



Supporting Children with Medical Conditions and Managing Medicines

Signature of Head Teacher:

J. Ansick

Signature of Chair of Governors:

L. Langston-Jones

Reviewed: September 2023

Date approved by Governors:

4th October 2023

Next Review date:

September 2024

Statement

This policy has been structured based upon the most recent government advice “Supporting pupils at school with medical conditions”.

Marsh Hill Primary School adheres to the duty as stated in the Children and Families Act 2014 that pupils with medical conditions will have the same right of admission to our school as other pupils and will not be refused admission or excluded from school on medical grounds. Appropriate levels of assessments will be undertaken to establish and determine what support pupils with medical conditions require. This will be done in partnership with parents and health professionals.

The prime responsibility for a pupils’ health rests with parents/carers. It is anticipated that parents/carers will ensure that appropriate information is provided for the school that enables proficient management and a good understanding of their child’s medical condition; this includes working in partnership in the management of any medicines administered at school.

Marsh Hill takes advice and guidance from a range of sources, including the School Nurse, Paediatric Consultants and other Health professionals in addition to the information provided by parents in the first instance. This enables us to manage support effectively and to minimise any disruption to learning.

Key Personnel

The designated person with overall responsibility to implement this policy is:

[Julie Holmes - DSL](#)

This person will also ensure that staff are appropriately aware of the medical condition of children with whom they work and that any confidential information pertinent to the medical condition is entrusted to individual staff.

The person responsible for developing Individual Healthcare Plans is:
School Nurse Team is Stockland Green School Nurses

The Governor with specific responsibility to oversee the arrangements to support pupils at school with medical conditions is:

Safeguarding Governor (s):

Carrisa Lewis and Sarah MacNulty

Aims

The school is committed to assisting children with medical conditions and working in partnership with their parents/carers.

1. To ensure that pupils at school with short or long term medical conditions, are properly supported so that they have full access to education, including off-site activities and residential visits.
2. Make arrangements for staff to ensure that they receive adequate and appropriate training for them to support children with medical needs.
3. To ensure that parents and children have confidence in the medical support arranged at school.
4. To work in partnership with Health Service colleagues.
5. *To be fully compliant with the Equality Act 2010 and its duties.*
6. To manage medicines within school in accordance with government and local advice.
7. To keep, maintain and monitor records as detailed in this policy.
8. To write and to monitor Individual Healthcare Plans, in partnership with health professionals.
9. To ensure that the pupils in our school are safe and are able to attend school regularly with their medical condition.
10. To support pupils with complex medical conditions and or long term medical needs in partnership with Health professionals and parents to enable their access to education.
11. To ensure all staff have up to date medical information for all children in their care.
12. To adhere to the statutory guidance contained in “Supporting pupils at school with medical conditions” (DfE 2020) and “Multi-Agency Guidance for the Management of Long Term Health Conditions for Children and Young People” (DSCB currently under review)
13. To provide onsite an emergency salbutamol inhaler to be used by pupils and staff if an emergency arises. Head Teacher acts as Loco-Parentis in such circumstances
14. To provide onsite an emergency auto-injector to be administered to pupils and staff if an emergency arises. Head Teacher acts as Loco-Parentis in such circumstances.
15. To develop risk assessments for short and long term medical conditions.
16. To ensure that alert cards are up to date and ~~displayed in~~ available in medical folders in all classrooms – these will be given to paramedics if required.

THE GOVERNING BOARD WILL:

- Ensure that arrangements are in place to support children and young people with medical conditions and that support is tailored to individual medical needs.
- Make arrangements for this policy to be published on the school website.
- Review this policy annually.
- Ensure that staff are identified to implement the policy from day to day.
- Monitor the arrangements associated with Individual Healthcare Plans so that they are managed appropriately, reviewed and maintained in partnership with Health professionals.
- Ensure that staff receive appropriate training enabling them to provide bespoke and purposeful support to pupils with medical needs and that the training is refreshed regularly.
- Ensure that specific arrangements are made for the self-management of medicine where applicable and how this will be both monitored and managed by staff.
- Oversee the school's management of medicines to ensure that Health and Safety standards are met and that parents have confidence in the school's ability to support their child's medical needs.
- Ensure that insurance arrangements cover staff in carrying responsibility for medical procedures.
- Have 'due regard' to the rights of pupils who are disabled as set out in the Equality Act 2010.
- Ensure that appropriate arrangements are made to include pupils with medical conditions on off-site activities.
- Ensure that parents/carers are aware of the school's complaints policy.

