

Learning is fun at

# Park Hill Infants' School



## Children with Medical Conditions (including the Administering of Medicines) and First Aid Policy

September 2020

## Version Control

V1	Summer 2016		Changes made by
V2	June 2018	Amended section 6 to include that the storage and administration of medicines given in school over a short term would be the responsibility of the office staff.	
V3	June 2020	Amended names to reflect staffing changes.	Rachel Enwonwu
V4	September 2020  October 2020  November 2020	Updated Appendix A Updated Appendix C Added Appendix E  Updated insurance information Updated School Nursing team information Added policy review frequency. Approved at FGB on 16 November 2020	Laura Hulet  Rachel Enwonwu

## Policy Statement

### References

DfE: Ensuring a good education for children who cannot attend school because of health needs – Statutory guidance for local authorities (January 2013)

DfE: Supporting pupils at school with medical conditions – Statutory guidance for governing bodies of maintained schools and proprietors of academies in England (September 2014)

Park Hill Infant School is an inclusive community that welcomes and supports pupils with medical conditions. Park Hill Infant School understands that pupils can suffer from long term, short term, chronic and acute illnesses and will provide for all pupils without exception or discrimination. This includes both physical and mental health conditions.

Park Hill Infant School provides all pupils with any medical condition the same opportunities as others at school, enabling them to play a full and active role in school life, remain healthy and achieve their academic potential.

We will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution

Park Hill Infant School (from here on known as ‘this school’) makes sure all staff understand their duty of care to children and young people in the event of an emergency. Children and young people with temporary or recurring medical or mental health needs are valued as full and participating members of the school community. In September 2014 a new duty was introduced for governing bodies to make arrangements to support pupils at school with medical conditions, in terms of both physical and mental health, to enable them to play a full and active role in school life, remain healthy and achieve their academic potential.

The school's co-ordinator for children with medical needs will have overall responsibility for ensuring that this, and other policies and procedures, are regularly reviewed and fully implemented.

At this school, the co-ordinator for pupils with medical needs is:

***Laura Hulet (Assistant Head and Inclusion Manager)***

**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.**

(Please see Accessibility Plan, Anti-Bullying Policy and Equalities Policy)

**Procedure to be followed when notification is received that a pupil has a medical condition:**

When a parent informs the school that their child has a medical need the necessary information will be recorded on the Parental agreement for Park Hill Infant School to administer medicine (see Appendix A). Where there is no prescribed medication and where significant adjustments are being requested, parents will be asked to provide supporting evidence from a medical professional.

The school will not be liable for any adjustments or failure to apply agreed adjustments unless medical evidence has been seen.

Where a child's medical needs are more complex an Individual Healthcare Plan will be drawn up by the school in collaboration with the parents and, where appropriate, a healthcare professional. Any training needs for staff will be identified at this stage and delivered by a member of the school nursing team or an appropriate healthcare professional. The Individual Healthcare Plan will be circulated to all relevant staff and uploading to CPOMS (secure central record keeping system).

Any changes to the child's medical condition will be initiated by the parent or healthcare professional and can trigger a review of the plan. Alternatively, the plan will be reviewed annually. When a child leaves Park Hill Infant School to transfer to a new school the necessary files and information will be passed on within 2 weeks.

A flow chart to illustrate this procedure can be found at Appendix E.

**Individual healthcare plans**

Individual healthcare plans (IHCPs) can help to ensure that schools effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. They are likely to be helpful in the majority of cases, and especially for long-term and complex medical conditions, although not all children will require one. Plans will be reviewed and agreed by parents.

At this school the individual(s) responsible for drawing up IHCPs will be:

***Laura Hulet – Assistant Headteacher & Inclusion Manager***

Plans will be reviewed at least annually or earlier if the child's needs change. They will be developed in the context of assessing and managing risks to the child's education, health and social well-being and to minimise disruption. Where the child has a special educational need, the individual healthcare plan will be linked to the child's statement or EHC plan where they have one.

The school recognises that duties in the Children and Families Act 2014 (England only) and the Equality Act (England, Wales and Scotland) relate to children with disability or medical conditions is anticipatory (see the Equality Policy). This school understands that some children who have medical conditions may also have disabilities and / or special educational needs and this policy may be read in conjunction with the school's SEND policy and the SEND Code of Practice 2014.

