



MEDICAL CONDITIONS POLICY

DATE: SUMMER 2022

REVIEW: SUMMER 2025

(or earlier if guidance changes)

Learning to live life in all its fullness

Roundhay St John's Church of England (Aided) Primary School

MEDICAL CONDITIONS POLICY

Introduction

Roundhay St Johns CE Primary School recognises that duties in the Children and Families Act 2014 and the Equality Act 2010 relate to children with disability or medical conditions.

Whilst the duties on governing bodies have not substantially changed as a result of the Children and Families Act 2014, the extent and scope of the responsibilities of schools to make arrangements to support pupils at school with medical conditions has been clarified. All schools are required to have a policy in place; it should be reviewed annually and accessible to parents and staff.

This policy has been developed using the LCC statutory guidance "Supporting Pupils with Medical Conditions in school V4 – 2020" to support those children with individual medical needs and how their needs can be met at Roundhay St Johns Primary School. It provides essential criteria for how we meet the needs of children and young people with long-term conditions, including diabetes and asthma. No child or young person will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.

Policy Statement

We are an inclusive community that welcomes and supports children and young people with medical conditions. We provide all children and young people with medical conditions the same opportunities as others at school. This includes the physical environment, as well as social, sporting and educational activities.

We will help to ensure they:

- Are safe from harm
- Do well at all levels of learning and have the skills for life
- Choose healthy lifestyles
- Have fun growing up
- Are active citizens who feel they have voice & influence

We understand that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. We also understand the importance of medication being given as directed by healthcare professionals and parents.

All relevant staff understand the medical conditions that affect pupils at our school. We also make sure all our staff understand their duty of care to children and young people in the event of them requiring medical intervention.

The named member of our staff responsible for this medical conditions policy and its implementation is Chris Sutherland (medical) and Claire Harvey (Inclusion). The medical conditions policy is reviewed evaluated and updated annually.

Roles and Responsibilities

Governing Body

The school governing body ensure that the school has developed its policy to assist pupils with medical needs and that staff involved with administration of medication have had the appropriate training. This training should include administration of the emergency adrenaline auto-injectors

(epi-pens) and emergency inhalers. All training should be proportionate to the complexity of the administration.

Headteacher

The Headteacher is responsible for implementing the school's policy and procedures and should ensure that all parents are aware of these. Where staff volunteer to assist, the Headteacher must ensure that they receive suitable and sufficient information, instruction and training to be able to undertake this function in a safe and effective manner. This also applies to volunteers.

The Headteacher should ensure that an Individual Health Care Plan (IHCP) for each pupil with medical needs is drawn up in conjunction with the parent and other relevant healthcare professionals. Where there is concern that a pupil's needs may not be able to be met by a school, or the parent's expectations appear unreasonable, the Headteacher should seek further advice from other medical advisers.

Where a Headteacher wishes to share information with other staff within a school, the best interests of the pupil takes precedence at all times. It may be necessary to share sensitive information with key staff about medical needs to ensure that the health, safety & wellbeing of the pupil can be maintained.

Parents and Legal Guardians

The prime responsibility for a pupil's health rests with the parent/guardian; they are responsible for making sure their child is well enough to attend school. Where a child is acutely unwell it is advised that the parent/guardian keep him/her at home.

If pupils become unwell at school they are collected as soon as possible. All pupil's relevant home and emergency contact telephone numbers are updated annually.

Parents/Guardians are requested to:

- Complete a medical consent form before leaving medicine at school.
- Provide prescribed medicine in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration.
- Provide details of any changes to the prescription or support required.
- Inform the school of any possible side effects and confirm arrangements for contact in the event of unforeseen circumstances.
- Collect medicine from school at the end of the course.
- Inform the school if preventative medication, such as inhalers, have been administered before children come to school so that there is no risk of overdose.
- Provide replacement inhalers or epi-pens when the existing ones at school have expired.
- Pupils who are responsible enough to self-administer their medication, (with written parental permission) are encouraged to do so. Examples would be: applying cream, taking an inhaler or taking medication.

Staff

Will ensure:

- A medical consent form has been completed and signed before accepting medication from a parent.
- Written permission obtained if the child is responsible enough to self-administer.
- They will not administer medicines that require specific training until this has been undertaken.

