

# Hartsfield JMI School



## Supporting Pupils with Medical Conditions Policy

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Approved by Governing body

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***This policy complies with the statutory guidance on Supporting Pupils at School with Medical Conditions- DfE September 2014.***

## **This school is an inclusive community that welcomes and makes all reasonable adjustments for pupils with medical conditions.**

This school is welcoming and supportive of pupils with medical conditions. It makes all reasonable adjustments for children with medical conditions to have the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in this school because reasonable arrangements for their medical condition have not been made.

We will always work with parents and outside healthcare professionals to support our pupil's health needs. We will always listen to the views of pupils and parents/carers about the care required.

### **Our Policy**

Staff will always aim to understand the medical conditions of pupils at this school. This means that they will undertake specific training that is offered for example from the NHS, charities and the Local Authority. The staff know what triggers can make common medical conditions worse and bring on an emergency. We have regular training to enable us to meet our pupil's needs.

We ask all stakeholders (e.g. pupils, parents/carers, NHS professionals) for their views on the best provision.

### **Safety**

We ensure safety for pupils by completing risk assessments that highlight medical needs and requirements (e.g. medication, equipment or food) for pupils for all off-site visits. For some pupils with more complex needs, we will write individual medical risk assessments to ensure all are clear on how we will manage the young person's medical need on a daily basis.

Staff are trained what to do in the school's general emergency procedures- for example, if an ambulance is needed.

### **Medical Needs and Learning**

We understand that the medical needs of pupils can affect learning and self-esteem and we will take this into account in our planning and provision. We understand that medical conditions may well affect concentration. We consider mental health difficulties to be as important as physical health needs and treat them with equal importance.

All staff know they have a duty of care to their pupils. They have basic first aid training and some have specialist training e.g.: testing blood sugar levels for pupils with diabetes. We all comply with the statutory guidance on Supporting Pupils at School with Medical Conditions- DfE September 2014.

We understand that all children with the same medical condition will not have the same needs; our school will focus on the needs of each individual child. For this reason, we will agree an **Individual Healthcare Plan** with parents and healthcare professionals (NHS colleagues) as appropriate. This helps us to know exactly what a child needs by way of medical support and to agree on how we will deliver this.

We ensure that the whole school environment is as inclusive and favourable to pupils with medical conditions as we can possibly make it. We are aware of potential social problems that pupils with medical conditions may experience and we would address these in line with our anti-bullying policy and through promoting differences in a positive way for example in PHSE and in assemblies.

The school recognises its duties as detailed in Section 100 of the Children and Families Act 2014. Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, this school complies with their duties under that Act. Some may also have special educational needs (SEN) and may have a Health and Education Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision. For children with medical needs who also have special needs and/or disabilities, this policy should be read in conjunction with our SEN and Equality policies which are available on our website.

We encourage good attendance at school, even when a child has complex medical needs. Parents are encouraged to bring their children to school even if they are a little “under the weather,” in line with our Attendance Statement. We will contact parents if we feel a child is too unwell to continue a school day or if they become ill during the day. We will administer medicine at school if this supports a child to be in education with the agreement of their parent (see below)

### **Medicines in school**

Children may need to take medicines during the day at some time during their time at Hartsfield School. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow children to do this will minimise the time that they need to be absent. However, such medicines should only be brought to school where it would be detrimental to a child’s health if it were not administered during the school day.

We understand that parents/ carers may be unable to administer prescribed medicines during the school day and we are prepared to administer such medicines under the conditions described in this policy document. This will always be done in line with the parent’s wishes and prescribing information.

It is important that responsibility for child safety is clearly defined and that each person involved with children with medical needs is aware of what is expected of them. Close co-operation between schools, parents, health professionals and other agencies will help provide a suitably supportive environment for children with medical need.

