



# Supporting Children With Medical Needs Policy (including 'Administering Medicine to Children in School')

*(Approved by Trustees 19 September 2017  
For Review Autumn 2018)*

Most pupils at some time have a medical condition, which could affect their participation in school activities. This may be a short term situation or a long term medical condition which, if not properly managed, could limit their access to education

**Staff are not required to administer medication or to support pupils with medical needs as part of their employment contract but they may volunteer to do so. All staff may wish to discuss this with their particular Teacher Association or Union and Lakes Academies Trust regarding their indemnity policy.**

**In some cases the contracts for non-teaching staff or special support assistants may include references to the administration of medication and/or the undertaking of medical procedures. Such contracts will of course be agreed on an individual basis.**

The contents of this document concentrate in the main on medical issues but Lakes Academies Trust (LAT) is aware of the wider context created by the extension of the requirements of the Children and Families Act 2014 and the Disability Code of Practice. This policy has been adopted to ensure we are a fully inclusive trust.

#### **Action in Emergencies:**

**This policy does not replace the protocol and procedures already in place in LAT schools for emergency situations. Failure to act in an emergency situation could result in a teacher or other member of school staff being found in breach of the statutory duty of care. (See Health and Safety Policy)**

#### **Rational**

LAT wishes to provide a fully inclusive educational and pastoral system. To do this we need to ensure that correct procedures and protocols are in place to enable any pupil with a long-term medical condition to be able to attend school or have minimum disruption to their education.

#### **Aims**

- To ensure as little disruption to our pupils education as possible.
- To develop staff knowledge and training in all areas necessary for our pupils.
- To ensure we develop links with all outside agency support systems including hospital teachers, Milton Keynes Medical & Health Service Milton Keynes Educational Inclusion Service and specific support groups.
- To ensure safe storage and administration of agreed medication.
- To provide a fully inclusive school.

#### **Definition**

**This is not a policy for short-term illness and related medication for example antibiotics or paracetamol for a cold or eye infection etc. The LAT remains insistent that under these circumstances it will not administer medication. This would be the responsibility of the parents or carers. Any pupil who is infectious or too poorly should not attend school until they are well enough.**

**This policy relates to pupils who have a recognised medical condition which will require the pupil to have a care plan protocol in school. In such cases Milton Keynes Local Authority suggested protocol would generally be adopted in school with the parents consent. Occasionally a National Health Service Plan may be used.**

#### **Identification**

We will work with the parents and medical professionals to ensure we have specific protocols in place as soon as the child starts school or a medical condition diagnosed or treatment changes. This may take the form of information sharing, developing specific care plans, organising training, employing new staff or reorganising classroom facilities. It is recognised that this may take time to implement however, LAT will work as quickly as possible, with other agencies, to put protocols in place. We will never assume that every child with the same condition requires the same treatment.

### **Provision and Organisation**

The school will follow the guidance given by Milton Keynes Local Authority regarding supporting pupils with medical needs in school. This policy will be kept alongside that guidance to provide a management strategy to fully support the needs of all staff, pupils and parents.

Training regarding specific conditions will be delivered as required. This is usually within the term of a new pupil beginning school but if necessary before they commence their education at a LAT School. General training on awareness of medical conditions and their possible medication implications will occur annually. This will run in parallel with the schools' first aid training, which will continue to be under the guidance of the Health and Safety Policy.

Pupils requiring continuous support for a medical condition may be given in consultation with the parent an Individual Healthcare Plan (IHP).

### **Individual Healthcare Plans (IHP)**

The main purpose of an IHP is to identify the level of support that is needed at school/centre for an individual child. The IHP clarifies for staff, parents/carers and the child the help the school/centre can provide and receive. These plans will be reviewed annually as a minimum, or more frequently at the request of parents/carers or the school/centre, or as required. If the child also has an Education Health & Care Plan (EHC) the IHP will be linked to that plan.

