



# Higham Primary School

## Supporting children at school with Medical Conditions Policy

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#### Introduction

Most pupils at some time have a medical condition that may affect their participation in school activities. For most children this will be short-term. However, other children have medical conditions that, if not properly managed, could limit their access to education. In addition to the educational impact, there can be social and emotional implications associated with a medical condition. Such pupils are regarded as having medical needs. Most of these children will be able to attend school regularly and take part in normal activities.

This policy outlines responsibilities and procedures for supporting pupils at Higham Primary School who have medical needs. This policy is in line with the Children and Families Act 2014 which places a duty on Governing Bodies in maintained schools to make arrangements to support children with medical conditions.

#### Definition

Medical needs may be broadly summarised as being two types:

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

#### Aims of the Policy

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.

Children with medical conditions have a right to a full education and no child should be refused admission because arrangements for their medical condition have not been made.

#### Key points from the Children's and Families Act 2014

Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and PE, to enjoy the same opportunities as any other child.

Governing Bodies must ensure that appropriate arrangements are in place in schools to support pupils at school with medical conditions.

Governing Bodies must ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.



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#### Parents and Guardians' Responsibilities

Parents and guardians are responsible for ensuring that their child is well enough to attend school.

Children should be kept at home when they are acutely unwell.

Parents and guardians are responsible for providing the school with sufficient information about their child's medical condition and treatment or special care needed at school. With the school, they should reach an agreement on the school's role in helping and supporting their child's medical needs.

Where parents and guardians or the school have difficulty understanding or supporting the child's medical condition, the school should seek advice externally from a health professional.

The school should seek parental agreement before passing on information about the child's health to other school staff. Parental agreement will be deemed to have been given when an Individual Healthcare Plan (IHP) or Medical Needs Questionnaire is signed. However, school staff will treat this information with confidentiality and sensitivity.

Parents and guardians' religious and cultural views should always be respected.

#### Responsible persons / authorities;

##### **The Head Teacher**

The Head Teacher is responsible for:

- implementing this policy in practice and for developing detailed procedures;
- ensuring that all staff are aware of the policy and that all staff who need to know are aware of the child's medical condition;
- ensuring that teachers who volunteer to help pupils with their medical needs receive appropriate training and support is provided where necessary;
- ensuring sufficient trained members of staff are available to implement the policy and deliver against all Individual Healthcare Plans, including in contingency and emergency situations;
- arranging back-up cover when the member of staff responsible for a pupil with medical needs is unavailable;
- ensuring that supply or temporary staff are made aware of pupils with medical needs in the class they are covering. In practice this will mean alerting them to the class medical needs register;
- overall responsibility for the development of Individual Healthcare Plans (with SENCO);
- day to day decisions about administering medication will normally fall to the Head Teacher.

The Head Teacher is also responsible for making sure parents are aware of the school's policy and procedures for dealing with medical needs. This policy is accessible on the school's website.



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#### **Teachers and other School Staff**

Teachers who have pupils with medical needs in their class should understand the nature of the condition, and when and where the pupil may need extra attention. They should be aware of the likelihood of an emergency arising and what action to take if one occurs. If staff are to administer medication, they may only do so if they have had appropriate training. However, school staff cannot be required to administer medicines but should take into account the needs of pupils that they teach.

#### **School Nurses**

If the school has a school nurse, they will be responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. In addition, they may support staff to complete and implement a child's Individual Healthcare Plan, provide advice and where necessary, training.

#### **Other Health Professionals, including GPs and Paediatricians**

These professionals must notify the school nurse when a child with a medical condition needs support at school. They may provide advice to the school when developing an Individual Healthcare Plan.

Specialist local health teams may provide support for schools with specific conditions e.g. asthma, diabetes.

#### **Pupils**

Where possible and appropriate, pupils should be fully involved in discussions about their medical support needs and contribute as much as possible.

#### **Parents and guardians**

Parents and guardians should provide the school with sufficient and up-to-date information about their child's medical needs and will be key to developing the child's Individual Healthcare Plan in partnership with the school.

#### **Local Authorities**

Local Authorities must work with schools to support pupils with medical conditions to attend full-time. Where pupils cannot receive a suitable education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements.



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#### Children's Medical Needs;

##### **Short-term medical needs**

Children may need to complete a course of medication whilst at school. Non-life-threatening medicine administration is the responsibility of the parent or guardian. Parents and guardians should, wherever possible, administer or supervise the self-administration of medication to their children. This may be by spacing the doses so that they are not required within school hours, or by the parent coming in to school to administer the medication. However, this might not be practical and in such a case parents may make a request for medication to be administered to the child at school.

The school will only administer medicine if it is prescribed medication from a doctor or an antihistamine. The medication needs to be in its original box/bottle, in date, with a prescription label that states the child's name and dose, with the patient information leaflet included. If medicine needs to be administered during school time, then a parent or guardian must deliver it to the school office. Medication must not be given to the class teacher or brought into school by the child themselves.

The designated persons will administer medication if the parent or guardian has provided written consent by signing the 'Administering Medication' form. This consent will give details of the medication to be administered including name of medication, dose, method of administration, time and frequency of administration, other treatment and any side effects.

Any medication that has been administered will be recorded, along with the date and the signature of the member of staff. A record of this will be kept in the school office.

If parents feel their child needs non-prescribed medication during the school day, they will need to come in and administer the medication themselves or arrange for a friend/relative to administer it. Please let the office know if a person other than a parent will be coming in for this purpose.

##### **Long-term/life threatening medical needs**

The school needs to have sufficient information regarding any pupil with long-term medical needs. The school will then draw up an Individual Healthcare Plan, involving the parents, pupil and any other relevant healthcare professional as required. The school is willing to support all children and families in administering necessary medication. The responsibility for administration is with the Head Teacher. Such occasions are recorded on the 'Administering Medication' form and parents are to be notified immediately of such instances.