When drawing up an IHP the following will be considered:

- the medical condition, its triggers, signs, symptoms and treatments;
- the pupil's resulting needs, including medication (its side-effects and its storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons;
- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- the level of support needed, including in emergencies. If a child is self-managing their own medication, this should be clearly stated with appropriate arrangements for monitoring;
- who will provide this support, their training needs, expectations of their role, cover arrangements for when they are unavailable and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional;
- who in the school needs to be aware of the child's condition and the support required
- written permission from parents and the headteacher at your school for medication to be administered by a member of staff, or self-administered by individual pupils 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 e.g. risk assessments;
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition;
- what to do in an emergency, including whom to contact, and contingency arrangements. Other pupils in the school should know what to do, such as informing a teacher immediately if they think help is needed. If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

**In the event of an emergency, the ambulance (or other emergency service) should be directed to:**

***Park Hill Infant School, Stanhope Road, Croydon CR0 5NS***

### **Collaborative working arrangements**

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. Partnership working between school staff, healthcare professionals, and where appropriate, social care professionals, local authorities and parents and pupils is critical.

### **The Governing body will:**

- ensure that arrangements are in place to support pupils with medical conditions. In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child. No child with a medical condition will be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made;
- take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. They will often be long-term, on-going and complex and some will be more obvious than

others. The governing body will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life;

- ensure that their arrangements give parents confidence in the school's ability to support their child's medical needs effectively. The arrangements will show an understanding of how medical conditions impact on a child's ability to learn, increase their confidence and promote self-care. in line with their safeguarding duties, not place other pupils at risk or accept a child in school where it would be detrimental to the child and others to do so;
- ensure that the arrangements they put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They should also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.
- **Governing bodies should ensure that written records are kept of all medicines administered to children.**
- **Headteachers have overall responsibility for the development of individual healthcare plans.**

#### The Headteacher will:

- ensure that policies are developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation;
- ensure that all staff who need to know are aware of the child's condition;
- ensure that sufficient trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. This may involve recruiting a member of staff for this purpose;
- contact the school nursing service (mainstream schools) in the case of any child who has a medical condition that may require support at school but who has not yet been brought to the attention of the school nurse;
- make sure that the school is appropriately insured and that staff are aware that they are insured to support pupils in this way (please see Appendix F for further details).

**The school's liability insurance is provided through the Department for Education's risk protection arrangement of which we are a member.**

**Our membership number is 101779.**

#### School staff may:

- any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines.
- All staff will have received suitable training, and their competency will be assured, before they take on responsibility to support children with medical conditions.
- Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

**Pupils will:**

- often be best placed to provide information about how their medical condition affects them. They will be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

**Parents will:**

- provide the school with sufficient and up-to-date information about their child's medical needs including any specific medical conditions. They will also be involved in the development and review of their child's individual healthcare plan. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

**School nurse or other qualified healthcare professionals will:**

- notify the school when a child has been identified as having a medical condition who will require support in school. Wherever possible, they will do this before the child starts at the school.

The school nursing service would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but can support staff with implementing a child's individual healthcare plan (if required) and provide advice and liaison

- The school nursing service is able to provide training to school staff to administer the following medications:
  - Epipen (for allergies)
  - Buccal Midazolam (for epilepsy)
  - Inhalers (for asthma)

The school nursing service has a duty phone number for enquiries relating to training or health care plans and can be contacted on **020 8274 6391 (North Team)** or 020 8714 2580 (South Team).

At this school, the allocated school nurse/qualified healthcare professional is:

***School Nursing Team***

**Croydon Health Services NHS Trust**

**12-18 Lennard Road**

**Croydon**

**CR9 2RS**

**020 8274 6391**

**GPs, paediatricians and other healthcare professionals will:**

- notify the school nurse when a child has been identified as having a medical condition that will require support at school.
- they may provide advice on developing healthcare plans.
- Specialist local health teams may be able to provide support in schools for children with particular conditions (eg asthma, diabetes, epilepsy or other health needs as appropriate).

#### **Local authorities will:**

- promote cooperation between relevant partners such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and the NHS England, with a view to improving the well-being of children so far as relating to their physical and mental health, and their education, training and recreation;
- wherever possible, provide support, advice and guidance, including suitable training for school staff through the School Nursing Service, to ensure that the support specified within individual healthcare plans can be delivered effectively;
- work with schools to support pupils with medical conditions to attend full time. Where pupils would not receive a suitable education in a mainstream school because of their health needs then the local authority has a duty to make other arrangements.

#### **Providers of health services will:**

- co-operate with schools that are supporting children with a medical condition, including appropriate communication, liaison with school nurses, and participation in locally developed outreach and training.