#### **An IHP will include:**

- Details of the child's condition: triggers, signs symptoms and treatments
- Resulting needs: medication (dose, side effects and storage) other treatments, facilities, equipment, testing, access to food & drink, dietary requirements, environmental issues (eg crowded corridors)
- Specific support for child's educational, social & emotional needs
- Level of support needed: is the child self-managing? Monitoring of management
- Name of person who provides support, training needs, expectations of role & confirmation of proficiency to provide support from healthcare professionals. Also cover arrangements for absence.
- Staff who need to be aware of the condition and the support required
- Written permission from parents and Headteacher for medication to be administered by a member of staff or self-administered by pupil
- Procedures for school visits and journeys (including risk assessments)
- Confidentiality concerns raised
- What constitutes an emergency, what action to take (including emergency healthcare plans prepared by Health Services), who to contact
- What not to do in the event of an emergency

A copy will be given to parents/carers, class teachers/childcare practitioners and a copy will be retained in the medical needs file in the office and the child's individual file The general medical information sheet given to all staff will indicate that the child has an IHP.

All trained staff will ensure they are aware of the protocols and procedures for specific pupils in school through attending training provided and reading care plans devised for individual pupils.

***Pupils will not be able to carry any medication with the exception of inhalers for asthma control which are named, accessible and stored in the Class Teachers cupboard, or care plan specified medication. No pupil is allowed to have any non-prescription drugs in school;*** this is to ensure that no pupil unwittingly or otherwise gives another pupil his or her medication. This approach is supported in school through our PSHE curriculum.

Medication is stored securely in each school. See Appendix 1

**Emergency medical supplies will remain stored in the medical room and remain organised under the Health and Safety Policy.**

**Written records are kept of all medicines administered to children.**

### **Roles and Responsibility**

The ultimate responsibility for the management of this policy in school is with the Head teacher and Trustees.

The SENCO will manage the policy on a day-to-day basis and ensure all procedures and protocols are maintained.

### **School Visits**

When preparing risk assessments staff will consider any reasonable adjustments they might make to enable a child with medical needs to participate fully and safely on visits.

Additional safety measures may need to be taken for outside visits and it may be that an additional staff member, a parent/carer or other volunteer might be needed to accompany a particular child. Arrangements for taking any medicines will need to be planned or as part of the risk assessment and visit planning process. A copy of IHP should be taken on trips and visits in the event of information being needed in an emergency.

**When the administration of non-emergency medication is required staff may exercise their voluntary right to not administer, this right maybe selective on the grounds of the type of medication in question. The members of staff willing to administer the medication to a pupil should be recorded in the individual care plan and this voluntary responsibility can be withdrawn at any time.**

### **Other Support**

Outside agencies such as:

- School Nurse Service
- Medical specialists relating to pupil
- Other Healthcare professionals (GP's Paediatricians)
- Clinical Commissioning Groups
- Milton Keynes Local Authority
- Social Services
- SEN Advisory Team
- Specialist Support Groups
- SEN Assessment Team
- Educational Psychology Team
- Child Protection Team
- Hospital Teachers
- Home Tutors

May be contacted to support and advise school in the devising and management of this policy.

### **Monitoring and Evaluation**

This policy will be monitored yearly and updated when necessary we will ensure new legislation is incorporated. Staff will regularly receive opportunities to discuss and evaluate the management of the procedures and protocols in school.

This policy will also be made available to parents through the website. We will ask parents for annual updates regarding medical information.

Appendices:

Appendix 1 (*below*) - Storage of Medicines

## **Appendix 1**

### **Storage of medicines**

#### **Water Hall Primary School**

Medication is stored in the fridge in a locked cupboard in the SENCo Office

Any Epipens are stored in the SENCo's office. Adults trained to administer epipens have access.

Inhalers for asthma are named, accessible and stored in the Class Teachers cupboard.

#### **Knowles Primary School**

##### **Storage**

Medicines that are administered on a temporary basis, and have been prescribed by a doctor, e.g. paracetamol, antibiotics etc. will be kept in the main Office, in a fridge if appropriate, and kept in their original packaging and clearly marked with the child's name and class.

Medicines required in an emergency e.g. epipens, inhalers, insulin etc. will be kept in the 'Orange Medication Bag' located in the child's classroom.

Children must not carry medicines, including inhalers, around school in bags or their pockets.

Staff will not administer medicines that are out of date or where the prescription label is damaged or illegible.