



# Children with Medical Needs Policy

## Kington St Michael CE Primary School

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Most pupils at some time have a medical condition, which may prevent them from attending school. For the majority this will be short term. For pupils who have long- term or recurrent illness, access to school may be limited. The Department for Education and Science (DfES) has produced statutory guidance 'Access to Education for Children and Young People with Medical Needs' with regard to pupils who may be absent for more than 15 school days because of medical need. This policy statement has been written to comply with such guidance.

Kington St Michael CE Primary School (KSM) seeks to maintain a high-quality continuing education for those pupils on roll who have medical needs and are unable to attend school as a result. KSM will work closely with the Local Authority (LA), health professionals and other agencies to ensure that their pupils receive access to appropriate educational provision when they are not able to attend school.

### **Management Responsibility**

The designated member of staff with responsibility for pupils with medical needs at KSM is the Headteacher with the support of the school SENDCo. The role of the designated member of staff is to provide a link between the school, family and the LA and other agencies.

### **Continuing Provision for Pupils with Medical Needs**

When KSM becomes aware that a pupil will be absent from school for more than 15 school days because of their medical need, the designated member of staff will notify the Education Welfare Officer (EWO) as soon as possible. This will assist the LA with continuity of educational provision.

The designated member of staff will provide the EWO with such information as is required to make a referral to an appropriate education provider. Parental consent will be obtained before information regarding the pupil is passed to the EWO.

A designated member of staff will be responsible for liaising with the LA education provider and will ensure that information is given regarding the pupil's ability, progress and work programmes. Wherever possible, work and materials will be provided for the pupil in accordance with their peers.

In cases of long-term or recurrent absence the designated member of staff will participate in the development of a Personal Education Plan (PEP) for the pupil. This will be written in conjunction with the LA, the parents and pupil.

### **Monitoring and Recording of Absence**

All pupils who are unable to attend school for more than 15 school days due to medical needs will be regularly monitored and reviewed by the designated member of staff together with LA representatives. Ongoing medical advice will be taken into account at all times.

Absence will be recorded on the register as medical (e.g., code M) **only when** appropriate medical advice has been received. When a pupil commences education with an alternative education provider the absence will be recorded as educated off site (e.g., code B).

This is in accordance with the LA and school attendance policy.

Pupils absent for medical reasons will not be removed from the school roll unless advice is received from the School Medical Officer stating they will not be fit to return to school before ceasing to be of compulsory school age. Parents will be fully consulted and their consent sought if their child is to be removed from the school roll in these circumstances.

### **Pupils with Long-Term or Recurring Absence**

Some pupils will be away from school long-term or with recurrent bouts of illness. In these cases, the designated member of staff will liaise with the LA to ensure that alternative education provision is put in place as soon as possible. The school will have responsibility for ensuring that the education provider has all information regarding work programmes and curriculum plans. It is acknowledged that continuity of education is important for these pupils. For pupils whose learning progress is being severely affected by long term absence the Special Educational Needs Co-ordinator (SENDCo) will be advised and consideration will be given as to whether Statutory Assessment of Special Educational needs should commence.

### **Pupils with an Educational Health and Care Plan of Special Educational Need**

These pupils may be able to access alternative educational provision through the LA – sometimes with assistance from specialist teaching services. The SENDCo will notify the Assessment and Placement Service if a pupil with an EHCP is going to be absent from school through medical need. The school will retain responsibility for co-ordinating the Annual Review meetings and for inviting the appropriate people to such reviews.

### **Reintegration**

For pupils who have been absent from school it may be necessary to have a staged reintegration plan. The designated member of staff will co-ordinate the initial meeting to instigate a plan, together with the LA, parent and pupil and any health professionals who may need to be involved.

The reintegration will be monitored and reviewed regularly with all parties to ensure success.

### **Contact between School/Pupil**

KSM is committed to ensuring that, even if a pupil is absent for medical reasons, they should retain contact with the school.

After consultation with the pupil and parents, and taking into account their wishes in relation to the level of contact, the designated member of staff will put a plan into place to ensure contact is maintained.

KSM has the following modes of contact available:

- Newsletters to be sent home
- Inclusion in trips and social events
- Regular phone calls between pupil and class teacher
- Contact with peers and members of staff via e-mail

### **Statutory Assessment**

Wherever possible, statutory assessment will be undertaken. KSM will endeavour to ensure that sufficient educational input is made to enable each pupil to reach their full potential.