INDIVIDUAL HEALTHCARE PLANS

Individual Healthcare Plans will be developed for pupils with medical conditions. These will set out the support that is needed so that the impact on school attendance, health, social well-being and learning is minimised. Not all conditions will require an Individual Healthcare Plan. In some cases, the agreement request to administer medicines will be sufficient to cover short term conditions and treatment. The plan will include the name of the member of staff who is appropriately trained and providing the agreed support.

Marsh Hill will use the recommended Templates (DfE) to capture relevant information that will enable an appropriate plan to be structured. The Templates cover a range of issues for which governors have responsibility. Health professionals will be involved in the development of Individual Healthcare Plans in addition to parents and pupils.

The Individual Healthcare Plans will be tailored to meet the needs of short term, long term and/or complex medical conditions. The plans will be kept under review by the designated person and revised as required, or at least annually, to ensure that they reflect current medical needs (e.g. changes in medication). Individual Healthcare Plans will include details on emergency arrangements and these will be shared with all relevant staff, First Aiders and school office staff as applicable.

Where pupils have been issued with an Education and Health Care Plan (EHC) by the local authority, any Individual Healthcare Plan will be linked to, or become part of that EHC.

ROLES AND RESPONSIBILITIES

Parents/Carers

Parents/carers are asked to provide the school with sufficient and up-to-date information about their child's medical needs using a standard form (Template B) so that arrangements to manage their short or long term medical conditions can be implemented in partnership.

Parents are asked to deliver medicine to school if it is not possible for this to be administered outside the school day. Medicine should be provided in the original container(s) ensuring that the medicine is not out of date and that it has been stored correctly. All medicines must be marked with the following information clearly indicated:

- the child's name on the medicine;
- when the medicine should be given;
- the prescribed dose and pharmacist's instruction, e.g., after meals.

Parents are expected to notify the school immediately (in writing) of any changes or alteration to a prescription or recommended treatment so that adjustment can be made to Individual Healthcare Plans or previous agreement. It is important that the school is aware and informed by parents about other issues or symptoms their child may have experienced over night or before school; this is particularly important for asthma conditions.

It must be remembered that the prime responsibility for a child's health rests with parents/carers.

Head teacher will ensure the following:

- that Governors are informed about the implementation and effectiveness of this policy;
- that arrangements are made with staff supporting pupils with medical conditions, and for any medicines required in delivering that support to be stored safely and in line with guidance provided by the local authority;

- suitable arrangements are agreed in partnership and liaison with parents/carers to support the medical needs of pupils;
- that appropriate training has been provided for staff that enables them to carry out agreed procedures;
- that staff will not be directed to administer medicines – they can choose to volunteer to do so if they so wish (all staff will be advised to refer to advice from their professional association before volunteering to administer medicines)
- Staff willing to administer medicines will undertake training as appropriate
- liaison with governors in the review of this policy at appropriate intervals, in line with local and national advice;
- that all staff and parents/carers are aware of this policy and the procedures for dealing with medical needs at Marsh Hill School.
- make arrangements through the designated teacher to manage the following:
 - Prescription medicines in school.
 - ○ prescription medicines on trips and outings, including school transport;
 - accurate record keeping when administering medicines
 - the safe storage of medicines
 - procedures for access to medicines during emergency situations;
 - ○ adhering to risk management procedures involving medicines;
- that risk assessments and arrangements for off-site visits are checked and that governors are informed of the details.

The Designated Teacher will ensure the following:

- staff work in partnership with parents/carers to ensure the well-being of child and young people;
- that interruption to school attendance for medical reasons will be kept to a minimum;
- staff who have agreed to administer medicines will receive the appropriate training;
- adherence to Individual Healthcare Plans;
- all cultural and religious views, made known to the school in writing, will be respected.

STAFF TRAINING AND SUPPORT

Most medicines to be administered will not require professional training; however, the school will ensure that staff supervising the administering of medicines will understand that accurate records are to be kept and are completed at the time of being administered. Staff who maintain these records should be clear about what action to take, (such as referring to the Designated Senior Leader) if they become

concerned about the welfare of an individual pupil. If an Individual Healthcare Plan is applied to particular children/young people, additional training must be given by a nominated Health professional, e.g. use of a nebuliser, using Epipens.

Training received or cascaded from parents will not be accepted unless otherwise instructed by a health professional. Record of Training Forms must be completed and maintained. See Template E: staff training record.