#### **Clinical commissioning groups will:**

- ensure that commissioning is responsive to children's needs, and that health services are able to co-operate with schools supporting children with medical conditions.

#### **Staff Training and Support**

All school staff, including temporary or supply staff (and volunteers if and when appropriate), are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.

All staff receive First Aid training in what to do in an emergency and this is refreshed regularly during staff training sessions. We also have a number of trained Paediatric First Aid trained members of staff, who are always on site and who also accompany classes on School trips.

All staff should be familiar with normal procedures for avoiding infection and follow basic hygiene procedures. Staff have access to protective clothing and suitable disposal equipment to safely deal with spillages of blood or other bodily fluids, including the changing of dressings.

All children with a medical condition at school are recorded on a medical needs register so that all staff are aware of and informed about each child's individual condition, need and/or required medication.

All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least annually. Training is provided at the start of each academic year, and as required throughout the year, and policies and procedures are discussed with temporary and supply staff. Training needs will be identified and discussed at least annually as part of the school's appraisal process.

The induction of new staff will include training for supporting pupils with medical needs and the School's policy will be available on the School's website. Any member of staff providing support to a pupil with medical needs will have received suitable training.

If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent or legal guardian arrives, or accompany a child taken to hospital by ambulance. A member of staff **must not** take a pupil to hospital in their own car.

#### **Managing Medicines on premise:**

- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so;
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours;
- The school will only accept prescribed medicines that are in-date, labelled (with the child's name and instructions for administration, dosage and storage) and provided in the original container as dispensed by a pharmacist. 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 medicines will be stored safely;
- The 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; and if medication is for any reason not given a record must be kept and the parent informed;
- A record of all allergies of the child must be maintained;
- When no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps.

### **Liability and indemnity**

#### **Governing bodies of maintained schools and management committees of PRUs should:**

- ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk (please see Appendix F for further details).
- Insurance policies should provide liability cover relating to the administration of medication, but individual cover may need to be arranged for any healthcare procedures. The level and ambit of cover required must be ascertained directly from the relevant insurers. Any requirements of the insurance, such as the need for staff to be trained, should be made clear and complied with.
- In the event of a claim alleging negligence by a member of staff, civil actions are likely to be brought against the employer.

### **Day trips, residential visits and sporting activities**

Reasonable adjustments will be made to encourage pupils with medical conditions to participate in school trips and visits, or in sporting activities. Teachers will be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities. The schools will make



arrangements for the inclusion of pupils in such activities unless evidence from a clinician such as a GP or consultant states that this is not possible.

**Home to school transport for pupils requiring special arrangements** – applicable only if the Local Authority make the decision to provide transport for a pupil at our school

This is the responsibility of local authority, who will need to be made aware of a pupil's individual healthcare plan and what it contains, especially in respect of emergency situations.

In addition:

- Where pupils have life threatening conditions, specific health care plans will be carried on vehicles. Individual transport health care plans will need input from the school and the responsible medical practitioner for the pupil concerned. The care plans should specify the steps to be taken to support the normal care of the pupil as well as the appropriate responses to emergency situations.
- For these pupils, all drivers and passenger assistants will have basic first aid training. Additionally trained healthcare professionals may be required to support some pupils with complex medical needs.
- Some pupils are at risk of severe allergic reactions. These risks can be minimised by not allowing anyone to eat on vehicles and ensuring details of any allergy are made apparent to the Passenger Transport Team before transport begins.
- Each vehicle used for home to school transport will have some form of communication by which to summon help in an emergency.

### **Unacceptable practice**

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:

- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents;
- send children with medical conditions home frequently or prevent them from staying for normal school activities including lunch;
- if the child becomes ill, send them to the school office or medical room unaccompanied ;
- penalise children for their attendance record if their absences are related to their medical condition e.g. 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;
- prevent or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. requiring parents to accompany the child.

## Supporting pupils through periods of absence from school

For some pupils, their health condition will require them to have an extended period of time out of school. The school will do all that it can to ensure that such children are supported through their period of absence from school and sensitively re-integrated once they are well enough to attend.

The school's co-ordinator for children with medical needs will take an active and continuing role in their educational, social and emotional progress. The school will at all times aim to work in partnership with parents to ensure the best possible outcomes and a return to school as soon as possible.

Where a child's health condition requires an extended period of absence from school, the school may need to seek the assistance of the Springboard Service. Staff at the service, including hospital tutors, will support pupils who are temporarily unable to attend classes on a full time basis. These pupils may be:

- (a) Children who have been deemed by a medical practitioner as being too ill to attend the school for more than 15 days or who have conditions which lead to recurrent absences from school which becomes significant in the longer term.
- (b) Pupils with mental health issues who are unable to attend school.

