



# Supporting pupils with medical needs policy

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<b>Signed by Headteacher</b>	Kate Baskeyfield	<i>Kate Baskeyfield</i>
<b>Signed by Chair of Governors</b>	Elizabeth Dunstan	<i>EDunstan</i>

Document control	
<b>Policy title</b>	Supporting pupils with medical needs policy
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<b>Written by</b>	Kate Baskeyfield (Based on Trafford Model Policy and Procedure)
<b>Approved by</b>	Elizabeth Dunstan (Chair of Governors)
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<b>Main amendments as part of this review / update</b>	This policy is the Trafford model policy. Updates will be made as recommended by Trafford.



If you have any questions about the content of this policy:

- If you are a member of staff – speak with your line manager or a member of the leadership team



- If you are a parent / carer – contact the school office on 0161 748 1867  
If you are another interested party – contact the school office on 0161 748 1867

### 1. Overview

Our school places the highest importance on the care, safety, well-being and health of our pupils and staff especially those with known medical conditions. This policy had been written to give clear guidelines about the appropriate action to be taken where a pupil is admitted to school with an identified medical condition or when any child or adult is unwell or has an accident. It should be read in conjunction with the Intimate Care Policy, Health and Safety Policy, Asthma Policy, Special Needs and Disability Policy where appropriate and the DfE guidance 'Supporting Pupils with Medical Conditions' Sept 2014.

### 2. Objectives

- To ensure that good, effective and appropriate care is provided when a child is admitted to school with an identified medical condition or when any child or adult is unwell or has an accident in school or on a school occasion.
- To ensure that the DfE guidance 'Supporting pupils with medical conditions' (Sept 2014) is known, understood and followed and to ensure that appropriate training is provided for all staff and particularly for those with the care of pupils with medical conditions in line with DfE guidance (Sept 2014).

### 3. Entitlement

Our school places the highest importance on the care, safety, health and wellbeing of all our pupils and staff especially those with health conditions. We believe that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

We accept all employees have rights in relation to supporting pupils with medical needs as follows:

- choose whether or not they are prepared to be involved unless this is specifically outlined in their job description;
- receive appropriate training to develop good practice and safe competencies;
- work to clear guidelines;
- have concerns about legal liability;
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

### 4. Expectations

It is expected that:

- parents will be encouraged to co-operate in training children to self-administer medication if this is practicable and appropriate and that members of staff will only be asked to be involved if there is no alternative;
- where parents have asked the school to administer the medication for their child they must ensure that it is in the original container as dispensed by the pharmacist including instructions for administration, the dosage regime should be typed or printed clearly on the outside and storage instructions must be evident. The patient's name and the name of the pharmacist should be visible. School will only accept medication that is in-date and labelled in this way (exception is insulin which may be in a pen or pump but must still be in date). Any medications not presented



properly will not be accepted by school staff. Pupils should not bring in their own medicine. This should be brought into school by the parent. Parents must complete a "Permission to Administer medication" form prior to the medicine being given to an individual pupil (See appendix 1)

- that the school will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.
- the school will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.
- Any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned

## 5. **Strategies**

- Where a pupil is admitted to school with a medical condition, the school will liaise with parents, carers, relevant medical, clinical and other appropriate authorities to ensure that the child's individual needs are met and that they are given full access to the education provided for all pupils.
- Parents will be invited into school to contribute to a health care plan to set out health needs, daily care requirements and what constitutes as an emergency.
- The SENCo will ensure that teachers and others who care for a pupil with a medical condition, are aware of the medical condition and the needs and levels of care and support that are to be provided.
- Appropriate training will be provided for all staff and particularly for those with the care of pupils with medical conditions in line with DfE guidance (Sept 2014).
- If any pupil, including those with known medical conditions, is unwell in class or has an accident in school, the SENCo and/or first aider (or if the situation occurs out of school – the teacher in charge) will assess the pupil as set out in their agreed health care plan and decide on the appropriate action which may include giving care and first aid or calling for an emergency ambulance if a pupil is seriously unwell or injured or their known medical condition is causing concern.
- In the event of a serious medical emergency requiring hospital treatment, an ambulance should be called immediately, and the patient should be cared for by staff until medical help arrives.
- In the event of a child in EYFS having an accident in school, staff should always seek the help and support of a Paediatric Trained First Aider (if available) who will then treat the child appropriately. In the absence of a Paediatric Trained First Aider, the pupil should be cared for by staff until medical help arrives.
- A pupil's parents will be contacted as soon as possible whenever there is a medical emergency or if a pupil has a serious accident. Where appropriate, the school will ask the parent/guardian to attend to support the pupil. Parents must always be notified if a child has a head injury,



however minor it may appear at the time. At Kingsway Primary School, a 'Head Bump' letter is given to the child to take home for the parent to sign and return to school and staff may make a phone call to the parent/carer to inform them.