As the time for public statutory assessment nears pupils and parents will be fully consulted so that their wishes may be taken into consideration.

## Medication for Pupils

- The school is committed to pursuing a policy of inclusive education. No child should be excluded from school activities by virtue of having a medical condition.
- The school will carry out risk assessments and care plans where appropriate in conjunction with the school nurse and parents to determine the procedures the school will need to adopt. These assessments and plans will also identify any exceptions to normal participation in school activities.
- Teachers and support staff have a responsibility to act as any reasonably prudent parent would to maintain the health and safety of the pupils under their control, whether this is at school or during any other school event or activity. In exceptional circumstances, this might extend to administering medicine or taking other medical action in an emergency.
- It is entirely the decision of each individual employee in the school as to whether he/she is prepared to personally administer medication. No sanction will be taken against any employee who declines to undertake this task.
- No medication must be given to any child without the specific written consent of the parent/carer concerned and authorisation from the Headteacher. (Consideration should be to the need for the medicine to be taken during school hours.)
- It is entirely the decision of the school management whether to allow a member of staff to administer medication to pupils which has been prescribed by an appropriate medical practitioner i.e., GP or Paediatrician. If a school chooses not to take on this responsibility, then parents must be informed. Any school that chooses to accept the responsibility must carry out the duty with reasonable care and follow the advice contained in this section.
- It is the entirely the decision of each individual employee, within any school that chooses to accept the responsibility for the administration of prescribed medication, as to whether he/she is prepared to personally administer medication. No sanction must be taken against any employee who declines to undertake this task.
- **Non-prescribed medicines containing analgesics (including mild painkillers such as aspirin or paracetamol) should not be given, even with the consent of parents/carers.**
- The concern of employees administering medication in respect of personal liability is unfounded. The LA takes vicarious liability for the actions of its staff provided those actions are taken in good faith and in accordance with LA policy and practices.

## Children Taking a Course of Prescribed Medication

Where a decision is reached that medication will be given in school:

- Few medicines need to be taken during normal school hours and in most cases the appropriate dosage of medicine when prescribed to be taken 'three times a day' can be given 'before school, after school and at night'. The same principle can also be applied to medication such as creams/drops for conjunctivitis etc. However, the school should not assume that this will always be the case as some prescribed medication will have times or conditions stipulated by the doctor.
- Where pupils are recovering from a short-term illness which requires medication (such as tablets, creams, eye drops, mixtures), any request for school staff to administer medicine by a parent/carer must be in writing and include evidence that the child needs to take medicine during school hours, e.g., instructions on the container or advice from the pharmacist. Standard forms have been drawn up to assist in this process. They are Form 1 (Parental Consent form) and Form 3 (Medical Practitioner's form). If parents are unwilling or unable to provide written consent using Form 1 or schools have some reason to doubt the information provided on Form 1, seek confirmation directly from the medical practitioner using Form 3.
- The medicine, together with the completed and signed consent form, should be delivered to school, where possible by a parent, and should be handed personally to the headteacher or a designated member of staff. The school policy should make it clear that in no circumstances should staff administer prescribed medication on their own initiative or without the written consent of parents/carers.
- A written record should be kept of the administration of all prescribed medication to pupils, using Form 2. Such a record should be kept together with the instructions, and be checked on every occasion and completed by the designated member of staff. The record should give the date and time of administration, the name of the medicine, the dose given, the name of the child and the name of the staff member administering the medication. Form 2 should be

retained on the school premises with the school's and child's records respectively. It is recommended that you print the administration form on the back of the consent form in order that the two documents do not become separated.

- **Medicines must be stored safely in the pharmacist's original container and be clearly labelled with the contents, the child's name, and the dosage and/or other instructions.**
- The receiving member of staff should check the accuracy of the name and date. Some medication such as liquid antibiotics or insulin may need to be kept in a refrigerator. Certain medicines will also need to be securely stored but where they can be quickly and easily accessed in the event of an emergency i.e., epi-pens. These medicines must be placed in a suitable sealed container, e.g., plastic box and clearly marked "medicines". Under no circumstances should medicines be kept in first aid boxes.
- Any medication which has passed its expiry date should be collected from school by parents within 5 days of the expiry date or it should be disposed of safely (e.g., by returning it to the local pharmacist). Medicines should not be disposed of in the sink or toilet.

