

Supporting Pupils with Medical Conditions	
Responsible Post	Headteacher
Responsible Committee	Resources
Review Schedule	3 years
Review Date	11 th November 2020
Next Review Due	November 2023
Changed	Yes



In line with the duty, which came into force on 1st September 2014, to support pupils at school with medical conditions we are committed to ensuring that all children with medical conditions, in terms of both physical and mental health, are properly supported at Manor CE Infant School so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

No child with a medical condition will be denied admission or prevented from taking up a place in our school because arrangements for their medical condition have not been made.

We will ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases therefore we will not accept a child in school at times where it would be detrimental to the health of that child or others to do so.

This policy will be reviewed regularly and it is readily accessible to parents and school staff.

Policy implementation

The named person, who has overall responsibility for policy implementation, is the Headteacher.

They will

- ensure that sufficient staff are suitably trained;
- ensure that all relevant staff will be made aware of the child's condition;
- cover arrangements in case of staff absence or staff turnover to ensure someone is always available.

Class Teachers will

- brief supply teachers;
- carry out risk assessments for school visits and other school activities outside the normal timetable;

and

- monitor and follow guidance in individual healthcare plans.

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

When our school is notified that a pupil has a medical condition we will:

- make arrangements for any staff training or support
- make every effort to ensure that arrangements are put in place within two weeks
- not wait for a formal diagnosis before providing support to pupils

Individual healthcare plans

Our school will send home a health questionnaire. Any parent reporting that their child has an ongoing medical condition such as asthma, epilepsy, diabetes or more complex medical condition will be asked to complete an Individual Healthcare Plan (IHP). It is a legal requirement that this is updated annually. At our school we will ensure that plans are reviewed at least annually, or earlier if evidence is presented that the child's needs have changed. We will assess and manage risks to the child's education, health and social wellbeing, and minimise disruption.

Our IHP requires information about:

- the **medical condition, its triggers, signs, symptoms and treatments**;
- the **pupil's resulting needs**, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, 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 TESTS, use of rest periods or additional support in catching up with lessons, ELSA sessions;
- the **level of support** needed (NB If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring)
- **who will provide this support**, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- **who** in the school **needs to be aware** of the child's condition and the support required;
- **arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours**;
- 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;
- **what to do in an emergency**, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

Roles and responsibilities

At our school those people involved in arrangements to support pupils at school with medical conditions include:

- the admin team,

- the class teachers,
- the LSAs.

Staff training and support

Staff are supported in carrying out their role to support pupils with medical conditions through appropriate training. Training needs are assessed regularly and training will be accessed through HTLC and St John's Ambulance.

Any member of school staff providing support to a pupil with medical needs will have received suitable training.

No member of staff will give prescription medicines or undertake healthcare procedures without appropriate training or instruction.

The child's role in managing their own medical needs

Where children are deemed competent to manage their own health needs and medicines by their parents and medical professional they will be supported to do this. We see this as an important step towards preparing pupils for the next stage of their education.

Managing medicines on school premises

At our 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.
- no child will be given prescription medicines without their parent's written consent.
- we will never give medicine containing aspirin unless prescribed by a doctor.
- Medication, e.g. for pain relief will never be administered without first checking maximum dosages and when the previous dose was taken.
- parents will be informed.
- where clinically possible, we will expect that medicines will be prescribed in dose frequencies which enable them to be taken outside school hours.
- we will only administer medication that has been prescribed for 4 times a day.
- we will only accept prescribed medicines if they:
 - **are in-date**
 - **are labelled**
 - **are provided in the original container as dispensed by a pharmacist**
 - **include instructions for administration, dosage and storage.** *(NB 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.
- Children will know where their medicines are at all times and will be able to access them immediately. Where relevant, they will know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be always readily available to children and not locked away, including when pupils are outside the school premises, e.g. on school trips.

- 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.
- school staff will administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines will do so in accordance with the prescriber's instructions.
- we 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 will be noted in school.

Non-prescribed medicines

At our school we will not administer non-prescription medicines.

Record keeping

We will ensure that written records are kept of all medicines administered to children. We recognise that records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents will be informed if their child has been unwell at school.

Emergency procedures

Our school's policy sets out what should happen in an emergency situation.

When a medical condition causes the child to become ill/and or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity.