REASONABLE ADJUSTMENTS

The school understands it's duties under the Equality Act 2010 to make reasonable adjustments and enable children and young people to have equitable access to education. Children and young people with complex or significant medical needs will be included in activities for as much as their health permits.

MANAGING MEDICINES ON SCHOOL PREMISES AND ON OFF-SITE ACTIVITIES - see Appendix 1

We will ensure that

- DCC guidance on First Aid is followed.
- Records are maintained detailing an accurate history of the administering of prescribed medicines;
- Template C and/or D will be used to log administering of medicines;
- Suitable back-up systems are in place to cover administering of medicines in the event of staff absence;
- If there are any doubts or confusion about arrangements for administering medicines, staff must consult with the parents and the designated member of staff;
- No child or young person will be given medicines or be permitted to self-medicate without their parents written request.

STORAGE OF MEDICINES

The school will adhere to the advice contained in "Guidance and Code of Practice – First Aid at Work" and guidance provided by Elite Safety in Education and the local authority's Physical and Medical Needs Service.

REFUSAL OR TOO UNWELL TO TAKE MEDICINES

If a child refuses to take medicine as prescribed and as requested by parents/carers the records (Template C or D) must state 'REFUSED' clearly and the parents/carer informed immediately. Children/young people will not be forced to receive medicine if they do not wish to do so.

If a child or young person is ill/injured and therefore unable to receive the agreed prescribed medication, the person designated to supervise the taking of medicine will consult with parents/carers immediately and advise the Head teacher of their actions. If the child vomits or has diarrhoea soon after receiving medication, parents must be contacted so that they can seek further medical advice.

SELF MANAGEMENT OF MEDICINES

In some cases, it might be appropriate that pupils self-administer medicines, e.g. inhalers, epi-pens and creams for skin conditions. The school will encourage those with long term medical conditions to take responsibility for administering their own medication but continue to ask staff to supervise so that the appropriate records can be completed for safeguarding purposes.

OFF-SITE ACTIVITIES/SCHOOL TRIPS

All arrangements for medicines, including the storage of medicines, Individual Healthcare Plans and Risk Management programmes will apply for all off-site activities or school trips. A member of staff will be designated to ensure there are suitable off-site arrangements for storage, and recording of the medicines when assessing any risks associated for the trip, particularly for those children and young people with long term health conditions. All plans and risk assessments will be discussed with parents/carers in preparation for the activity in advance of the departure day and agreed with the Head teacher (and Governors).

All off-site activities will be evaluated in terms of proximity and accessibility to emergency services and any implications for those with short or long term medical conditions before receiving approval to go ahead from the Head teacher/Governors.

See Appendix 1

EMERGENCY PROCEDURES

Care is taken to ensure that all pupils are safe. The school has 1 “First Aid at Work” qualified first aider and 9 “Paediatric First Aid” qualified first aiders.

Pupils with life threatening medical conditions may have Individual Healthcare Plans developed by school staff and school nurse team that provide contact details for emergency situations, e.g. anaphylaxis, diabetes, or epilepsy. Asthma can also be life threatening; Marsh Hill will be following the “Guidance on the use of use of emergency salbutamol inhalers in schools” issued by the Department of Health.

BEST PRACTICE

Marsh Hill will endeavour to eliminate unacceptable situations by promoting best practice in supporting pupils with medical conditions. In doing so we will:

- ensure that pupils have access to the medicine they need as arranged with parents;
- manage each medical condition through an Individual Healthcare Plan;
- listen to the views of the pupils and their parents/carers and take advice from medical professionals in planning the support needed;
- ensure that pupils with medical conditions are supervised appropriately and not left alone when ill;
- support access to the full curriculum or as much as medical consultants recommend;
- work in partnership with health services to ensure swift recovery or access to treatment;
- facilitate opportunities to manage medical conditions with dignity
- manage medical needs such that parents are not required to support their child in school.
- Include all children in school on and off-site activities, meeting their medical needs in the best way possible.

LIABILITY AND INDEMNITY

Marsh Hill is covered by the local authority's medical malpractice insurance policy. This covers all staff in the arrangements made to support pupils with medical conditions for whom particular training has been given. Staff must follow the guidance, procedures and administer of medicines accurately.

COMPLAINTS

Marsh Hill holds a complaints policy details of which can be found on the website or requested through the school office. Should any complaint be received in respect of the support provided for individual medical conditions, it will be dealt with in accordance with the Complaints Policy.

EQUALITY STATEMENT

Marsh Hill is mindful of its equality duties; respecting religious belief and ensuring that support is provided for those with disability needs that might be affected by this policy. Where there are language or communication issues, and to avoid any misunderstanding, the parents/carers and Head teacher will agree an appropriate course of action. The Head teacher will engage interpreters or signers when required to ensure that full understanding of pupil's medical needs are determined accurately.

With regard to off-site visits and residential opportunities, Marsh Hill will ensure that reasonable adjustments enable pupils to be included are appropriate and made in consultation with parents/carers.

Review, Monitoring and Evaluation

This policy will be kept under review by the school's senior leadership team. This policy is a working document and therefore is open to change and restructuring as and when the need arises. This policy will be reviewed annually and consideration given to the implications for future whole school development planning.

Reviewed: 4th October 2023

Adopted: FGB 6th December 2023

Next review: September 2024

Template A: individual healthcare plan

Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

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

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Template B: parental agreement for setting to administer medicine

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

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

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

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

Contact Details

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

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

Signature(s) _____

Date _____

Template C: record of medicine administered to an individual child

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

C: Record of medicine administered to an individual child (Continued)

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Template E: staff training record – administration of medicines

Name of school/setting	
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

Danielle Cluley	Administration Assistant	26.10.23
Julie Holmes	Teacher – EYFS	23.7.23
Mohammed Moheen	Assistant Head Teacher	26.9.23
Rebecca Leavey	Deputy Head Teacher	12.9.23
Catherine Lomas	DSL / Pastoral Manager	12.9.23
Nicola Roberts-Clover	Assistant Head Teacher	26.9.23
Anaphylaxis – Epi Pen		
Safeera Ajaib	Lunchtime Supervisor	25.10.23
Amarjit Aujla	Teacher	12.9.23
Brie Black	Sports Coach	12.9.23
Liz Cartmail	Lunchtime Supervisor	25.10.23
Sally Coppock	Teacher	12.9.23
Rachel Cureton	Teacher	12.9.23
Claire Heath	Lunchtime Supervisor	25.10.23
Louise Evans	Senior Lunchtime Supervisor	25.10.23
Nicola Fawcett	Lunchtime Supervisor	25.10.23
Cheryl Grant	Teacher	12.9.23
Steph Hunt	Teacher	12.9.23
Naila Hussain	Lunchtime Supervisor	25.10.23
Sandra Irish	Lunchtime Supervisor	25.10.23
Naomi Jones	Lunchtime Supervisor	25.10.23
Rebecca Leavey	Deputy Head Teacher	12.9.23
Nikki Marini	Teaching Assistant	12.9.23
Claire Maritza	Lunchtime Supervisor	25.10.23
Sally Martin	Senior Lunchtime Supervisor	25.10.23
Sharon McCreadie	Lunchtime Supervisor	25.10.23
Mohammed Moheen	Assistant Head Teacher	12.9.23
Jane Pollard	Lunchtime Supervisor	25.10.23
Laura Porter	Lunchtime Supervisor	25.10.23
Shaheena Rasool	Lunchtime Supervisor	25.10.23
Hina Waheed	Lunchtime Supervisor	25.10.23



Template F: Contacting Emergency Services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone



Template G: model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case.

The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one.

We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for [Insert Date and Time]. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely



Supporting Children with Medical Conditions and Managing Medicines in School Policy

Appendix 1

Our policy states that we will not administer medicines to pupils unless they have been prescribed by a physician.

This Appendix covers Residential and Off-Site visits where over the counter medicines can be administered by staff with parental permission.

Residential and Day Trips

Travel Sickness

For trips where children need to take travel sickness medication for a return journey, parents are required to complete a consent form for a tablet to be given for the return journey (see below).

Single Day Trips

Parents will need to state the time when the first tablet was given. A member of SLT/Medical Lead will discuss with parents when the next tablet can be taken as it may not be needed for half-day trips.

Calpol

Following advice from the school nursing team on 16th June 2023, we are allowed to administer Calpol for pupils requiring it, with parental consent.



Residential and Off-Site Visits – Administering Medicines Consent Form

Name of Pupil	
Date of trip	
Class	
Medicine required by pupil	
Dosage	
Time given by parent	
Time to be given by staff	
Name of Parent	
<p>I _____ (Parent/Carer Signature)</p> <p>of _____ (child's name) Class: _____</p> <p>Give permission for the school to administer the above medication whilst on the school trip.</p> <p>Date: from _____ to _____</p>	