Some children with medical conditions may have a disability. Where this is the case the governing body will comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision.

The aim of Springboard will be to support the school in its work to reintegrate pupils into full time education at the earliest possible opportunity. In the greatest number of cases this means a return to mainstream education

The school will continue to maintain a contact with a pupil who is unwell and not attending and will contribute to their academic and reintegration plans in order that they may enjoy a continuous level of education and support from the school during their period of absence. This may include providing to Springboard relevant information about the child, helping to maintain contact with parents, assisting with and guiding the work of the child, supporting the process of achieving public examinations or taking part in National Curriculum tests and providing emotional support at the level of teacher and peer involvement.

The school will do all that it can to maintain links with appropriate agencies including Springboard, the Educational Welfare Service, and the Educational Psychology Service. Reintegration back into school will be properly supported so that children with medical conditions fully engage with learning and do not fall behind when they are unable to attend.

Finally, the school will do all that it can to fully implement Croydon's policy on the education of children and young people with medical needs. This school works in partnership with all relevant parties including the pupil (where appropriate), parent, governing body, staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

We encourage the above parties to communicate any concerns they may have, to a member of the school staff, in order that the best outcomes can be secured for the individual in question. The governing body ensures parents are aware of the school's complaints policy and procedures (available on the School's website) should they be dissatisfied with the support provided to their child.

This policy will be reviewed annually and approved by the full governing board.

Signed: \_\_\_\_\_

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

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

**Appendix A – Parental Permission to Assist in the Administration of Medicine Form**

**ASSISTING PUPILS IN THE ADMINISTRATION OF THEIR MEDICATION**

**(Please note that one form should be used for each prescribed medicine to be administered at school)**

**PUPIL DETAILS**

Child's Full Name \_\_\_\_\_

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

Class \_\_\_\_\_

Medical condition or illness: \_\_\_\_\_

**MEDICATION: To be in the original container with label as dispensed by pharmacy**

Date and time of last dosage given by parent (if applicable): \_\_\_\_\_

Name/Type of Medication (as described on the container): \_\_\_\_\_

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

Dosage and method: \_\_\_\_\_

Time to be given: \_\_\_\_\_

Special Precautions: \_\_\_\_\_

Possible Side effects that the school should know about?: \_\_\_\_\_

Self-Administration?      Yes/No    (delete as appropriate)

Procedures to take in an Emergency:

\_\_\_\_\_  
\_\_\_\_\_

**CONTACT DETAILS:**

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

Best Contact Telephone Number: \_\_\_\_\_

Relationship to Pupil: \_\_\_\_\_

I understand that I must deliver the medication personally to a member of the school staff: Yes/No

The above information is, to the best of my knowledge accurate at the time of writing: Yes/No

I give consent to a member of school staff to administer the above medicine in accordance with the school's policy: Yes/No

I will inform the school immediately if there are any changes in dosage or frequency of the medicine or if the medicine is stopped: Yes/No

I will ensure the medication is replaced, prior to its expiry date, to ensure the efficacy of the medication and that the medication must always be in school so that it is available, when my child is engaged in an educational activity on or off the school site: Yes/No

Signature ..... Date.....

Relationship to pupil .....



Appendix C – Individual Healthcare Plan



Individual Health Care Plan

Child's name	
Year Group/Class	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact

Information

Name of parent/main carer:	
Phone no. (home)	<b>(best in bold)</b>
(work)	
(mobile)	
Relationship to child	
Name of parent/carer	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	



Individual Health Care Plan

Who is responsible for providing support in school:

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc:

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements:

Specific support for the pupil's educational, social and emotional needs:

Arrangements for school visits/trips etc:

Other information:

