



Supporting pupils at school with medical conditions policy

Introduction

At AMCPS, we believe children with medical conditions are entitled to a full education and have the same rights of admission to school as other children. We focus on the needs of the individual and how their medical condition impacts on their school life, including their ability to learn, confidence and the extent to which they can manage their self-care needs. We work with the Local Authority, health professionals and other support services to ensure that children with medical conditions receive their full entitlement of education.

Pupils with medical conditions are supported in participating in school trips, including residentials, and visits, or in sporting activities. Teachers must consider how a child's medical condition will impact on their participation. Reasonable adjustments are made so that all children can participate safely according to their own abilities. For more serious conditions, a risk assessment may be completed, in consultation with the pupil, parents and relevant healthcare professionals, to inform planning arrangements, taking account of any steps needed to ensure that pupils with medical conditions are included. Each child's medical condition and any associated needs will be carefully considered on an individual basis.

Admissions

Abbey Meads Community Primary School is a maintained school which serves the community of North Swindon. We follow the Blue Kite Academy Trust admissions policy with admission applications and allocations managed by the Admissions Team at Swindon Borough Council. 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. However, the school does not have to accept a child in school where it would be detrimental to the health of that child or others to do so.

The Head Teacher 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.



Training

We ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. This includes annual whole school awareness training so that all staff are aware of the school's policy for supporting pupils with medical conditions and their role in implementing that policy. New members of staff are made aware of this policy as part of their induction and are included in school training at the earliest opportunity.

The school nurse gives training at the start of each academic year, organised by the Head Teacher. The content of this training is modified according to the needs of children within the pupil population. Typically this includes training on asthma, epilepsy, diabetes and allergic reactions. Staff are supported in carrying out their role to support pupils with medical conditions through access to advice from the school nurse and by working within an appropriately trained teaching team; teaching staff support each other.

For pupils with more unusual or severe medical conditions, advice will be taken from healthcare professionals, the Local Authority and parents in order to ensure that specific training is provided. Any member of school staff providing support to a pupil with medical needs must have had suitable training.

Training is sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. Training gives staff an understanding of the specific medical conditions they need to deal with, their implications and preventative measures.

Staff must not give prescription medicines or undertake health care procedures without appropriate training. It should be noted that a first-aid certificate does not constitute appropriate training in supporting children with medical conditions.

Roles and responsibilities

The Head Teacher has overall responsibility for implementation of this policy and must ensure that:

- sufficient staff are suitably trained
- relevant staff are aware of each child's condition,



- someone is always available to meet need in cases of staff absence
- supply teachers are briefed and provided with the necessary information to support children with medical conditions whilst under their supervision
- risk assessments are completed for school visits and other school activities outside of the normal timetable
- individual healthcare plans (previously known as care plans) are shared with relevant staff, monitored and updated as required
- procedures are followed when school is notified that a pupil has a medical condition
- transition arrangements are effective
- a pupil is successfully re-integrated after a period of absence.

Supporting a child with a medical condition during school hours is not the sole responsibility of any one person. The school works cooperatively with other agencies as partnership working between school staff, healthcare professionals (and, where appropriate, social care professionals), Local Authorities, parents and pupils is crucial.

All staff are aware of the 'Guidance for Supporting Pupils with Medical Conditions' and understand their role in its implementation. The policy is discussed in staff meetings at the beginning of each school year.

All staff who need to know are aware of the child's condition. A list of pupils with medical conditions is placed in the class folder and this is reviewed and updated as required (but at least two times over the school year).

At the end of an academic year, transition meetings are held in which the current teacher communicates information about pupils' medical needs to the next class teacher.

Sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. Where possible, part time teachers already employed at AMCPS are used for supply cover. If supply staff unfamiliar with the school are used, they are given information about pupils with medical conditions via a list in the class folder and by the class TA and teachers in partner classes.



Staff are appropriately insured to support pupils with medical conditions. The school has appropriate public liability insurance. Details of the insurance policy number are available in the main office.

Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. They must, however, take the needs of pupils with medical conditions that they teach into account.

School staff know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help. Pupils in the school know that they should inform a teacher immediately if they think help is needed. A 'Red Card' system is in place should a member of staff need emergency assistance from a colleague.

'Individual Healthcare Plans' (Care Plans) are kept in the main office. If a child needs to be taken to hospital, a member of staff will stay with the child until the parent arrives, or accompany the child to hospital in an ambulance. Parents' and emergency contact details are kept in the main office. Phones are located in classrooms and the main office. A defibrillator is available by the staff room and at the front entrance.

Our school has access to school nursing services. The school 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 do this before the child starts at the school. They support staff on implementing a child's individual healthcare plan and provide advice and training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs.

Pupils with medical conditions are encouraged to provide information about how their condition affects them. They contribute to the development of, and comply with, their individual healthcare plan.

Parents are required to provide the school with sufficient and up-to-date information about their child's medical needs. They may be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's individual healthcare plan. They must carry out any action they have agreed to as part of its implementation e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.



Individual healthcare plans

Head Teachers have overall responsibility for the development of individual healthcare plans. These help to ensure that we effectively support pupils with medical conditions, providing clarity about what needs to be done, when and by whom. They capture the key information and actions that are required to support the child effectively. Plans are reviewed and shared with key staff annually or earlier if evidence is presented that the child's needs have changed.

Not all children with medical conditions will require an individual healthcare plan. In cases where medicine, such as antibiotics, is needed for a short period of time there is no requirement for an individual healthcare plan. Where a child has asthma, and just needs access to an inhaler, details are included on our Asthma Register and there is no individual healthcare plan.

Where a child has special education needs and disabilities (SEND) but does not have an Education and Healthcare Plan (EHCP), their special educational needs should be mentioned in their individual healthcare plan.

Plans are drawn up in partnership between the school, parents, and a relevant healthcare professional who is in the best position to offer advice on the needs of the child. e.g. school nurse, specialist or children's community nurse. Pupils should also be involved whenever appropriate. The aim is to capture the steps which a school should take to help the child manage their condition and overcome any potential barriers to getting the most from their education. They are developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social well-being and minimises disruption.

Administering medicine

Medicines can be administered at school when it would be detrimental to a child's health or school attendance not to do so. Before any medicines can be administered, the required forms must be completed. Written records are kept of all medicines administered to children. Records offer protection to staff and children and provide evidence that agreed procedures have been followed. (See Appendix 1: medicine forms.)

No child may be given prescription or non-prescription medicines without their parent's prior written consent. In exceptional circumstances, electronic consent



may be accepted, provided it is received from an email address that the school already hold on record for parental communications regarding the child.

Medication should never be administered without first checking maximum dosages and when the previous dose was taken. We 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 required and storage.

Non-prescription medicines will not be administered except for in the following circumstances:

- when children are on a residential trip and it is necessary for a supervising teacher to allow a child to take pain killers, hay fever medication or travel sickness medicine. In these cases, medication must have been provided by the parent and a medicine form completed in advance of the residential trip. The supervising teacher will ensure that a written record is kept when such medicines are administered.
- In unforeseen and exceptional circumstances, a member of the school's Senior Leadership Team may agree to administer such medicines, subject to written consent including reasons, the requested dosage, time and administration requirements. Circumstances will not be classed as exceptional if administration could be completed by parents outside of school hours.

It is important to note that there will be no circumstances, including those given above, where non prescription medicines containing aspirin are given without a prescription from a doctor.

After discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures. Appropriate supervision is given. Children can access their medicines for self-medication quickly and easily. Asthma inhalers are kept in the child's class.

If it is not appropriate for a child to self-manage, then relevant staff - those named on the Individual Healthcare Plan or medicine form - help to administer medicines and manage procedures for them. Staff administering medicines do so in accordance with the prescriber's instructions. We keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school are noted.



All medicines are stored safely, either in the main office along with Individual Care Plans, in a container in the Medicine fridge in the Staff room or in a designated place in the pupil's classroom. Pupils know where their medicines are at all times and staff can help them access them quickly. Pupils know that they must ask at the main office for access to medicines. Devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away.

Controlled drugs (e.g. Ritalin) that have been prescribed for a pupil are securely stored in a locked Medicine cupboard in the School Office and only named staff will have access. Staff may administer a controlled drug to the child for whom it has been prescribed. Controlled drugs are accessible in an emergency. A record is kept of any doses used and the amount of the controlled drug held in school.

When no longer required, medicines are returned to the parent to arrange for safe disposal. Sharps boxes are used for the disposal of needles and other sharps.

Ensuring access to school life

Staff will ensure that pupils are able to drink, eat or take toilet or other breaks whenever they need to in order to manage their medical condition effectively. School will also ensure that pupils with medical conditions are able to remain in school wherever possible. Pupils will not be sent home for reasons associated with their condition unless absolutely necessary, nor will parents routinely be expected or obliged to attend school to administer medication or provide medical support to their child, including with toileting issues.

Complaints

Should parents or pupils be dissatisfied with the support provided for a pupil with a medical condition, 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. Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted. This policy was established in July 2014 and will be reviewed annually. It is accessible to parents via the school website www.abbeymeads.swindon.sch.uk and to school staff electronically via the shared network. This policy should also be read in conjunction with our First Aid policy.

Last reviewed May 2023

ADMINISTERING MEDICINES FORM



Name of Child:	Class:
Parent's Name:	Date of Birth:
Emergency Contact Number:	
Medical Condition:	
Name of Medication:	
Expiry Date:	
Dosage:	
I confirm that my child has taken this medicine before (please tick)	

I confirm that I give my consent for a member of staff to administer the medicine as described on this form to the above named child. I fully understand that a member of staff will do this purely as a voluntary role and is not medically trained.

Signed:	Date:
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IMPORTANT INFORMATION ...PLEASE READ

There is no legal duty on school staff to administer medicines or to supervise a child taking it. **THIS IS PURELY A VOLUNTARY ROLE.**

As medicine is administered by a member of staff voluntarily, we will accept no responsibility for failure to administer the medicine or because the child refuses their medicine.

Parents must complete this form and discuss details with the office and where appropriate, teaching staff. At this point, the school will accept or decline to administer the medicine.

NO MEDICINE WILL BE ALLOWED IN SCHOOL UNLESS IT HAS BEEN PRESCRIBED BY A DOCTOR AND THIS FORM HAS BEEN FILLED IN AND AGREED WITH BY A MEMBER OF STAFF.

UNLESS OTHERWISE AGREED, ALL MEDICINES MUST BE KEPT IN THE CLASSROOMS OR FRIDGE.

Medicine should be administered from the original container or by a monitored dosage system eg. blister pack.

All medicine must be properly labelled with dosage and child's name.

Medicine must be collected at the end of the school day, or as agreed.

It is the responsibility of the parent/guardian to ensure that all medicine kept in school permanently is replaced prior to expiry date.....**your child may be at risk if their medicine is out of date.**