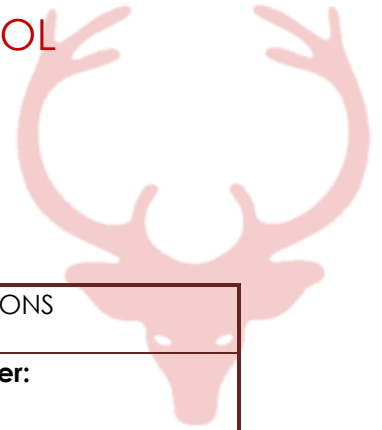
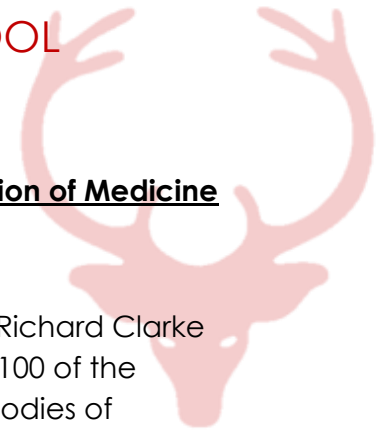


THE RICHARD CLARKE FIRST SCHOOL



Policy Name:	SUPPORTING CHILDREN WITH MEDICAL CONDITIONS FEBRUARY 2022		
Policy Author: /Kay Hanson alongside SCC guidance	Linked Governor/reviewer: Mrs Carol Smart		Committee: Pupil Support
Date Approved by Governors: 28.2.22	Related Policies: Special Educational Needs Information Report and Policy Early Years and Foundation Stage Policy Intimate Care/Toileting Policy Whole school Safeguarding Policy including child protection Educational Visits Policy		
Review Frequency: EVERY 3 YEARS			
Date for review: 2025	Statutory or Voluntary (S/V):	S	
Document Version: 2			

Chair of Governors:		Date:	
Audience:		Website: Yes / No	
Pupil Governors	✓		
Finance/resources Governors			
Standards Governors			
Teaching Staff	✓		
Support Staff	✓		
Lunchtime Staff	✓		
Parents	✓		
Other			



Supporting Children with Medical Conditions and Administration of Medicine

Rationale

To provide a safe, caring, inclusive environment for all in The Richard Clarke First School. The Legislation this policy is based upon Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools to make arrangements for supporting children with medical conditions. The DfE publication 'SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS' published April 2014 (updated 16th August 2017) includes statutory guidance for governing bodies of maintained schools in England.

Aims

Children at school with medical conditions will be properly supported so that they have full access to education, including school trips and physical education.

The governing body ensures that arrangements are in place in school to support children at school with medical conditions.

The governing body ensures that the Headteacher/SENDCO consult health and social care professionals, children and parents to ensure that the needs of children with medical conditions are effectively supported.

Objectives

To provide clear guidelines that can be followed by all the school community.

To support children with specific or long-term illnesses or conditions.

Guidelines

THE ROLE OF THE GOVERNING BODY:

To ensure that arrangements are in place to support children with medical conditions so they can:

- access and enjoy the same opportunities at school as any other child.
- To take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening so the focus of action taken is on the needs of each individual child and how their medical condition impacts on their school life.

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- To make arrangements that give parents and children confidence in the school's ability to provide effective support for medical conditions in school; showing an understanding of how medical conditions impact on a child's ability to learn, as well as increasing confidence and promoting self-care and finally ensuring staff are properly trained to provide the support that pupils need.
- To monitor arrangements put in place to ensure that policies, plans, procedures and systems are properly and effectively implemented in accordance with statutory requirements - In particular procedures for administration of medicines. To ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk. To ensure that the school's policy is explicit about what practice is not acceptable when administering medicines in school.
- To ensure the school has a complaints procedure.
- To review regularly the policy for supporting children with medical conditions and ensure it is readily accessible to parents and school staff.
- To ensure the policy is implemented effectively by the headteacher who has overall responsibility for policy implementation and is responsible for ensuring:
 - that sufficient staff are suitably trained,
 - a commitment that all relevant staff will be made aware of the child's condition,
 - cover arrangements in case of staff absence to ensure someone is always available,
 - briefing for supply teachers,
 - risk assessments for school visits and other school activities outside of the normal timetable,
 - monitoring of individual healthcare plans.

THE ROLE OF THE HEADTEACHER:

The Headteacher ensures that the school's policy for supporting pupils with medical conditions is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting children with medical conditions and understand their role in its implementation.

The Headteacher ensures that all staff who need to know are aware of the child's condition and that there are sufficient trained staff available to

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implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.

THE ROLE OF STAFF:

Any member of school staff may be asked to provide support to children with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of children with medical conditions that they teach. School staff are to receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

THE ROLE OF SCHOOL NURSE:

The school nursing services are 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 should do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training.

THE ROLE OF SCHOOL CHILDREN:

Children with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible (bearing in mind age of our children) to the development of, and comply with, their individual healthcare plan.

THE ROLE OF SCHOOL PARENTS:

Parents should provide the school with sufficient and up-to-date information about their child's medical needs. They may, in some cases, 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, and may be involved in its drafting.

THE ROLE OF THE NAMED PERSON & INDIVIDUAL HEALTH CARE PLANS:

The named person is to ensure that procedures are followed whenever a school is notified that a pupil has a medical condition.

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The named person is responsible for individual healthcare plans and their development and use in supporting children at school with medical conditions.

Individual Health Care plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They are developed with the child's best interests in mind, and to assess and manage risks to the child's education, health and social well-being and minimises disruption.

When deciding what information should be recorded on individual healthcare plans, the named person considers the following:

- 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 eg crowded corridors, access to facilities;
- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, use of rest periods or additional support in catching up with lessons, counselling sessions;
- the level of support needed, (some children will be able to take responsibility for their own health needs). 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 for written permission from parents and the headteacher 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 trips or other school activities outside of the normal school timetable that will ensure the child can participate, eg risk assessments;

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- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and
- what to do in an emergency, including whom to contact, and contingency arrangements.

Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

See appendix A for procedures for developing individual healthcare plans

Procedures for administering medicines in school

Rationale

We want all our children to be happy, safe, fit and well. In order to achieve this, we believe a clear policy on the handling and administration of medicines in school is necessary to safeguard all of the children in our care.

a) Medical Equipment:

It is the responsibility of the First Aid staff in school to ensure that the first aid stocks are checked and replenished regularly and that all first aid equipment is maintained. Where deficiencies are identified ensure new stock is ordered by placing an order with the School Office.

b) Storage, administration and handling of Medicines:

For safety reasons, all medicines are stored centrally in the medical room and are handled by adults only. Parents are asked to deliver any medication to school via the office and to collect them at the end of the day in the same way. At no time should children be given medicines to bring in or take home from school. Only medicines that have parental authorisation and are appropriately named in the original packaging and prescribed by a doctor are allowed in school.

c) Timing of Administration of Medicines:

The school will only administer prescribed medication that must be given four times a day and this will usually be given at midday. The Head teacher must give authorisation for medicines to be administered at any other time in exceptional circumstances.

In certain situations it may be possible to administer un-prescribed medication, but only with parental consent.

d) Parental Authorisation Forms:

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Before medication can be given in school, Parents must complete the appropriate authorisation for administering medicines in school form, clearly indicating the name of medication and relevant dosage to be taken. These forms can be obtained from the school office.

All forms must be checked by authorised First Aid staff on a regular basis to ensure accuracy of information and expiry dates of medicines.

e) Medicine Administration:

First Aid staff dispense all oral medicine to children and supervise diabetic children administering their own insulin. Children with asthma, administer their own medication under supervision of the First Aider or a class teacher.

f) Non-prescribed Medicines:

As stated above. In certain situations pain relief or hay-fever relief can be administered by first aiders but only with consent from parents.

g) Administration of Antibiotics:

The administration of antibiotics in school will be permitted only if the recommended dosage is four or more times per day. A prescribed dosage of 3 times per day is usually taken at home before school, after school and at bedtime. Children are recommended, as suggested by NHS, that all pupils prescribed antibiotics remain at home for first 24 hrs due to the risk of anaphylactic shock.

h) Monitoring of Administration of Medicines:

When a child receives medication in school, details are to be recorded on the appropriate Record of medicine administered to an individual child which is located in the school office.

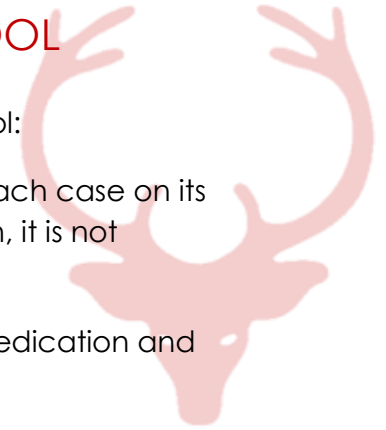
i) Qualified First Aid Staff:

All staff are basic first aid trained with the first aider at work being Mrs Lowther/Mrs Kennedy and EYFS staff paediatric first aid trained

j) Educational Visits:

A portable First-Aid kit and individual pupils medicines must be taken on all off site visits. This is the only time medication will be allowed outside the designated storage area for medicines in school. On such visits medicines are to be transported and administered by a designated member of staff (see Educational Visits Policy and relevant authorised Risk Assessments for each visit).

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k) Unacceptable Practice when handling medicines in school:

Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the school office unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition eg hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

Useful links:

<https://www.gov.uk/government/publications/emergency-asthma-inhalers-for-use-in-schools>

<https://www.gov.uk/childcare-parenting/childrens-health>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf