



Coleridge Primary School

Supporting Pupils with Medical Needs Policy

May 2024

Review date: **May 2025**

Context

Children with medical needs have the same rights of admission to Coleridge Primary School as all other children. The school will try its utmost to ensure that arrangements are in place to support pupils with their medical conditions and that they can access and enjoy the same opportunities as other children. The school, local authority, health professionals and other support services will work together to ensure that children with medical conditions receives a full education and the best support in the management of their condition.

Aims

To ensure that:

- children with medical needs have equal access to the learning environment
- effective management systems are in place to help support individual children with medical needs
- all school staff are clear about policy and procedure for dealing with medical needs and medical emergencies should they arise
- this policy is understood by staff, parents and carers

General Principals

The headteacher and school staff will treat all medical information as confidential. In cases where a child with a medical condition is disabled, the school will comply with its duties under the Equality Act (2010), or where the child might have special educational needs (SEN), this policy will be referred to in conjunction with the SEN Code of Practice.

Roles and Responsibilities

Governing Body – must make sure that the policy for supporting pupils with medical conditions is implemented.

Parents and Carers - must provide the school with sufficient and up-to-date information about their child's medical needs. They should also be involved in the development and review of their child's Individual Health Care Plan (IHCP).

Pupils - where practicable, should be involved in the discussions about their medical support needs and contribute to the development of their IHCP.

Healthcare professionals - GPs and paediatricians should notify the school when a child has been identified as having a medical condition that will require support at school.

Training - will be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions and to fulfil the requirements set out in IHCPs. For staff involved with a child or children who have a medical need requiring specialist treatment, the school will ensure that they receive appropriate training; e.g. checking a child's blood sugar, changing a colostomy bag.

Whole school training sessions will also take place on the administration of auto-immune pens and asthma pumps.

Upon admission to Coleridge Primary School

If your child has a long-term health condition, then you should notify the teacher during your home-visit, or the staff in the school office if you are transferring in year. The school will then ask you to provide further information about your child's condition by filling in an *Individual Health Care Plan* (IHCP).

Once completed, the IHCP should be handed to the **school office**.

Individual Health Care Plans

Individual Health Care Plans (IHCPs) are developed in partnership between parents, the school, and any relevant healthcare professional who can advise on the individual case. The purpose of the document is to provide clarity for school staff on the symptoms of the condition, the course of treatment that may be required, and the provision of any extra support that may be necessary.

Individual Health Care Plans should include:

- name of GP/details of hospital/hospital consultants
- emergency contact numbers
- name of condition, signs, symptoms and treatments
- child's resulting needs, including medication usage
- support needed for the child - if a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring
- staff training requirements
- written permission from parents for medication to be administered by a member of staff or self-administered by the pupil during school hours
- arrangements for school trips or other school activities
- what to do in the event of an emergency, including who to contact, and contingency arrangements

All IHCPs should be reviewed annually at the start of each academic year. Parents and health care professionals will be contacted to check that the information contained within the IHCP is correct and up-to-date. If there is any change to the information on the IHCP during the course of the school year, then it is the responsibility of the parent/carer to inform the school and to work with us to amend the IHCP.

Administration of short-term medication

Not all medical conditions are long-term or will require an IHCP. In the event that your child develops a temporary condition that requires a short course of prescription or non-prescription medication (e.g. anti-biotics or anti-histamines), then Coleridge staff will help administer these to your child, provided that you give written permission in a *Parent/Legal Guardian Agreement to Administer Short Term Medication*. This form is available from the school office.

Once you have completed the *Parent/Legal Guardian Agreement to Administer Short Term Medication*, please return the form, along with the medication required to treat your child's condition, to the **school office**. Please do not hand paper work or medication to the class teacher.

Storage, administration and disposal of medication

Coleridge Primary School has clear procedures for safe receipt, storage, administration and disposal of medication.

The school is responsible for ensuring that all staff involved in the administration of medication, have received the appropriate training and are confident. The school will also ensure that staff, have read and understood the IHCP, and this policy.

Procedures for administering medicines

Coleridge Primary School will ensure that:

- medications are only administered with written parental consent (a signed IHCP, or *Parent/Legal Guarding Agreement to Administer Short Term Medication*).
- children attending Coleridge East, who are too young to administer medication themselves, will receive medication from a trained member of staff
- children attending Coleridge West will be given the option of administering medication themselves whilst supervised by a member of staff
- will only accept prescribed medicines that are: in date, labelled, in the original container as dispensed by a pharmacist and include instruction for administration, dosage and storage
- a record will be kept of all medications administered to individual children, stating what, how much was administered, when and by whom
- any side effects of a medication will be recorded and parents/carers informed immediately
- medications that are no longer required will be returned to parents

Parents and Carers

When this policy refers to carers, the school is explicitly referring to individuals or couples who have parental responsibility for their child/children.

School policy requires one parent/carer to agree or to request that medicines are administered. Where parents/carers disagree over medical support, the school will continue to administer the medicine in line with the consent given and in accordance with the prescriber's instructions, unless a Court decides otherwise.

Self-management - the school believes that it is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age. As children grow and develop they will be encouraged to self-administer. However, they will at all times be supervised by a member of staff.

Refusal of medicines - if a child refuses to take medicine, staff will not force them to do so, but will note refusal in the records. Parents will be informed as soon as possible on the same day. If refusal to take medicines results in an emergency, the child's emergency/IHCP procedures will be followed.

Storage of medicines - medicines will be stored strictly in accordance with product instructions. Where a child needs two or more medicines, each will be stored in a separate container. Non-healthcare professionals will not transfer medicines from the original containers. All emergency medicines, such as asthma inhalers and adrenaline pens, will be readily available to staff and not locked away. Non-emergency medicines will be kept in a secure place, not accessible to children. Medicines requiring refrigeration can be kept in a refrigerator containing food but with restricted access and they should be kept in an airtight container and be clearly labelled.

Disposal of Medicines - staff should not dispose of medicines. Parents are responsible for ensuring that date expired medicines are returned to a pharmacy for safe disposal. Parents will collect medicines held at the end of each academic year or when they are no longer needed.

Sharps Boxes will always be used for the disposal of needles.

Hygiene and Infection Control

Coleridge staff know the normal precautions for avoiding infection and follow basic hygiene procedures. They have access to protective disposal gloves, aprons and masks, and take care when dealing with spillage of blood or other bodily fluids and disposing of dressings and equipment.

Educational Visits

Coleridge will encourage children with medical needs to participate in educational visits and journeys. We will consider what reasonable adjustments need to be made to enable children with medical needs to participate fully and safely on visits. Additional safety measures may be needed, for example additional staff support, parental support or a volunteer may be required. Arrangements for taking medicines will also be taken into consideration. Staff supervising such excursions will be aware of any medical needs and relevant emergency procedures. A copy of the child's IHCP will be taken on visits in addition to risk assessments.

Sporting Activities

Most children with medical conditions can participate in physical activities and there will be sufficient flexibility for all children to follow in ways appropriate to their own abilities. Any restriction on a child's ability to participate in PE will be recorded in their IHCP.

Some children may also need to be allowed immediate access to their medicines such as asthma inhalers. Staff supervising sporting activities will consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

Emergency Procedures

As part of general risk management processes, Coleridge has arrangements in place for dealing with emergency situations. Where a child has an IHCP, it will clearly define what constitutes an emergency and explain what to do, all relevant staff will be aware of the emergency symptoms and procedures.

Staff will know:

- how to call the emergency services
- who is responsible for carrying out emergency procedures

- that they need to accompany a child taken to hospital by ambulance and stay until the parent arrives
- how to access IHCPs which include instructions on how to manage a child in an emergency