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

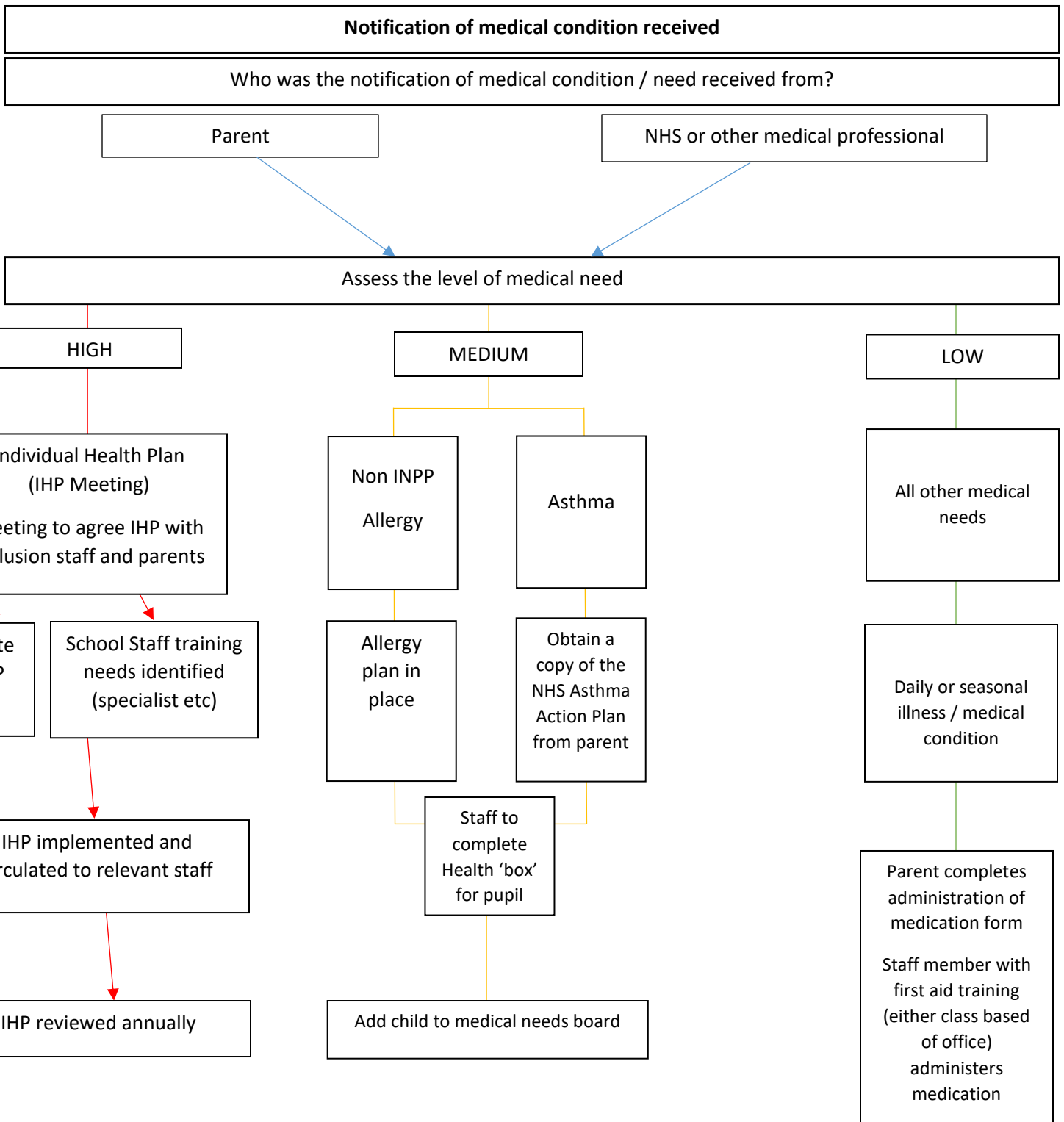
Plan developed with:

Staff training needed/undertaken - who, what, when

Form copies have been shared with:



Appendix E: Flowchart of process once notification of a medical condition/ need is received



## Appendix F: Delivery of interventions to meet pupil's medical needs: Insurance and liability

Teachers and teaching assistants may be involved in the delivery of certain medical interventions, where it has been deemed suitable for delivery by a member of the school team.

Services such as the Special School Nursing Team deliver training and support so teaching staff can deliver medical interventions including:

- Suctioning
- Tracheostomy care
- Oxygen administration
- Cough assist and chest physiotherapy/ postural support
- Seizures
- Medication Administration
- Elimination - Intermittent Catheterisation
- Enteral (tube) Feeding

To ensure schools feel confident in such circumstances, the Council and the CCG have sought advice from the Council's internal insurance team, to gain assurance for all our staff in whatever actions they carry out within their role.

### Insurance

The school's liability insurance is provided through the Department for Education's risk protection arrangement of which we are a member.

Our membership number is 101779.

For further information on our school's insurance arrangements, please contact Mrs Dawn Crosby-Per via email: [enquiries@parkhill-inf.croydon.sch.uk](mailto:enquiries@parkhill-inf.croydon.sch.uk)