of a medical need.

Monitoring and review

- There is an annual review of this policy by the senior leadership team
- A review will take place every three years

This Policy will be readily accessible to Parents/Carers and staff through our website



BURLISH PARK PRIMARY SCHOOL
Parental agreement for school to administer medicine

| | |
|---|--|
| Name of Child | |
| Date of Birth | |
| Class | |
| Medical condition or illness | |
| MEDICINE | |
| Name/Type of medicine | |
| Date dispensed | |
| Expiry Date | |
| Agreed review date | |
| Dosage and method | |
| Timing | |
| Special precautions | |
| Are there any side effects the school should know about | |
| Self administration | |
| Procedures to take in case of emergency | |
| Contact Name | |
| Telephone number | |
| Relationship to child | |

I understand that I must deliver the medicine personally to :
I accept that this is a service that the school is not obliged to undertake.
I understand that I must notify the school of any change in writing.

Signed.....Date.....



BURLISH PARK PRIMARY SCHOOL

Record of medicine administered to an individual child

| | |
|----------------------------------|--|
| Name Of Child | |
| Date medicine provided by parent | |
| Class | |
| Quantity received | |
| Name & strength of medicine | |
| Expiry date | |
| Quantity returned | |
| Dose & frequency of medicine | |
| Staff signature | |
| Parent signature | |

| | | | |
|----------------|--|----------------|--|
| Date | | Date | |
| Time given | | Time given | |
| Dose Given | | Dose Given | |
| Name of staff | | Name of staff | |
| Staff initials | | Staff initials | |

| | | | |
|----------------|--|----------------|--|
| Date | | Date | |
| Time given | | Time given | |
| Dose Given | | Dose Given | |
| Name of staff | | Name of staff | |
| Staff initials | | Staff initials | |



| | | | |
|----------------|--|----------------|--|
| Date | | Date | |
| Time given | | Time given | |
| Dose Given | | Dose Given | |
| Name of staff | | Name of staff | |
| Staff initials | | Staff initials | |

| | | | |
|----------------|--|----------------|--|
| Date | | Date | |
| Time given | | Time given | |
| Dose Given | | Dose Given | |
| Name of staff | | Name of staff | |
| Staff initials | | Staff initials | |

| | | | |
|----------------|--|----------------|--|
| Date | | Date | |
| Time given | | Time given | |
| Dose Given | | Dose Given | |
| Name of staff | | Name of staff | |
| Staff initials | | Staff initials | |

| | | | |
|----------------|--|----------------|--|
| Date | | Date | |
| Time given | | Time given | |
| Dose Given | | Dose Given | |
| Name of staff | | Name of staff | |
| Staff initials | | Staff initials | |



NOTIFICATION OF HEAD BUMP

Appendix 3

To Parent/Guardian of.....

Time of Incident..... Location of Bump.....

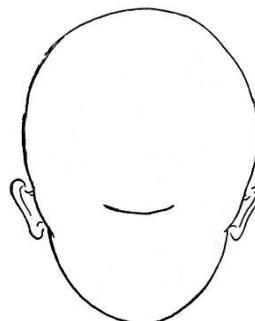
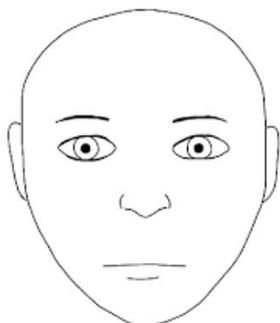


Fig. 61.

Further details of incident.....

Your child's first aider was

Your child has had a bump on the head today in school. He/she has been monitored carefully and appears to be in good health. However, if he/she displays any of the following signs, it would be advisable to take him/her to the doctor or hospital.

Dizziness, vomiting, sleepiness, confusion, blurred/double vision and/or headache.

Would you please sign the attached slip to indicate you have received this letter and return the slip to your child's class teacher for our records.

Signed..... Date.....

BURLISH PARK PRIMARY SCHOOL

I confirm that I have received a letter relating to my child bumping his/her head.

Name of child.....

Signed..... Date.....



Appendix 4

Burlish Park Primary School Health Care Plan

| | |
|---|--|
| Child's Name | |
| Class | |
| Date of Birth | |
| Child's Address | |
| Medical Diagnosis or condition | |
| Date | |
| Review Date | |
| Family contact information | |
| Name | |
| Phone no. (work) | |
| Phone no. (home) | |
| Phone no. (mobile) | |
| Name | |
| Phone no. (work) | |
| Phone no. (home) | |
| Phone no. (mobile) | |
| Clinic/Hospital Contact | |
| Name | |
| Phone no. | |
| G.P. | |
| Name | |
| Phone no. | |
| Describe medical needs and give details of child's symptoms | |
| Daily care requirements (e.g. before sport/ at lunchtime) | |



| | |
|---|--|
| Describe what constitutes an emergency for the child, and the action to be taken if this occurs | |
| Follow up care | |
| Who is responsible in an emergency (state if different for off-site activities) | |
| Form copied to | |

I/we confirm that I/we will be responsible for informing the school of any changes in contact numbers.

I/we confirm that I/we will be responsible for informing the school if there is a need to amend the care plan due to health changes.

Signed:

Signed:

Name:

Name:

Date:

Date: