



# ***Supporting Children with Medical Needs Policy***

**Article 23**-A child with a disability has the right to live a full and decent life with dignity and independence, and to play an active part in the community.

**Article 24** - Every child has the right to the best possible health.

**Policy reviewed: Autumn 2023**

**Next Review Date: Autumn 2024**

This policy has been developed in line with the statutory guidance for governing bodies of maintained schools and proprietors of academies in England published in December 2015 and updated in 2017.

## **Policy Statement**

**Elmwood Infant School and Nursery is an inclusive community that welcomes and supports children with medical conditions. Our school provides all children with any medical condition the same opportunities as others at school.**

We will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic wellbeing once they leave school.

Our school understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood. We understand the importance of medication and care being taken as directed by healthcare professionals and parents and have a good understanding of the medical conditions that affect children at this school. We receive training on the impact that medical conditions can have on children.

This policy is to be read in conjunction with our:

- SEN Policy
- Safeguarding policies
- Equality Policy
- Behaviour and Anti Bullying policies
- Curriculum and Teaching and Learning policies
- Health and Safety Policy

The named member of school staff responsible for this medical needs policy and its implementation is:

*Taryn McLelland Assistant Head Teacher/Inclusion Lead*

## **This school is an inclusive community that supports and welcomes children with medical conditions.**

- This school is welcoming and supportive of children with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other children.
- This school will listen to the views of children and parents.
- Children and parents feel confident in the care they receive from this school and the level of that care meets their needs. Parents of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. This is because children with long-term and complex medical conditions may require on-going support, medicines and care while at school to help them manage their condition and keep them well. Other children may require interventions in particular emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences.
- This school will ensure any social and emotional needs are met for children with medical conditions. Children may be self-conscious about their condition and some may develop emotional disorders such as anxiety around their medical condition.
- Staff understand the medical conditions of children at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- This school understands that all children with the same medical condition will not have the same needs.
- This school will work in close partnership with health care professionals, staff, parents and children to meet the needs of each child.
- This school recognises its responsibilities and duties outlined in the Children and Families Act 2014 and the Equality Act 2010 in relation to children with disability or medical conditions.

## **All children with a medical condition will have an individual Healthcare Plan.**

- A Healthcare Plan details exactly what care a child needs in school, when they need it and who is going to give it.
- It also includes information on the impact any health condition may have on a child's learning, behaviour or classroom performance.
- It will be drawn up with input from the child (if appropriate) their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.
- The format of individual Healthcare Plans may vary to enable the school to choose whichever is the most effective for the specific needs of each child.
- A Risk Assessment may accompany a child's health care plan in cases where hazards to health and safety or risks of harm resulting from those hazards have been identified. Appropriate actions to protect the child, other children or staff will be detailed in the risk assessment. Risk assessments for school visits and other school activities outside the normal timetable will be completed.

## **Staff are trained to support children with medical needs.**

- Any member of school staff providing support to a pupil with medical needs will receive suitable training.
- Training will be sufficient to ensure that staff are competent and have confidence in their ability to support children with medical conditions, and to fulfil the requirements as set out in individual Healthcare Plans. They will need to understand the specific medical conditions they are being asked to deal with, their implications and preventative measures.
- The school nurse or other suitably qualified healthcare professional should confirm that staff are proficient before providing support to a specific child.

## **Staff understand and are trained in what to do in an emergency for children with medical conditions at this school.**

- In emergency situations the procedure identified on a child's Healthcare Plan will be followed. If this is not available, a qualified First Aider will decide on the emergency course of action. If it is deemed a child needs

hospital treatment as assessed by the First Aider the following procedures must take place:

1. Stabilise the child
  2. Dial 999
  3. Contact parent/carer
  4. Notify Head Teacher
- If a child needs to attend hospital, a member of staff (preferably known to the child) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take children to hospital in their own car.

## **This school has clear guidance on providing care and support and administering medication at school.**

- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- At times, children may require short term prescribed medication for acute conditions, for example an ear or chest infection. Parents will be encouraged to request, where clinically possible, that medication be prescribed in dose frequencies which enable it to be taken outside school hours e.g. medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.
- The school will administer short term prescription medication if a child has been prescribed medicine with a dose of 4 times a day or if the child attends our after school club until 5.30pm.
- This school will 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 and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.
- All medication should be placed in a clear container (with a lid) and the name of the child, type of medication and dosage clearly displayed.
- All medicines will be stored safely. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenalin pens should be always readily available to children and not locked away.
- An emergency salbutamol inhaler will be available will be kept in school and used in the unlikely event that a child's inhaler is empty, out of date or unavailable. The inhaler will only be used by children who have been diagnosed with asthma or given a reliever inhaler by their GP. Parents must give their written consent for the inhaler to be used in an emergency and will be contacted before it is administered.
- An emergency or "spare" adrenaline auto-injector will be available in school to be used in the unlikely event that a child's own prescribed AAI cannot be administered correctly without delay. (For example, because they are broken, out-of-date, have misfired or been wrongly administered). The AAI will only be used by children who are known to be at risk of anaphylaxis and have been prescribed an AAI by a medical professional. Parents must give their written consent for the spare AAI to be used in an emergency and will be contacted before it is administered or as soon as possible after if the parent is unavailable.
- Controlled drugs should be easily accessible in an emergency. A member of staff may administer a controlled drug to the child for whom it has been prescribed providing they have received specialist training/instruction.
- This School will 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 should be noted
- When no longer required, medicines will be returned to the parent to arrange for safe disposal.
- Sharps boxes should always be used for the disposal of needles and other sharps.
- Parents should let the school know immediately if their child's needs change

There is no legal duty which requires school staff to administer medication. However, staff may administer medication to children *provided that the parent/carer has completed an Administration of Medication Form (see Appendix 1).*

Medication and the request form should be handed to staff by parents/carers, never the child. A member of staff will oversee the child whilst he/she takes it.

### **This school has clear guidance about record keeping.**

- Parents at this school are asked if their child has any medical conditions on the enrolment form.
- This school uses a Healthcare Plan to record the support an individual child needs around their medical condition. The Healthcare Plans is developed with the child (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- This school has a centralised register of Healthcare Plans which is held by the Inclusion Manager.
- Healthcare Plans are regularly reviewed, at least every year or whenever the child's needs change.
- Parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the Healthcare Plans. Other school staff are made aware of and have access to the Healthcare Plans for the pupils in their care.
- This school makes sure that the pupil's confidentiality is protected.
- This school seeks permission from parents before sharing any medical information with any other party.
- This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- This school makes sure that all staff providing support to a pupil and other relevant teams have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the child's Healthcare Plans. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence, and this school keeps an up-to-date record of all training undertaken and by whom.

### **This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.**

- This school is committed to providing a physical environment accessible to pupils with medical conditions and children are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out-of-school activities.
- This school makes sure the needs of children with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's anti-bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment. Emotional literacy support will be available to any child with medical needs if it is required.
- This school understands the importance of all children taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all children.
- This school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.
- This school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.
- This school makes sure that children with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- The school understands how medical conditions impact on a child's ability to learn, as well as the need to increase confidence and promote self-care.
- Staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a child's medical condition. This school will not penalise children for their attendance if their absences relate to their medical condition.

- This school will refer children with medical conditions who are finding it difficult to keep up educationally to the SENCO who will liaise with the child (where appropriate), parent and the child's healthcare professional.
- This school makes sure that a risk assessment is carried out before any out-of-school visit. The needs of children with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

**Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), this school will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.**

- This school works in partnership with all relevant parties including the child (where appropriate), parent, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

**Appendix 1**



## Administration of Medicine Form

***Please ensure you bring your child's medicine in a bag or a box with a measuring spoon or syringe that will allow us to give an accurate dose.***

***All medicines must be brought to the school office every morning and collected from the school office at the end of each day.***

***Medicines will only be administered in school if they have been prescribed by a doctor to be given 4 times a day. A prescription label detailing this must be on the medicines.***

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Child's Address: \_\_\_\_\_

\_\_\_\_\_

Medical Diagnosis or Condition: \_\_\_\_\_

Name of Medicine: \_\_\_\_\_ Dosage: \_\_\_\_\_

### CONTACT INFORMATION

Name: \_\_\_\_\_

Tel: \_\_\_\_\_

### GP / Hospital Contact

Name: \_\_\_\_\_

Tel No: \_\_\_\_\_

Describe medical needs and give details of child's symptoms:

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Daily care requirements: (e.g. before sport / lunchtime)

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Time each dose should be given:

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Dates this medicine should be given:

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Describe what constitutes an emergency for the child, and the action to take if this occurs:

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Date: \_\_\_\_\_

Review Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inclusion Manager/Headteacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For office use:

- First aider informed
- Class Teacher informed
- Class teaching assistant informed

**Appendix 2**



# Administration of Eczema Medication

Child's name: \_\_\_\_\_

Class: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Child's Address: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

When to apply cream: \_\_\_\_\_

## CONTACT INFORMATION

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

## GP CONTACT INFORMATION

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Describe medical needs and give details of child's eczema: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Daily requirements:(e.g. lunchtime)

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Review Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Inclusion Leader: \_\_\_\_\_

Paediatric First Aider Responsible: \_\_\_\_\_

Appendix 3



Medical Needs Risk Assessment

Child's Name:

Class:

Assessment carried out by:

Date:

HAZARD	WHO MIGHT BE HARMED	IS RISK ADEQUATELY CONTROLLED	FURTHER ACTION NEEDED TO CONTROL THE RISK
<p>Policy/Procedures</p> <ul style="list-style-type: none"> <li>• Lack of clarity and staff awareness of child's medical needs</li> <li>• No health care plan in place</li> <li>• Lack of involvement with health care professionals</li> <li>• Lack of involvement from family</li> </ul>		<p>Med needs policy in place and reviewed annually</p> <p>Medical Needs Health Care Plan completed with parents/AHT/class teacher</p> <p>Health care professionals contacted if necessary</p> <p>Care plan and all info relating to the condition stored in classroom in SEND file</p> <p>Photo on board in staff room</p> <p>Info shared at LTS meeting</p> <p>Information at child at risk meeting with SLT</p>	<p>Interpreter used if necessary</p>
<p>Incorrect administration of medicines</p> <ul style="list-style-type: none"> <li>• Incorrect dosage given</li> </ul>		<p>Admin of meds policy reviewed annually</p> <p>Named staff members responsible for admin of meds</p> <p>Training for all staff involved in admin of meds</p>	

<ul style="list-style-type: none"> <li>• Incorrect pupil given medication</li> <li>• Out of date medication administered</li> <li>• No record of medication being administered</li> <li>• Incorrect disposal of medication</li> </ul>		<p>Photo of child on care plan</p> <p>Meds stored in sealed box with child's name and photo labelled with a green cross Meds locked in classroom cupboard with green cross on the door or in Fridge in basket with green cross</p> <p>Meds sent home every half term and dates checked when returned</p> <p>Record of admin of meds proforma completed and kept alongside medications</p> <p>Parent contacted before meds administered to check when last dose given as appropriate</p> <p>Medication will be returned to parents for safe disposal</p> <p>A sharps bin will be sourced from school nursing service if necessary</p>	
<p>Physical injury/accident caused by;</p> <ul style="list-style-type: none"> <li>• Tripping</li> <li>• Falling</li> <li>• Loss of balance</li> <li>• Carrying</li> </ul>		<p>Classroom furniture will be well organised to allow access, chairs tucked in floors kept tidy</p> <p>Close adult supervision when moving around the school building and when mobilising and playing outdoors.</p> <p>One to one adult supervision when using any climbing apparatus or outdoor play equipment.</p> <p>PE activities will need to be adapted to meet his needs. He will require one to one adult support to be able to participate fully</p>	

		Supervision and support to carry a lunch tray or equipment for a lesson.	
Fatigue		<p>Frequent rest breaks/alternative playtime space</p> <p>Alternative seating arrangements during carpet time if necessary</p> <p>Adult support to help pace activities throughout the day due to age</p> <p>When planning any school trips special consideration will be given with alternative travel arrangements made</p>	

Signed..... Headteacher/Deputy Headteacher