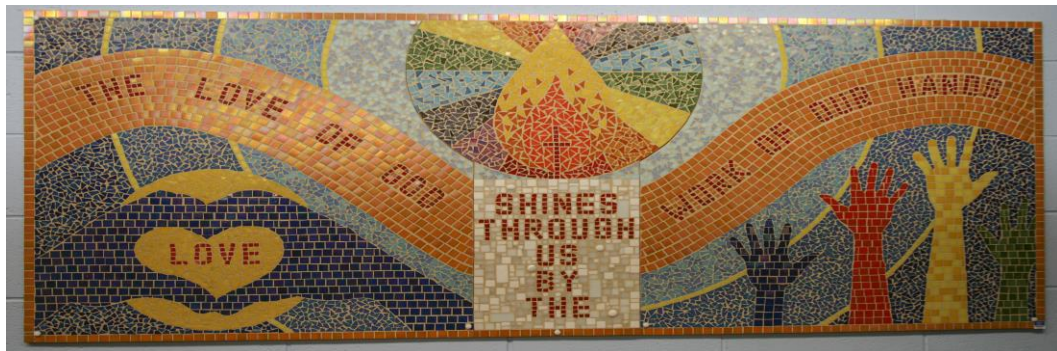


# Norley CE Primary School



## Supporting Pupils with Medical Conditions Policy

We are a church school where education is nourished through the teachings of Jesus Christ, enabling each child to fulfil their potential and which reflects our commitment to academic excellence.

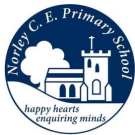
We want our children to celebrate and appreciate diversity, fostering qualities that encourage every child to have aspiration for a society in which every individual is cherished.

With our Christian belief at its heart, we work in partnership with each other, families, the church, the local and wider community to create a stimulating and caring environment, where everyone is welcomed, nurtured and empowered.

Christian values directly inspire and influence the children to recognise their self-worth and flourish, enabling them to make the right choices that will continue to shape their lives.

*You are the light of the world. A city built on a hill cannot be hidden. No one after lighting a lamp puts it under the bushel basket, but on the lamp stand, and it gives light to all in the house. In the same way, let your light shine before others, so that they may see your good works and give glory to your Father in heaven.*

(Matt. 5:14-16)



## **Supporting Pupils with Medical Conditions Policy**

We are committed to ensuring that all children with medical conditions, in terms of both physical and mental health, are properly supported at Norley CE Primary 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 is to be read in conjunction with the school's First Aid and Medicines Policy. The 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 Mrs Helen Kelly, Headteacher.

She 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
- Brief supply teachers
- Carry out risk assessments for school visits, holidays, and other school activities outside the normal timetable
- Monitor 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.

### **Individual Healthcare Plans**

Our school will send home a health questionnaire to parents/carers who have informed the school of their child's medical condition(s) at the start of each academic year. 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 minimises 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
- The **level of support** needed (NB If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring)
- **Arrangements for written permission from parents 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:

- Helen Kelly (Headteacher)
- Alyson Wood (School Business Manager) - Paediatric first aider
- Rosa Bayley (Teaching Assistant) - Paediatric first aider

### 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 CWAC or Starting Well School Nurses. 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 (updated to reflect requirements within individual healthcare plans).

## 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 Norley CE Primary School we will ensure that:

- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so
- School will only administer medication prescribed by a medical professional. If possible, and where medicine is required 3 times daily, the medication should be given outside of school hours. School will administer where the dosage is 4 times a day or required at specific times of the day.
- No child will be given prescription medicines without their parent's written consent
- Over-the-counter medications (cough mixtures, paracetamol, and suspension) should not be administered by the school unless prescribed by a Doctor.
- 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
- We will only accept prescribed medicines if they are:
  - **in-date**
  - **labelled**
  - **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)*
- Medicines are kept in the staff room locked medicines cupboard unless they need to be kept in a refrigerator. In this case the refrigerator in the staff room is used
- Children will know where their medicines are at all times and who to ask to administer it to them. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be always readily available to use 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
- If appropriate we will keep any controlled drugs in a lockable medical cabinet in the staffroom and they will be monitored weekly by named staff members. A record will be kept of any doses used and the amount of the controlled drug held
- 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. Medication will be administered by 2 members of staff.**
- **If the child refuses to take their medication, then they will not be forced to do so and parents/carers will be informed.**
- **Any side effects of the medication to be administered at school will be noted in school**

### **Non-prescribed medicines**

We will not accept any non-prescribed medicines into school.

We have a school inhaler with disposable spacers in case a child requires one in an emergency. These 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.

### **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. Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and provide a process to follow. All relevant staff will be made aware of the emergency symptoms and procedures. We will ensure other children in the school know what to do in the event of an emergency ie. informing a teacher immediately if they are concerned about the health of another child.

In the event of an emergency an ambulance will be called and a member of staff will stay with the child concerned and a member of staff will wait for the ambulance by the car park entrance.

The parent/carers will be called as soon as the ambulance has been called.

Where a child is required to be taken to hospital, a member of staff will stay with the child until their parents arrive, this includes accompanying them to hospital by ambulance if necessary (taking any relevant medical information, care plans etc that the school holds).

### **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 it to be unacceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assume that every child with the same condition requires the same treatment
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child

## Complaints

If you have a complaint about how your child's medical condition is being supported in school please contact the Headteacher in the first instance and refer to the complaints procedure.

## Monitoring and review

This Policy is to be reviewed annually by the Governing Body.

Supporting Pupils with Medical Needs Policy	
Review Frequency:	Annual
Reviewed by:	Curriculum & Community Committee
Date:	30 <sup>th</sup> January 2024
Head Teacher approval signature:	<i>Helen Kelly</i>
Chair of Governing Body approval signature:	<i>Paul Corbishley</i>
Date of next review:	30 <sup>th</sup> January 2025