- They understand their role in supporting a pupil with medical needs in their class and be conversant with the IHCP (**form 2**) even if they will not be the key person administering medication.
- To be familiar with all children's medical needs whilst on playground duty, lunchtime duty or volunteering, despite pupils not being in their class.
- All first aiders are familiar with the pupil's medical condition and any implications for any first aid treatment which may be given.

School transport escorts

In normal circumstances, it is not necessary for escorts to be trained to administer any form of medication. Should the school transport service be transporting pupils with medical needs to and from school and escorts supervise them, suitable and sufficient information will be provided.

This information will be provided via the school transport office in consultation with the school Headteacher and the child's parent/carer.

The Health Service

The local health authority has a statutory duty to purchase services to meet local needs. These services are provided by the local National Health Service (NHS) Trust. The main contact with school are the School Health Service, school nurse or doctor, who may be able to help the school develop IHCPs for pupils with medical needs. They may also be able to supplement information provided by the child's parent/carer or GP and will be able to advise on training for staff willing to administer medication or take responsibility for other aspects of support.

Most parents will register their child with a GP. The GP has a duty of confidentiality to their patients and should only exchange information with the school with the consent of the parent/carer or the child, if they are mature enough. In some cases parents may agree for a GP to liaise directly with a school, in others it will be via the School Health Service

In some instances a parent/carer or child may not wish the GP to provide the school with any information in respect of medical conditions. In these cases the GP will observe such confidentiality and must comply with the parents or child's wishes. Unless there is a safeguarding issue where confidential information may be vital to the child's safety.

School Procedures

When notification of a child with a medical condition is received the school will:

- Gather all the required information by providing parents with the appropriate form and having follow-up conversations where necessary. (**Form 3a** –Request for school to administer/supervise medicine)
- Where possible, make appropriate arrangements for staff to administer medication
- Where required, instigate an Individual Healthcare Plan

Individual Healthcare Plans

An individual Healthcare Plan (**Form 2**) must be completed for each child who:

- Requires repeated medication (more than 1 prescription round)
- Has a medical condition that requires support to access the same opportunities as any other children in school
- Has long-term medical needs, excluding asthma in routine/non-acute cases

The plan will be written in consultation with the parent/carer, the school and relevant healthcare professionals. See flow chart at Appendix A. Contributions to an individual healthcare plan may be sought from relevant people eg. class teacher, learning mentor, school staff who have agreed to administer medication, staff who are trained in emergency procedures, School Health Service and the child (if appropriate)

Each individual Healthcare Plan is confidential. Members of staff who have contact with the child will be provided only with information from the plan that is relevant to their role. Relevant staff training will be arranged if needs are identified in an individual Healthcare Plan.

If a child has long term or complex medical needs or requires hospital or clinical treatment the individual Healthcare Plan should be taken with them.

Each individual Healthcare Plan will be reviewed annually unless, due to the nature of the child's needs, a more frequent review is required.

Managing Medicines

- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so
- No child will be given prescription or non-prescription medicines without their parent's written consent
- No child will be given medicine containing aspirin or ibuprofen unless prescribed by a doctor
- Where clinically possible, parents will be encouraged to request that medication be prescribed in dose frequencies which enable them to be taken outside school hours e.g. three dosages per day, one first thing in the morning, one on return home from school and one at bedtime.
- All medicines will be stored safely
- Children should know where their medicines are at all times and be able to access them immediately.

Prescription Medicines

Medicines will only be accepted if they are in-date, labelled clearly with the child's name, provided in an original container (as dispensed by the pharmacist) and include instructions for administration, dosage and storage. The exception to this is insulin which must be still in date, clearly labelled and included in an Individual Healthcare Plan but can be accepted inside an insulin pen or pump. Where the administration of the medicine can be facilitated, a parent/carer must complete a *Request for School to Administer/Supervise Medicine (Form 3a)*

The school will not accept medicines that have been taken out of the container as originally dispensed nor make changes to prescribed dosages, regardless of parental instruction.

If the pupil has finished the prescribed duration of medication and then requires a repeated prescription, or has long term medical needs, there must be an individual Healthcare Plan, excluding inhalers except in cases of acute asthma.

Non-Prescription Medicines

Non-prescribed medicines will not be administered or supervised on a regular basis and can only be by arrangement with the Headteacher. These include cough sweets, cough medicines, pain killers and skin creams (this list is not exhaustive). If a parent/Carer considers non-prescription medication is a requirement for their child they should contact the Headteacher directly, for their request to be considered.