#### Individual Healthcare Plans (IHP)

These enable the school to identify the level of support required in school. Those who may need to contribute to the plan are the Head Teacher, parent / guardian, child, SENCO, class teacher, teaching assistants, other school staff who may be administering medication or have been trained in medical



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procedures; health professionals. Where a child has SEN, but does not have an EHC Plan, their special educational needs should be mentioned within their Individual Healthcare Plan.

IHPs will be agreed, signed and distributed to the relevant parties (parents, school nurse, and class SEN file) by the SENCO. Children with an IHP will be highlighted on the class medical lists, held on the class registers, as a reminder to all staff of a child's significant medical need.

IHPs will be updated and agreed with the relevant parties at least annually or earlier if evidence is presented that the child's needs have changed. This will remain the responsibility of the SENCO.

#### Administering Long Term/Life Threatening Medication

Pupils will only be administered medication with written parental consent. This consent will give details of the medication to be administered including name of medication; dose; method of administration; time and frequency of administration; other treatment; any side effects.

The school will provide a written consent form (Administering Medication form) for parents to sign for medication to be administered by the designated person. A log of all medication administered will be kept and held by the school office (date given and signature of person who administered it). If children can take medication themselves, the designated person will supervise this and written parental consent must still be sought in advance. Only the designated persons will administer medication, with the exception of inhalers and adrenaline auto-injectors (e.g. epipens). **Parents will be informed in writing of administration of inhalers through an 'Administration of Inhalers' form which will be completed by a member of the office team. The 'Administration of Medications' log will also be completed by office staff. The forms and log will be kept in the office so once an inhaler has been used, classroom staff will notify the office so they can complete the form and log.** Children will be encouraged where possible (depending on age and capacity) to administer their own asthma inhalers but will be monitored by a designated person.

Should a child refuse medication, they will not be forced to do so, but parents will be informed as a matter of urgency. If necessary, the school will call the emergency services.

It is the parents' responsibility to check medication is in date, and out of date medication is replaced.

#### School Trips and Risk Assessments

Staff supervising excursions should be aware of any medical needs and relevant emergency procedures. This may involve an additional supervisory adult to accompany the pupil. If staff have any concerns regarding whether a pupil's medical needs can be appropriately supported, they must seek medical advice from the appropriate health care professional and parents and guardians.

Children with additional medical needs should be specifically referred to on the risk assessment. Medical forms, IHPs and relevant medication must be carried by the lead adult, to enable the child to access this as necessary. For children who require inhalers or adrenaline auto-injectors, the school will provide bum bags for the child to wear, ensuring the medication is always with him/her.



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#### Curriculum Learning including Sporting Activities

Children with medical needs will be encouraged to take part in all areas of the curriculum, including sporting activities, at a level appropriate to their own abilities. Any restrictions to a pupil's ability to take part will be included in their IHP. Some children may need to take precautionary measures (e.g. asthma inhalers, alternative foods, etc) prior to exercise or particular curriculum coverage, for instance cooking, and will need access to their medication if necessary. Teachers should be aware of relevant medical conditions and emergency procedures and relevant medication (inhalers, adrenaline auto-injectors, etc) should be carried by the lead adult for efficient access.

#### Storage and disposal of Medication

Medications such as asthma inhalers and adrenaline auto-injectors (e.g. epipens) are kept by the relevant class teacher in the blue medical boxes to enable individual children to access their medication as necessary. Children should be aware of where their medication is kept in class so that they can access them as required, but with an adult present. For adrenaline auto-injectors, an additional one will be stored in the medical cupboard in the school office to enable any adult to access in an emergency.

All other medicines are kept securely in the school office for administration by the designated persons.

The school will keep a log of the expiry dates of medication provided, however it is the parents' responsibility to ensure that medication provided is in date and suitable for use as prescribed. Unused or out of date medication should be returned to the parent at the end of each academic year and/or upon expiry.

#### Errors with Medication

If an error is made when administering medication, staff will contact parents/carers immediately. If parents/carers cannot be reached, the school will contact the NHS on 111 or call 999 for advice and help.

#### Confidentiality

The school will treat medical information confidentially. The Head will agree with parents who will have access to records and information about a pupil. If information is withheld from staff, they cannot be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

Staff will be made aware of children with medical needs via the class medical needs register. At the beginning of each educational year or more frequently as required (should existing children be diagnosed with a medical condition, new children joining, etc) the medical needs register will be updated and shared with school staff, to ensure all staff are aware of the medical needs of the pupils and their continued role in implementing this policy.



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New staff joining the school will be made aware of the medical needs of the children in the school as appropriate and their role in implementing this policy as part of their induction process.

#### Training

Training will be sought as required and will be identified as part of the initial completion and continued updating of children's IHPs. Training will be sought by the Head Teacher or SENCO from the school nurse or other relevant health professionals.

#### Emergency Procedures

Some staff are first aid trained and all know how to call the emergency services. An IHP will clearly define what constitutes an emergency for individual children and identify the procedure to be followed. All relevant staff (Class teacher, Head Teacher, SENCO, office staff) will have a copy of the IHP and will be aware of the emergency symptoms and procedures.

Other pupils in the school know to contact an adult immediately if they think help is required.

If a child needs to be taken to hospital, staff should stay with the child until a parent arrives. Any medicines administered to the child and a copy of their IHP and/or medical form should accompany the child the hospital for information.

#### Complaints

Complaints from parents regarding the support given to children with medical issues should be made to the Head Teacher in the first instance. If this does not resolve the issue complaints should be escalated to the school's Governing Body.