



Fleet Primary School

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Medical Needs: Supporting Pupils with Medical Conditions Policy

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1. Introduction

Fleet Primary is an inclusive school that aims to support and welcome pupils with medical conditions. We believe that all pupils have an entitlement to full time curriculum or as much as their medical condition allows.

This policy has been developed in line with the department for Education's statutory guidance released in April 2014 "Supporting Pupils at School with Medical Conditions". The statutory duty came into force on September 1st 2014. The school will have regard to the statutory guidance issued. We take account of it, carefully consider it and make all efforts to comply.

2. Key Roles and Responsibilities

The school works in partnership with all interested and relevant groups including the school's governing body, all school staff, health care professionals, parents and pupils to ensure that the policy is planned, implemented and maintained successfully.

3. The Local Authority has a responsibility to:

- Ensure the health and safety of all their employees and anyone else on the premises or taking part in school activities (including all pupils). This responsibility extends to staff and others leading activities taking place off site such as outings, trips etc.
- Monitor the implementation and review cycle of the medical conditions policy to ensure that it is regularly updated and working effectively.
- Promote cooperation between all relevant partners in supporting pupils with medical conditions.
- Provide support, advice/guidance and training to schools and staff to ensure that Individual Healthcare Plans are effectively delivered.

4. The Governing Body of Fleet Primary has a responsibility to:

- Ensure arrangements are in place to support pupils with medical conditions.
- Ensure that the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
- Ensure that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits/trips/sporting activities, remain healthy and achieve their academic potential.
- Ensure that arrangements are made for pupils who are competent to manage their own health needs.
- Ensure that all staff receive relevant training, particularly those who have responsibility to support children with medical needs.
- Ensure that written records are kept of all medicines administered to pupils.
- Ensure that the school has a clear procedure in place for emergency situations.
- Ensure that the level of insurance in place reflects the level of risk.
- Handle any complaints regarding this policy as outlined in the school's complaints policy.

5. The Headteacher/Leadership Team at Fleet Primary has a responsibility to:

- Ensure that the Supporting Pupils with Medicines policy is in line with statutory guidance and policy frameworks.
- Ensure that all aspects of the policy are maintained and implemented effectively.
- Update the policy once a year to ensure all guidance is in line with statutory review and legislation.
- Ensure that all information held for pupils on Individual Healthcare Plans (IHP) is accurate and up to date and that confidentiality of pupils is maintained.
- Ensure that there are good information sharing systems in place for all staff to be aware of both the policy and the IHPs for pupils.
- Oversee and monitor the day to day implementation of all aspects of the policy.
- Liaise with all health care professionals and school nurse in the case of a pupil who has or develops an identified medical condition.
- Assign a member of staff who has responsibility to check and monitor all medicines kept at school and maintain the medical conditions register.
- Designate appropriate accommodation/storage for all medicines and treatment resources.
- Continually assess and review the training needs of staff in relation to the range of medical conditions across the school and ensure that there are a sufficient number of trained staff to implement the policy and deliver IHPs in normal, contingency and emergency situations.
- Ensure that any supply staff are made aware of pupils in their care with specific medical conditions.

6. All school staff have a responsibility to:

- Understand the school's medical conditions policy.
- Undertake training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
- Understand the common medical conditions and the impact it can have on pupils.
- Take account of the needs of pupils with medical conditions in lessons and ensure that they are not excluded unnecessarily from activities that they wish to take part in.
- Be aware of pupils with medical conditions that may be experiencing bullying or need extra social support.
- Know which pupils in their care have a medical condition and be familiar with the content of the pupil's healthcare plan.
- Allow all pupils to have immediate access to their emergency medication, including when the children are on a school visit or off site.
- Maintain effective communication with parents, including informing them if their child has been unwell at school.

7. Teaching Staff have a responsibility to:

- Be aware that medical conditions can affect a pupil's learning and provide support and help where necessary.
- Support pupils who have been absent to catch up on missed work.
- Liaise with parents, health care professionals, SENDCo and welfare officers to support a child with a given medical condition.
- Use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness of medical conditions.

8. School Nurses have a responsibility to:

- Support the school in updating the medical conditions policy and maintain and update records of all pupils with medical conditions.
- Collaborate with agencies to develop an IHP for a child with a medical condition at the school.
- Support staff to implement an IHP.
- Provide regular training for school staff in managing the most common medical conditions.
- Provide advice and support when more specialist training for school staff is required to manage a medical condition.

9. Parents and Carers have a responsibility to:

- Notify the school if their child has a medical condition or if there are any changes in that condition.
- Ensure that the school has an up to date Healthcare Plan for their child.
- Participate in the development and reviews of their child's IHP.
- Provide the school with the appropriate medication and ensure that this is within the expiry date.
- Complete a parental consent form to enable medication to be administered at school.
- Collect any medicine that has passed its expiry date.

10. Pupils have a responsibility to:

- Treat other pupils with and without a medical condition equally.
- Tell their parents, teacher or nearest staff member if they are feeling unwell/require their medication.
- Support other pupils in taking their medication and ensure a member of staff is called.
- Treat all medication with respect.
- Know how to gain access to their medication in an emergency.
- If able, know how to take their medication and take it when they need it.

11. Medical Conditions Register

A medical conditions register is kept centrally, updated regularly and reviewed by a designated member of the Senior Leadership Team (SENDCo). In addition to this each class teacher also has a list of the children in their class that have existing medical conditions. This information is also made available to any supply staff who may be taking responsibility for the class.

The school admission form requests information on any pre-existing medical conditions and parents have a clear pathway to inform school at any given point should their child be diagnosed/develop a medical condition. Any pupil who joins the school at a later point will also complete this through the enrolment form.

12. Individual Healthcare Plans (IHP)

It is the responsibility of parents to liaise with the healthcare professional overseeing their child's medical condition in order to produce an IHP. Where this is not possible school, parents and healthcare professionals such as the school nurse will work together to provide an IHP.

In exceptional circumstances when there is no IHP provided and efforts have been made to obtain one, it will remain at the discretion of the Headteacher and school leadership team to assess the level of potential risk and harm posed to a pupil through not having an IHP. At this point parents may be asked to sign a disclaimer relating to the condition and treatment plan and in some circumstances the pupil may not be allowed to attend school until an IHP can be provided. When IHPs in place the following guidelines will be followed:

- IHPs will be stored centrally and will be easily accessible to all relevant staff, including supply staff whilst preserving confidentiality. IHP information will not be stored in public locations except for conditions where there are potential life threatening implications. In these cases the information should be available clearly and accessible to all.
- IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an Education, Health and Care plan (EHC plan), the IHP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision, collaboration between the agencies involved is needed to ensure that the IHP identifies the support that the pupil will need to reintegrate.

13. Training of Staff – Emergencies for most Common Medical Conditions

All staff are aware of the most common serious medical conditions at this school. They understand their duty of care in the event of an emergency where they may be required to act like any reasonably prudent parent. This may include the administration of medication.

All staff at this school receive training and know what to do in an emergency for the pupils in their care with medical conditions. This training for staff is refreshed regularly in collaboration with the school nursing service and also specialist nursing services when required.

The school uses IHPs and class medical information to inform appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.

The school has procedures in place so that a copy of the pupil's IHP is sent to the hospital with the pupil. On any occasion where this is not possible the form is then sent as soon as possible.

14. Training of Staff – General Emergency Procedures

All staff at Fleet Primary School are trained in basic emergency first aid. There are also several members of staff across the school who have completed more extensive first aid training and are nominated First Aiders.

All staff know what action to take in the event of a medical emergency. This includes:

- How to contact emergency services and what information to give
- Who to contact within the school

If a pupil needs to be taken to hospital a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one that the pupil knows.

15. Administration – general medicines (non-emergency)

Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours. If this is not possible, prior to staff administering any medication, the parents/carers must fill out a consent form (Appendix A) for fixed term prescription medication which is held in the school office. The following guidelines are followed.

- No child will be given any prescription medicine without parental consent except in exceptional circumstances.
- Non prescription medication (e.g paracetamol) is not administered by any member of staff and only in exceptional circumstances would this be considered where parental consent has been given.
- All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a member of staff.
- All staff are aware that there is no legal or contractual duty to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so. Many members of staff are happy to take on the voluntary role of administering medication where no specific training is required but only do so when written consent has been given by a parent.
- Training is given to any staff who agree to administer medication to pupils where specific training is required. The Local Authority provides full indemnity.
- Medicines must be in date, labelled clearly with the child's name and in the original container. If medication does not meet this criteria then it will not be administered.
- A maximum of 4 weeks' supply of the medication may be provided to the school at one time.
- No child under 12 years of age will be given medication containing aspirin without a doctor's prescription.
- Parents at this school understand that if their child's medication changes/is discontinued or the dose/administration method changes, that they should notify the school immediately.
- Written records will be kept of any medication administered to children. These are kept centrally in the school office.
- If a pupil at this school refuses their medication, staff record this and follow procedures. Parents are informed immediately.

16. Administration – emergency medicines

- All staff are aware of the most common serious medical conditions at this school. They understand their duty of care in the event of an emergency where they may be required to act like any reasonably prudent parent. This may include the administration of medication.
- All pupils who have emergency medication held at school have an up to date IHP which details the procedures that staff should follow to administer the medication.
- All staff are aware of the location for emergency medication and access to this is easy.
- Pupils will be encouraged to administer their own emergency medication where this has been deemed possible by both parents and healthcare professionals. For pupils who are not able to administer their own medication this will be done by a member of staff in line with the school procedures for administering emergency medication.

17. Storage of Medicines

All medication, both emergency and non- emergency, is kept safely within the school medical room or office and the following guidelines followed.

- This medication is kept within clearly labelled plastic containers which also have a picture of the child for ease of identification. Each container also has a copy of the child's care plan.
- If the medication is a controlled drug but not emergency medication this is kept in a locked medical cabinet within the medical room (also in a clearly labelled container) and the keys are readily available, not being held personally by members of staff.
- Any emergency medication, even if it is a controlled drug, is kept within access and is not locked away. This medication is held within clearly identified containers and not where it can be accessed by children who are unsupervised.
- All medication is kept so that it can only be accessible to the pupil for whom it is prescribed.
- Pupils at this school do not personally carry their own emergency medication but they know how to access this medication if needed.
- There is a named member of the Leadership team who is responsible for ensuring safe and correct storage of medication. This member of staff also checks the expiry dates of all medication each half term.
- All medication is supplied and stored, wherever possible, in its original container. All medication is clearly labelled with the name of the medication, expiry date and prescriber's instructions of use and dosage.
- Where medication needs to be refrigerated, it is kept within a fridge in the main school office that is not accessible to children unsupervised. The medication is kept within a named clear plastic container clearly labelled with the name of the medication, expiry date and prescriber's instructions of use and dosage.

18. Safe Disposal of Medicines

- There is a named member of the senior leadership team who works closely with the school nurse to ensure that all medication held at school is in date. This member of staff checks the expiry dates of all medication each half term and this is documented.
- It is the responsibility of the parents to dispose of any out of date medicines and this can be done through local pharmacies. Parents are asked to come in and collect any medication that is out of date.
- Sharps boxes are used for disposal of needles – these are obtained by parents from the GP. All sharps boxes are kept within safe positions so that they cannot be accessed by children.

If a sharps box is required for an off site visit then a named member of staff will be responsible for transporting and storing it.

- Collection and disposal of sharps boxes is arranged by the parents through liaison with their GP.

19. Day Trips, Residential Visits and Sporting Activities

- Clear arrangements are made to support all children with medical conditions in order to access as fully as possible any off site activities.
- Risk assessments and meetings with relevant healthcare professionals and parents are held in preparation for any off site/residential visits where specific planning is required. This may result in a specific care plan being created for the duration of the visit.
- On all day trips/off site events and residential visits, the IHPs for pupils will also be taken along with their medication.
- On any off site/residential visit there will be a designated member of staff responsible for the storage and administration of medication including handover with parents/carers.

20. Complaints

We always endeavour to ensure that parents are happy with what we provide for their child. If however a parent or carer has any concerns or complaints regarding the care or welfare of their child, an appointment can be made by them to speak to the class teacher, SENDCO/Senior Leader Responsible for Supporting Pupils with Medical Conditions or Headteacher where we will listen carefully to your concerns.

If the parent feels that we have not been able to address their concerns satisfactorily, we have a complaints procedure that you will find on our website.

21. Definitions

- Parent(s) is a wide reference not only to a pupil's birth parents but to adoptive, step and foster parents, or other persons who have a parental responsibility for, or who have care of, a pupil.
- Medical Condition for these purposes is either a physical or mental health condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short term condition, a long term health need or disability, an illness, injury or recovery from treatment or surgery.
- Medication is defined as any prescribed or over counter treatment.
- Prescription medication is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.
- A Staff member is defined as any member of staff employed at Fleet Primary School.

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Chair of Governors Signature: Kim Issroff

Issue Date: March 2020

Review: March 2022



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Parental agreement for school staff to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method (if you have an Individual Healthcare Plan or Asthma action plan from your GP then please provide us with a copy with this form)	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____ Date _____