If the Headteacher agrees and staff have volunteered to administer or supervise the taking of non-prescription medication, a strict recording system is in place – *Request for School to Administer/Supervise Medicine (Form 3a)* and *Record of Medicine Administered to an Individual Child (Form 3b)*

If a child suffers regularly from frequent or acute pain the parents/carers will be encouraged to refer the matter to their child's GP.

Clinical Decisions

In the absence from clear guidance from a medical professional the school staff will not make any clinical decisions with regard to the needs of a pupil unless in extreme circumstances.

If necessary the school will arrange a multi-agency meeting with appropriate healthcare professionals where clear instructions can be obtained and a pupil risk assessment can be determined.

Administering Medicines

When administering medicines to a child, staff will check:

- The child's name
- Prescribed dose
- Expiry date
- Written instructions provided by the prescriber on the label or container. (or parent in the case of agreed non-prescription medicine)
- Staff will complete a written record when medicine has been administered.

If in doubt about any procedure, or the circumstances of a particular child, staff should not administer medicine before checking with the parents or the appropriate health professional. In these circumstances, an effort will be made to contact the parent to advise them of the reason for non-administration of the medication.

Where invasive or intimate treatments are required then the school will seek advice from relevant healthcare professionals.

Under no circumstances will a person employed by the school administer medication if they have not received requisite training or authorisation from the Headteacher. If a pupil is at severe risk because their medication cannot be given, emergency procedures must be followed.

- If a child refuses to take medicine, they will not be forced to do so. The member of staff concerned will contact parents immediately. If refusal to take medicine results in an emergency, the school's emergency procedures will be followed, see appendix D.

Self Management

If a healthcare professional has identified a medical condition where a child needs to carry his/her own medication then the school will discuss the request with the professional and a parent/carer will be asked to complete a Request for Child to Carry his/her Medicine (**Form 4**) This would be an exceptional circumstance and not part of the school's routine systems.

Refusal to Take Medicine

No person can be forced to take medicine should they refuse. If a pupil refuses to take medicine and the information provided by the parent/carer and/or GP suggests that the pupil is at great risk they do not take their medication, a parent/carer will be contacted immediately and medical advice and/or emergency services should be called.

Parent/carers should be communicated with directly and not via a note sent home with the pupil. Records of the conversations to be kept on file along with a follow up letter.

Storage of Medicines

The school will only store medicines that have been agreed to be held within the terms of this policy.

Medicines will be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Should a medicine require refrigeration it will be stored in the staff room refrigerator.

Emergency medicines such as inhalers and epi-pens will not be locked away.

- In Nursery, inhalers and epi-pens are stored on a high shelf in a cupboard by the toilet area.
- Inhalers for all pupils are held in each individual classroom, easily accessible for children. They will be taken to the field or hall during PE lessons. The supervising of taking inhalers out of class is the responsibility of the class teacher.
- Epi-pens are stored in the school office as they are closest to the dinner hall for food allergy situations. Parents will be advised to supply two epi-pens to minimise the risk to their child if one fails.
- All other medication (unless requires a lockable cupboard) is stored in the school main office.
- Extra medication is also kept in the after school club if the pupil attends

Non-emergency medicines will be stored securely and not accessible to children.

Children will be informed where their own medicines are stored and who is responsible for administering/supervising them.

The school will seek advice and training if they are required to store controlled drugs (under the Misuse of Drugs Regulations)

Disposal of Medicines

Under no circumstances will the school dispose of any prescribed medicine or the container from which it came. The parent/carer of the pupil for whom the medicine was provided will be asked to collect all empty containers, surplus medicines and out-of-date medicines. Any uncollected medicines will be taken to a local pharmacy for safe disposal.

Disposal of Sharps

Sharps boxes will be used for the disposal of needles. Sharps boxes must be supplied by the parent/carer as part of the Individual Healthcare Plan.

Emergency Salbutamol Inhalers

From 1st October 2014 the Human Medicines (Amendment) (No 2) Regulations 2014 schools have been allowed to buy salbutamol inhalers, without a prescription, for use in emergencies. An emergency salbutamol inhaler can only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication (**form 5**). The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty).