We require one parent/ carer to agree to or request that medicines are administered. As a matter of practicality it is likely that this will be the parent/carers with whom the school has day-to-day contact. Parents/carers must complete and sign an **Agreement to Administer Medicines (MED 1)** form (Appendix 1). This includes details of the medicine. Where a child suffers from asthma, a parent/carers must complete an **Asthma Card** (based on Asthma UK proforma). This must be countersigned by parents and by a healthcare professional (e.g. GP, consultant, practice nurse, specialist nurse) to ensure prescribing details are correct. Parents should notify school of any changes and provide an in-date, named inhaler to be kept in school. Parents also need to keep the school informed when medication is no longer required or a diagnosis changes. The school will then amend the register. Parents/carers must ensure that their children do not bring medicines into school without advising the school and completing an Agreement to Administer Medicines (MED 1) form.

Hartsfield JMI School will only administer medicines when essential; that is, where it would be detrimental to a child’s health if the medicine were not administered during the school day. The 11.00am dose of medicines prescribed 4 times a day can be given at school however, medicines prescribed 3 times a day should be administered at home. When accompanied by a completed Agreement to Administer Medicines (MED 1) form, Hartsfield JMI School will accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by the pharmacist and include the prescriber’s instructions for administration. An administration

log (on our Medical Tracker system) will be completed by the member of staff administering or supervising the self-administration of the medicine.

### **Emergency Medication**

The school chooses to hold emergency Salbutamol inhalers. This medication will only be available to children already diagnosed as having asthma and should only be used in an emergency i.e. where a child's expired inhaler in school has not yet been replaced by the child's parent or carer, an existing inhaler is empty, an inhaler kept in school has been misplaced or a child with a diagnosis of asthma whose parent/s have not met the schools request to supply an inhaler is clearly showing signs of distressed breathing. The school will maintain these inhalers, checking expiry dates and replace empty inhalers as necessary. The emergency inhalers will be stored in the schools Medical Room.

### **Controlled Drugs**

Staff may administer a controlled drug to the child for whom it has been prescribed. This will only be done in accordance with the prescriber's instructions.

While a child who has been prescribed a controlled drug may legally have it in their possession, Hartsfield JMI School expects parents/carers to follow the same procedures as for any prescribed medicine, as described above. It is permissible for schools to look after a controlled drug where it is agreed that it will be administered to the child for whom it has been prescribed. Hartsfield JMI School will keep controlled drugs in line with safety guidelines and only named staff will have access. A record will be kept for audit and safety purposes.

### **Non Prescription Medicines**

Hartsfield JMI School will give a non-prescribed medicine to a child whilst in our care. If a child suffers regularly from frequent or acute pain the parents/carers should be encouraged to refer the matter to the child's GP. Hartsfield JMI staff have agreed to administer non-prescribed medicines (e.g. travel sickness pills to pupils taking part in visits outside school, or antihistamine in the event of an allergic reaction). Parents/carers must complete an Agreement to Administer Medicine form (MED 1) (Appendix 1.) Parents/carers must provide the medicines in the original packaging as with prescribed medicines. Medicines given for a specific event will be returned to parents/carers after the return to school.

### **Storing Medicines and equipment at School**

Medicines will be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Staff will ensure that medicines are only accepted in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions and clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration when the medicine is accepted from the parent/carers. Where a child needs two or more prescribed medicines, each must be in a separate container.

Children will be informed that their medicines are stored in a cupboard in the school medical room or in the fridge in the medical room.

Special care is taken with the storage of controlled drugs and their usage is logged in the Controlled Drugs Log which is kept in the medical room by the Medical Support Assistant.

The Headteacher is ultimately responsible for making sure that medicines are stored safely but delegates the management of this to the School Medical Support Assistant on a daily basis.

Adrenaline auto-injectors (e.g.: epipens or Jext pens) are stored in a cupboard in the school medical room with information about the children concerned on the display board and on the box containing the medication (photo of child, Individual Healthcare Plan copy, copy of MED1). For use in emergencies, school hold a 0.15mg and a 0.3mg Adrenaline pen. In absolute emergency they will administer the pen of the same dose as prescribed by the GP in the Healthcare Plan, or follow the advice of the NHS Ambulance call line in event of giving treatment while waiting for an ambulance to arrive.

Asthma inhalers are kept in a box in the child's classroom which is taken to all P.E. & games lessons, sporting events and school trips/ local walks.

Parents are reminded by email when medicines are about to expire and it is their responsibility to replace them and safely dispose of the old medicine.

Hartsfield School will dispose of sharps and needles safely and appropriately. They will ensure disposal boxes accompany pupils whose care may mean they are needed in off-site visits.

### **Individual Health Care Plan**

Where a child suffers from a medical condition requiring more than simply the administration of prescribed medicine, whether this is long or short term, a Health Care Plan will be agreed between parents, school and health professionals. This is monitored by our Medical Assistant in school. If the prescribed medicine has effects that impact on the child's cognitive or physical abilities, behaviour or emotional state, a Health Care Plan may also be needed. It should be noted that pupils with medical needs are not automatically recognized as having a special need or disability (see our Special Needs Policy for more information). It is the child's educational needs rather than a medical diagnosis that must be considered. Plans may vary depending on individual circumstances, but will include:

- Details of a child's condition;
- Special requirements e.g. dietary needs, pre-activity precautions;
- Any side effects of the medicine;
- What would constitute an emergency;
- What action to take in an emergency;
- What not to do in the event of an emergency;
- Whom to contact in an emergency;
- The role Hartsfield JMI staff can play.

For certain conditions, where a pupil is registered with a specialist NHS team eg the Epilepsy Team, then specialist nurses may well be involved in drawing up the Individual Healthcare Plan. Otherwise, school will develop an Individual Healthcare Plan, along with the pupil's parents, using a format provided by relevant organizations such as charities (eg Anaphylaxis UK, Asthma UK etc). Parents will be asked to get the plan countersigned by a health professional such as their GP, Practice Nurse or Consultant to ensure any treatment is cited accurately.

For pupils with Type 1 diabetes who use an insulin pen or pump, school will work closely with parents and staff from the Diabetes Care Team at The New QEII Hospital to meet the pupil's needs as discreetly as possible. The pupil's blood levels are regularly logged and shared with parents so that they can discuss the child's health with their consultant knowing they have a clear picture of daily levels. The specialist team will provide an Individual Healthcare Plan which they will discuss with school, parents and if appropriate the pupil. The school hold a national award from Diabetes UK in recognition of our support of pupils with Type I diabetes.

Individual Healthcare Plans are implemented and circulated to all relevant staff by the Medical Assistant and reviewed at least annually or when the condition changes. Parents or Healthcare professional can initiate a review as required especially if conditions change.

### **Administering Medicines**

No Hartsfield JMI School child will be given medicines without their parent's/carer's written consent. Any member of staff giving medicines to a child must check:

- The child's name
- Prescribed dose
- Expiry date
- Written instructions provided by the prescriber on the label or container.

If in doubt about any procedure, members of staff must not administer the medicines but check with the parents or health professional before taking further action. If a member of staff has any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent/carer. The member of staff administering medicine must complete an entry on our 'Medical Tracker' system each time they give medicine to a child.

### **Intimate Procedures**

In some circumstances, such as the administration of rectal diazepam, the dosage and administration must be witnessed by a second adult. This is also the case where a child needs assistance with continence difficulties. If this is a regular situation an intimate care plan will also be produced (Appendix 2)

### **Hygiene and Infection Control**

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff must have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment in the yellow clinical waste bin provided in the medical room.

### **Self-Administration**

Where parents/carers have a written agreement, pupils will be allowed to administer their own medicine under supervision. Pupils will collect their medicine from the medical room as usual, even if self-administering, and be supervised by an adult. Under normal circumstances, children with asthma inhalers will have them in the classroom and self-administer as required. Children will be told not to allow others to use their inhaler. On school trips the child will carry their own inhaler and a spare will be carried by an adult on the trip.

### **Refusing Medicines**

If a child refuses to take medicine, staff will not force them to do so, but must note this in the records and inform parents/carers as soon as possible. Further procedures may be set out in an individual child's health care plan. If a refusal to take medicines results in an emergency, emergency procedures must be followed.

### **Record Keeping**

Parents/carers must inform the school about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. The following information must be recorded on the Agreement to Administer Medicines in School form (Appendix 1: MED 1).

- Name of child
- name of medicine
- Dose
- Method of administration
- Time/frequency of administration

- Any side effects
- Expiry date
- Parent/carer signature

Medicines should always be provided in the original container and include the prescriber's/ manufacturer's instructions. In all cases, the accepting member of staff must check that the details above are included. Each time a dose of medicine is administered or self-administered under supervision a record will be kept on our 'Medical Tracker' system.

### **Educational Visits**

Hartsfield JMI School will encourage children with medical needs to participate in safely managed visits. We will consider what reasonable adjustments we can make to enable children with medical needs to participate fully and safely in visits. This might also include risk assessments for such children. An additional supervisor or volunteer may be needed to accompany a particular child. Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising excursions must be aware of any medical needs and relevant emergency procedures. A copy of any health care plans must be taken on visits in the event of the information being needed in an emergency.

If members of staff are concerned about whether they can provide for a child's safety or the safety of other children on a visit, they should seek parental views and medical advice from the school Medical Assistant who will seek appropriate advice.

### **Disposal of Medicines**

Hartsfield JMI School staff will not dispose of medicines. Parents/carers are responsible for ensuring that date-expired medicines are returned to the pharmacy for safe disposal. They should also collect medicines held at the end of each term. Sharps boxes must always be used for the disposal of needles. Sharps boxes can be obtained by parents on prescription from the child's GP or paediatrician. Collection and disposal of the boxes should be arranged with the Local Authority's environmental services.

### **School Nurse**

School has access to a NHS school nurse who can be asked to support children with medical needs. If parents would like the support of the NHS nursing team, then they should speak to our Inclusion Manager who will make a referral for them. They can also offer training to schools for example in supporting staff in the use of epipens/Jext pens. They are qualified to assess the competency of staff at school to carry out certain procedures or to give certain medicines e.g. Buccal medication. School can also sometimes receive support from specialist nurses (e.g. for ADHD) for particular conditions.

### **Health and Education Care Plans EHCP**

For a small number of pupils, a EHCP may be put into place. This is where a pupil has both highly significant health and education needs and possibly social care needs (see SEN policy for details) We will abide by the actions decided in these plans and review them annually with the parents and child involved.

This policy will be reviewed biannually.

See below:

**Appendix 1 MED 1**

**Appendix 2 Intimate care plan**

# APPENDIX 1: MED 1 Form (Parental Consent Form)



## Administration of medication

The school will not give your child medicine unless you complete and sign this form. The Head teacher has agreed that school staff can administer the medication.

Name of child	
Date of birth	
Address	
Class/Year group	
Medical condition or illness	
How long your child will take this medication	

## Medicine

Name/type of medicine <i>(as described on the container)</i>	
Dispensing date	
Dosage and method of administration	
Timing	
Special precautions/other instructions	
Any known side effects?	
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 the school office.	Signature:

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. 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. Medication should be in date, labelled and in the original packaging, including instructions for administration, dosage and storage. I understand that I should supply and dispose of any medication that the school holds for my child. I accept that this is not a service which the school is obliged to undertake.

Signature: \_\_\_\_\_

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



## Appendix 2 Intimate care plan

<b>Hartsfield JMI School Individual Care Plan</b>	
<b>Name of Child:</b>	<b>D.O.B</b>
<b>Date this plan was written:</b>	
<b>Was this plan discussed with child? Yes/ No</b>	
<b>If no, why?</b>	
<b>Describe here the type of intimate care that requires assistance from school staff for child (eg- child soils, wets, requires supervision when cleaning themselves, requires disposal of nappies/pads, requires re-clothing or passing of laundry to parents, transfers to toilet etc)</b>	
<b>Who will provide this care?</b>	
<b>How many staff must be present when care is given? (in order to ensure child is safeguarded)</b>	
<b>How will the child indicate they require assistance? Do they have any special words they use or signals? Do they have any dislikes?</b>	

<b>Where will the care be provided?</b>	
<b>How is the child's dignity maintained?</b>	
<b>Detail equipment to be provided to support care and by whom (eg: nappies/pads; wipes; infection control; toilet seating; transfer boards etc.)</b>	
<b>What can the child do for themselves? What are their next steps to independence?</b>	
<b>Comments:</b>	
<b>Signed:</b>	<b>(parent/ carer)</b>
<b>Date:</b>	
<b>Signed:</b>	<b>(school)</b>
<b>Role in school:</b>	<b>Date:</b>