Day trips, residential visits and sporting activities

We always actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

As a school we believe best practice is to

- ensure children can easily access their inhalers and medication;
- not assume that every child with the same condition requires the same treatment;
- listen to the views of the child and their parents, any medical evidence or opinion (although this may be challenged);
- support children with significant medical conditions to attend school as much as possible;
- support a child if they become ill and accompany them to the medical room for further support;
- not penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- ensure that children are able to access food and drink as needed and take toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- support children to participate in all aspects of school life, including school trips.

Liability and indemnity

Maintained schools and academies with a SLA with HCC will be insured as long as all appropriate training and risk assessment has taken place.

Complaints

If you have a complaint about how your child's medical condition is being supported in school please contact the Headteacher and the Chair of Governors in the first instance.

Emergency Asthma Inhalers

Since 2015 schools may hold asthma inhalers for emergency use. This is entirely voluntary, and the Department of Health has published a protocol which provides further information. As a school we have agreed to purchase and keep an emergency inhaler. This will only be used for those children who are already prescribed asthma inhalers. They will only be used in an emergency and at all times the school will seek to use the child's prescribed inhaler if possible.

Appendices:

Appendix 1 – IHCP template

Appendix 2 – Record of medication administered

Appendix 3 – Asthma Plans

Appendix 4 – Parental Agreement for School to Administer Medicine to an Individual Child

Appendix 5 – Medical Questionnaire for new entrants

Appendix 6 – Emergency Salbutamol Inhaler consent letter for parents

Appendix 7 - Emergency Salbutamol administered letter

Appendix 8 – Medication tracking form

Individual Health Care Plan

Insert photo here	Name of Child	
	Date of Birth	
	Date Plan Completed	
	Lead Member of Staff	
	Completed in conjunction with	

Medical diagnosis/condition	
Details of area of need	
Key staff involved	
Staff training needs	
Training Provided by (Healthcare Professional)	
Date of training	

Name of first contact	
Relationship to child	
Home telephone number	
Mobile telephone number	

Name of second contact	
Relationship to child	
Home telephone number	
Mobile telephone number	

Clinic/Hospital contact name	
Telephone number	

Name of GP	
GP's telephone number	

Describe child's medical needs and provide details of triggers, signs and symptoms
<p>..... has a allergy / severe asthma / mobility related illness and may need emergency medication or treatment.</p> <p>Emergency medication is / is not kept on site at all times – give details of medication</p> <p>Details or signs and symptoms.....</p>

Daily care requirements eg. before sports, at lunchtime etc	
<p>Does the child need to be identified / monitored continually in the playground?</p> <p>Medication is always taken around the site with</p>	
Level of care required	Low / Moderate / High

Follow-up care
Notify parents by telephone to let them know

Describe what constitutes an emergency for the child and action to be taken if this occurs
<p>REMEMBER TO ALWAYS CALL FOR HELP. If you notice</p> <p>You should notify the parents or call 999 for emergency assistance.</p>

Any other relevant information
<p>Ensure all incidents are recorded accurately and as soon after the event as possible. All records must be signed and dated.</p> <p>A copy of any written records must be given to the Head Teacher and Class Teacher.</p>

Is a separate Risk Assessment needed for off-site / extra-curricular activities?	YES / NO
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Parents signature	
	Dated

Review Date (annually unless stated otherwise)	
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Form copied to:	Register Medical File	SENDCo Grab Bag X2	Pupil File 3 x First Aid Stations
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Appendix 2 – Record of medication administered
 Record of Medicine Administered to an Individual Child

Name of school	Manor Church of England Infant School
Name of child	
Class	
Date medicine provided by parent	
Quantity received	
Name and strength of medicine	
Expiry date of medicine	
Dose and frequency of medicine	
Treatment end date	

Staff signature _____

Signature of parent _____

DATE	TIME GIVEN	DOSE GIVEN	NAME OF MEMBER OF STAFF	STAFF INITIALS	CHECKED BY (STAFF)



My Asthma Plan



Your asthma plan tells you when to take your asthma medicines.

And what to do when your asthma gets worse.



Name:

1 My daily asthma medicines

- My preventer inhaler is called and its colour is
- I take puff/s of my preventer inhaler in the morning and puff/s at night. I do this every day even if I feel well.
- Other asthma medicines I take every day:
- My reliever inhaler is called and its colour is . I take puff/s of my reliever inhaler (usually blue) when I wheeze or cough, my chest hurts or it's hard to breathe.
- My best peak flow is

2 When my asthma gets worse


I'll know my asthma is getting worse if:

- I wheeze or cough, my chest hurts or it's hard to breathe, or
- I'm waking up at night because of my asthma, or
- I'm taking my reliever inhaler (usually blue) more than three times a week, or
- My peak flow is less than

If my asthma gets worse, I should:

Keep taking my preventer medicines as normal.