- If, during an accident or medical emergency, bodily fluids need clearing up the site staff will be called to deal with the matter. In their absence, a First Aider will do this.
- The Accident Book (for recording accidents and other medical emergencies) must be completed by the First Aider dealing with the injury/accident in conjunction with the member of staff who is present at the scene of an accident or medical emergency.
- If the child or adult is sent home or attends hospital as a consequence of an accident an HS1 form must be completed by the member of staff present at the accident and signed by the Headteacher, or in their absence the Head of School or Assistant Headteacher, and sent to Trafford's Health and Safety Unit, Stretford Town Hall, Talbot Road.
- If the injured person is a member of staff, they are responsible themselves for completing the form and the Accident Book.
- If an accident or medical emergency occurs off the school premises the member of staff present should complete the HS1 Accident Form or Accident Book as soon as possible after returning to School.
- The teacher in charge of any outing off the school premises has the responsibility for being acquainted with any specific medical needs or conditions of the pupils in his/her charge and have appropriate training in how to care for the child's subsequent medical needs.
- In some cases, medical care needs for a school trip will be recorded on a health care plan and agreed with parents.
- Risk assessments must be carried out for all pupils especially those with known medical conditions on each trip. Prior to educational trips and visits, parents will be asked to complete a Consent Form and provision will be made to meet all risks and cover medical needs.
- In the event that an accident occurs out of school and the family cannot be contacted, at least one member of staff should accompany the person to hospital. In no circumstances should any pupils be left unattended as a result of a member of staff accompanying the injured person to hospital; in this instance, an ambulance should be called.
- Staff planning educational visits or journeys, should consider the level of First Aid cover that will be required and the specific support needed by pupils with known medical conditions.
- A designated teacher will be given overall responsibility for the care of pupils with known and identified medical conditions. In this school the SENCo has the responsibility and will ensure that whenever the school is notified that a pupil has a medical condition:
  - sufficient staff are suitably trained
  - all relevant staff are made aware of a child's condition
  - cover arrangements in case of staff absence/turnover is always available
  - supply teachers are briefed
  - risk assessments for visits and activities out of the normal timetable are carried out



- individual healthcare plans are monitored (at least annually) and changes recorded as they occur
  - transitional arrangements between schools are carried out
  - if a child's needs change, the above measures are adjusted accordingly
- Where children are joining our school at the start of a new academic year, these arrangements should be in place for the start of term. Where a child joins mid-term or a new diagnosis is given, arrangements should be in place as soon as possible, ideally within two weeks.

## 6. Individual Healthcare Plans

Any pupil with a medical condition requiring medication or support in school should have an individual healthcare plan which details the support that child needs (see appendix 2). If the parents, healthcare professional and school agree that a healthcare plan is inappropriate or disproportionate, a record of the child's medical condition and any implications for the child will be kept in the school's medical record and the child's individual record.

The following information should be considered when writing an individual healthcare plan:

- the medical condition, its triggers, signs, symptoms and treatments
- the pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues
- specific support for the pupil's educational, social and emotional needs
- the level of support needed including in emergencies
- who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements
- who in school needs to be aware of the child's condition and the support required
- arrangements for written permission from parents and the head teacher for medication to be administered by a member of staff or self-administered (children who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision)
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate
- confidentiality
- what to do if a child refuses to take medicine or carry out a necessary procedure
- what to do in an emergency, who to contact and contingency arrangements
- where a child has a Learning difference but does not have an Education, Health and Care plan, their special educational needs should be mentioned in their individual healthcare plan

A designated governor will be nominated to oversee this policy and to report annually to the governing body on its effectiveness. The designated governor for children with additional needs is Mrs. Aimee Holmes.

## 7. Conclusion

This policy will ensure that where a child has a medical condition or where a child or adult is unwell or has an accident in school or on a school occasion, they are appropriately supported and cared for. It will ensure that the school does all that it reasonably can to give all pupils including those with a known medical condition full access to the education provided.

For additional information, please see the Trafford Local Offer:

<https://www.trafforddirectory.co.uk/kb5/trafford/fsd/advice.page?id=jS5o0vamzak>



**Appendix 1  
Permission to Administer Medication Form**

The school 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 medication to be taken until/reviewed on:	
Name of parent	
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	The School Office

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 \_\_\_\_\_



**Appendix 2  
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	
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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



## *Kingsway Primary School*

# Supporting Pupils with Medical Needs Policy

## Declaration

I confirm that I have read and understand the school's Supporting Pupils with Medical Needs Policy.

In understanding the policy, I confirm that I agree to the processes and procedures outlined and, should I have any concerns, I will raise these immediately with the SENCo and/or the Headteacher.

**Signed:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Role within school:** \_\_\_\_\_

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