Roundhay St Johns Primary School has chosen to hold emergency inhalers. These are stored in the main school office and in the after school club. The lead first aider, Mrs Crooke is responsible for maintaining the consent records and emergency inhaler kits.

Use of an emergency inhaler will be recorded. This will include where and when the attack took place (e.g. PE lesson, playground, classroom) and how much medication was given. The child's parents will be informed in writing so that this information can also be passed onto the child's GP. (**form 6**)

Epi-Pens (Adrenaline Auto Injectors)

Pupils and adults who have a sudden and severe allergic reaction to a foodstuff; insect bite or other external irritant may become ill quite quickly. Epi-Pens are considered to be a risk free

treatment. Staff are trained to administer the Epi-pen, which is a one shot injection that may save a life and at the worst they are likely to have no or little ill effects.

The following procedures are followed:

- Epi-pens are stored in the school office cupboard, which is a dry area at a constant temperature. Where possible we aim to keep a minimum of two Epi-pens on site in the event that one fails or that the first dose is not effective.
- The use by date of each pen should also be monitored to ensure they are within the effective date for use.
- Example IHCPs for the 3 common types of epi-pens and for anaphylaxis without an epi-pen are in the appendices of this document.
- The use of an epi-pen will be recorded in the same way as other medication.
- The parents/carers are to be informed immediately by phone and in writing on the same day.
- Staff that have been trained must only administer the epi-pen.
- An extra epi-pen is also kept in the after school club if the pupils is attending.
- X2 emergency epi-pens are kept by the school and can be used if an existing epi-pen user's one has failed. Emergency consent forms are filled by by parents beforehand and kept on file.

Educational Visits

Pupils with medical needs will be encouraged to participate in educational visits, as long as the safety of the pupil, other pupils and/or staff is not placed at significant risk.

Additional measures may be deemed necessary, if so, these may include:

- additional staff supervision
- adaptations for bus or coach seats and entrances;
- provision of secure cool-bags to store medicine;
- provision of properly labelled single dose sets.
- Informing the visit location that a child with a medical condition is in the party (with prior consent from the parent/carer)

When planning trips and visits which will include a pupil with medical needs, all persons supervising the visit should be made aware of those conditions and any emergency procedures that may be needed.

If staff are concerned about how they can best provide for a child's safety, or the safety of other children on a visit, they should, via the Headteacher, seek parental views and medical advice from the School Health Service or child's GP.

Sporting activities

The school will support children wherever possible in participating in physical activities and extra-curricular sport. Any restriction on a child's ability to participate in PE should be recorded on their Individual Healthcare Plan.

Staff supervising sporting activities will be made aware of relevant medical conditions. Arrangements will be made to meet the needs of children who require precautionary measures before or during exercise e.g. inhalers readily available.

Where a pupil with a medical condition is participating in a school-led extra-curricular sporting activity, the level of supervision will be assessed and if necessary adjusted to meet their needs.

Emergency procedures

As part of the general risk management process, we have arrangements in place for dealing with emergency situations.

- Guidance for staff on calling an ambulance in **Appendix D**
- All staff should know who is responsible for carrying out emergency procedures in the event of need.
- A member of staff will always accompany a child taken to hospital by ambulance, and will stay until the parent arrives.
- Healthcare professionals are responsible for any decisions on medical treatment when parents/carers are not available.
- Staff should never take children to hospital in their own car; it is safer to call an ambulance
- Individual Healthcare Plans will include instructions as to how to manage a child in an emergency, and identify who has the responsibility in an emergency.

Avoiding Unacceptable practice

Each case will be judged individually but in general the following practices are considered unacceptable

- Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assuming that pupils with the same condition require the same treatment
- Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to a medical room or school office alone or with an unsuitable escort if they become ill
- Penalising children with medical conditions for their attendance record where the absences relate to their condition
- Requiring parents, or otherwise making them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues.
- Preventing children from participating, or creating unnecessary barriers to children participating in any respect of school life, including school trips.
- Preventing children from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively

Liability & Indemnity

The school's public liability insurance policy provides indemnity to persons carrying out duties arising out of their employment with the school, providing they have received all necessary training to carry out the activity – including any refresher courses (documentary evidence may be required). Policy and training details are available from the school office.

Signed:

Chair of Governing Body

Headteacher

Date

Date