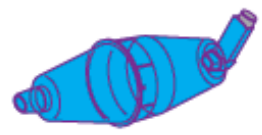
And also take puff/s of my blue reliever inhaler every four hours.

 **If I'm not getting any better doing this** I should see my doctor or asthma nurse today.

Does doing sport make it hard to breathe?

7

If YES I take: puff/s of my reliever inhaler (usually blue) beforehand.

Remember to use my inhaler with a spacer (if I have one)



Appendix 4 – Parental Agreement for School to Administer Medicine to an Individual Child

Parental Agreement for School to Administer Medicine to an Individual Child

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

First Name	Surname	D.O.B	Class

Medical Condition or illness

Medicine Name	Strength	Form (syrup/tabs)	Dose to be given	When	Course end date

Issue Date (by pharmacy)	Date received in school	Quantity received	Quantity returned	Medication Expiry Date	Staff signature

NB Medicines must be in the original container as dispensed by the pharmacy and clearly display the dispensing label.

Contact details			
Name	Daytime Tel no	Alternative Tel no	Relationship to child

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

Signature Dated

Appendix 5 – Medical Questionnaire for new entrants

Please complete the questionnaire below and return it to school

It is important that all children with medical conditions are supported to make sure that they are able to access their education. Some children with medical conditions may need care or medication to manage their health condition and to keep them well during the school day. Could you please complete the questionnaire below and return it to school as soon as possible so that we are able to assess your child's health needs and make arrangements to support them if necessary. In order to ensure that any medical needs are appropriately met in school we may need to discuss your child's health with the School Nursing service or another health professional who is involved in your child's care.

Name of child Date of Birth
.....

Does your child have a medical condition/ health concern? If YES please give details

YES **NO**

Does your child have a medical condition/health concern that needs to be managed during the school day? If YES please give details

YES **NO**

Does your child take medication during the school day? If YES please give details

YES **NO**

Does your child have a health care plan that should be followed in a medical emergency? If YES please give details

YES **NO**

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school to discuss this information with the School Nursing service or other health professionals who are involved in my child's care.

Signature(s) Print Name

Date Contact number _____

Appendix 6 – Emergency Salbutamol Inhaler consent letter for parents



Teachers Way
Hardley
Southampton
SO45 2QG
Tel: 023 8089 7549
Fax: 023 8089 0710
Email: adminoffice@manor.hants.sch.uk
Website: www.manor.hants.sch.uk

Headteacher: Mrs M Hale BA Hons PGCE NPQH

Name of Child

Date of birth

Dear Parents/Carers

Under new guidance from the Department of Health, we are now able to hold an emergency salbutamol inhaler in school.

By giving your consent you are allowing us to use this inhaler in the event of your child's salbutamol inhaler not being available or being unusable.

CONSENT FOR USE OF EMERGENCY SALBUTAMOL INHALER

I can confirm that my child has been diagnosed with asthma and has been prescribed a salbutamol inhaler.

My child has a working, in-date salbutamol inhaler, clearly labelled with their name, which they keep in school.

In the event of my child displaying symptoms of asthma, and their salbutamol inhaler not being available or being unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies. I understand I will be notified if this happens.

Signed
Parent/Carer

Dated

Appendix 7 - Emergency Salbutamol administered letter



Teachers Way
Hardley
Southampton
SO45 2QG
Tel: 023 8089 7549
Fax: 023 8089 0710
Email: adminoffice@manor.hants.sch.uk
Website: www.manor.hants.sch.uk

Headteacher: Mrs M Hale BA Hons PGCE NPQH

Date



Name of Child

Date of birth

Dear Parents/Carers

This letter is to formally notify you that your child, as detailed above, has had problems with his / her breathing today. This happened when.....

.....

Delete as necessary

- They did not have their own inhaler with them, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given puffs.

OR

- Their own asthma inhaler was not working, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given puffs.

Please can you arrange for a working, in-date inhaler, clearly labelled with their name to be sent in to school as soon as possible.

Yours sincerely

Mrs Michelle Hale
Headteacher