### **Special Circumstances**

Some pupils have specific medical needs which may require treatment in an emergency which may involve invasive medical procedures (e.g., an EpiPen). Other children may require special personal care involving intimate or invasive treatment (e.g., assistance with catheters).

These children will have a care plan, drawn up by the school nurse together with the parents and the school.

Staff who are willing to administer such treatment will be given appropriate training to enable them to act in emergencies in potentially life-threatening situations or in providing intimate or invasive personal care. **Only those who are both willing and appropriately trained should administer such treatment.**

For the protection of both staff and children a second member of staff should be present when the more intimate procedures are being followed.

Appropriate personal protection should be worn.

The dignity of the child should be protected as far as possible at all times, even in emergencies.

All staff should be made aware of the pupil's condition (subject to parent/carer consent) and know where to locate trained staff.

All staff should respect the confidentiality of medical information.

Medication should be stored in a sealed container clearly marked 'Emergency Medication' and with the pupil's name. Trained staff should have immediate access to it.

Pupils with personal inhalers can administer their own medication if able to. Some pupils use a 'spacer' to take their inhaler and may need support to use this.

In KS1 pupil named inhalers are kept easily accessible in a named tray or with the pupil. Trained staff may be needed to support pupils to take their inhaler. In KS2 pupils are responsible for the storage of their inhalers, however trained staff may support them with this if needed. Pupils and class teachers will know at all times where pupil's inhaler is.

Parents will be responsible for ensuring that the inhaler is in school.

The school will keep a register of inhaler users.

### **Risk Assessment**

- For a number of pupils with medical needs it may be appropriate for risk assessments to be carried out on certain activities, e.g., physical activities and visits. This would consider such issues as medical needs, medication requirements, physical abilities, emergency treatment
- Risk assessments and individual health care plans should be compiled prior to the child starting at the school. They should be developed in conjunction with parents/carers, should determine the procedures which schools will need to adopt to comply with the Local Authority's (LA) policy of inclusive education and should also identify any exceptions to normal participation in school activities.

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

All staff receive training and know what to do in an emergency for the pupils in their care with medical conditions. Training is refreshed for all staff annually.

We use Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care. We have procedures in place so that a copy of the pupil's Healthcare Plan is sent to the emergency care setting with the pupil. If this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

### **Enrolment Forms**

Parents at this school are asked if their child has any health conditions or health issues on the enrolment form, which is filled out when they join the school. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

### **Healthcare Plans**

This school uses a Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.

A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long-term medical condition.

If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the pupil's parents to complete.

The parents, SENDCo, healthcare professional and pupil with a medical condition, are asked to fill out the pupil's Healthcare Plan together.

### **Use of Healthcare Plans**

Healthcare Plans are used by this school to:

- Inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care.
- Remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times.
- Identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers.
- Ensure that all medication stored at school is within the expiry date.
- Ensure this school's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency.
- Remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

### **Residential Visits**

Parents are sent a residential visit form to be completed and returned to school. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.

All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil's Healthcare Plan.

All parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.

The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.

### **Exercise and Physical Activity**

We understand the importance of all pupils taking part in sports, games and activities. We ensure all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

Teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.

We ensure all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

### **Children with Asthma**

- KSM School welcomes all pupils with asthma
- Will encourage and help children with asthma to participate in all aspects of school life
- Recognises that asthma is a significant condition affecting many children
- Recognises that immediate access to inhalers is vital
- Will do all it can to make sure that the school environment is favorable to children with asthma
- Will ensure that other children understand asthma so that they can support their friends
- Has a clear understanding of what to do in the event of a child having an asthma attack
- To work in partnership with parents, governors, health professionals, staff and children to ensure the successful implementation of this policy
- The school has a no smoking policy

### **Procedure**

- The children are expected to keep their Ventolin inhaler (marked with their name) with them at school in a designated place. It is the parent's responsibility to ensure that the inhaler is kept within its use by date
- Parents are responsible for training their child to use their inhaler
- Checks will be made to ensure they are taken on school trips
- Children may use the inhaler as they feel necessary (a child cannot overdose) particularly before physical exercise, if appropriate
- Staff will inform parents if it is felt the inhaler is being used too frequently, thus enabling a revised prescription to be obtained if appropriate.
- Preventer inhalers (brown) are usually used at home.

### **Complaints**

- In the first instance, all issues and complaints should be discussed directly with KSM school. If this does not resolve the matter sufficiently then parents/carers are asked to follow our usual complaints procedure.