

Coleham Primary School



Supporting Children with Medical Conditions

Date of policy: June 2016

Review of policy: June 2018

1. Introduction

Coleham Primary School is committed to supporting pupils with medical conditions. We will work with families to ensure access to full education where possible, including extra-curricular activities so pupils may participate in all aspects of school life.

Definitions

Pupils' medical needs may be broadly summarised as being of two types:

- (a) Short-term affecting their participation in school activities, whilst they are on a course of medication.
- (b) Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

2. Aims

To ensure pupils with medical conditions, in terms of both physical and mental health are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.

To ensure the needs of children with medical conditions are effectively supported in consultation with health professionals, their parents and the pupils themselves.

The school aims to:

- assist parents in providing medical care for their children;
- educate staff and children in respect of special medical needs;
- ensure a sufficient number of staff are suitably trained;
- liaise as necessary with medical professionals in support of the individual pupil;
- monitor and keep appropriate records

3. Legislation

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: [Supporting pupils at school with medical conditions](#).

4. Key contacts Roles and Responsibilities

Governors	<p>The Local Governing Body has overall responsibility for approving the 'Supporting Pupils with Medical Conditions' policy and ensuring suitable arrangements are in place.</p> <p>The Link Governor monitors that arrangements are sufficient to meet statutory responsibilities and that policies, plans, procedures and systems are properly and effectively implemented.</p>
Headteacher	<p>Ultimate responsibility for Medical arrangements in school and ensuring the 'Supporting Pupils with Medical Conditions' policy is implemented.</p>

Business Manager	<ul style="list-style-type: none"> • Is the key person with specific responsibility for managing arrangements for pupils medical conditions and responsible for overseeing the implementation of this policy, monitoring compliance with legislation, and developing related procedures where applicable. • Make sure all staff are aware of this policy and understand their role in its implementation. • Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHCPs), including in contingency and emergency situations. • Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way. • Ensure that robust systems and procedures are in place for medical conditions throughout school. • Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date. • To provide support to the Health Co-ordinator in their duties.
SENDCO	<ul style="list-style-type: none"> • Is the key person with specific responsibility for pupils with Special Educational Needs and Disabilities (SEND) • Co-ordinates meetings where needs are complex or linked to SEND. • Assists in creation of IHCP's and EHCP's • Liaises with medical health care professionals. • Provides any relevant information and guidance to the health Co-ordinator. • Sufficient staff are suitably trained. • Staff are made aware of a child's condition. • Cover arrangements in case of staff absence is always available. • Transitional arrangements between schools are carried out. • If a child's needs change, the above measures are adjusted accordingly.
Health Co-ordinator	<ul style="list-style-type: none"> • Is the key person with specific responsibility to administer the arrangements and record keeping for pupils medical conditions and provide support to staff, pupils and families. • To update central pupil lists for Medical, Asthma and Allergens. • To liaise with the School Nurse Service and GP's to develop IHCP's. • To provide health and first aid advice and brief staff of medical updates termly. • To co-ordinate and arrange first aid and medical training for staff. • To keep medical and first aid supplies stocked. • Contact the School Nursing Service in the case of any pupil who has a medical condition that may require support at school.
Staff	<ul style="list-style-type: none"> • Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so. • Teachers will take into account the needs of pupils with medical conditions that they teach.

	<ul style="list-style-type: none"> • All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help. • For KS1 children, responsibility falls to the class teacher to ensure the child has their medication each day as required, prompted by the 'Medicine Reminder Slip' passed via the register.
Admin Staff	<ul style="list-style-type: none"> • Following receipt of a written request to administer medicine, office staff will detail what medicines the children are taking and when they are meant to take it onto a 'Medicine Reminder slip' and send to class teachers via the registers. • Office staff will administer medicine in the school office in compliance with this policy and record this on the 'Record of medicine administered to an Individual child' and ensure it is checked by a witness at the time. • Staff will store medicines appropriately. • All staff concerned must treat this information as confidential.
Parents	<ul style="list-style-type: none"> • Provide the school with sufficient and up-to-date information about their child's medical needs promptly. • Be involved in the development and review of their child's IHCP. • Carry out any action they have agreed to on the Parental Agreement to administer medicines e.g. provide medicines and equipment. • Comply with the policy.
Pupils	<p>Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHCPs.</p>
School nurses and other healthcare professionals	<p>The school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible.</p> <p>Healthcare professionals, such as GPs and paediatricians, will liaise with the schools nurses and notify them of any pupils identified as having a medical condition.</p> <p>May support staff on implementing a child's IHCP and provide advice and liaison.</p>

5. Contact Details

The School Health Co-ordinator is Mrs Davies.

Please contact Mrs Davies to discuss any medical condition your child may have.

Please leave a message for Mrs Davies at the school office or contact her directly by email

davies.j@colehamprimary.co.uk

6. Equal opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. The school will consider what reasonable adjustments need to be made to enable these pupils can participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included.

7. Identifying Medical Conditions

As part of our responsibilities for managing pupil's health we will collect medical data when a child first starts school. The School Registration Form includes a medical details section and it is the parent/guardian's responsibility to complete this with any current medical conditions the child has.

Parents/guardians may also inform the school about a new diagnosis for a child. This information should be passed to the Health Co-ordinator.

Our Health Co-ordinator will review this medical information and where it is necessary to do so will send parents/guardians an Individual Health Care Plan (IHCP) for completion. It is essential that this is completed and returned to enable us to care for your child fully and in a medical emergency.

8. Individual Health Care Plans

Not all pupils with a medical condition will require an IHCP as it may be inappropriate or disproportionate. Any minor medical conditions will still be recorded and monitored by the Health Co-ordinator to provide care for pupils in school.

Where medical needs are complex the parents may request a meeting to discuss the child's needs and develop the IHCP in partnership with the school and health care professionals who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

We have two versions of the IHCP one for medical conditions and one specifically for Asthma. **(See Appendix 1 and 2)**

The IHCP contains the following sections:

Parental Agreement to administer medication

This is the parent's agreement for the school to administer medication to the child.

The Parental Agreement specifies:-

- the name of the medication;
- the dosage and time of administration (stating clearly whether timing is critical) and any other specific instructions (e.g. whether medication should be given on an empty stomach).

Parental agreement for Emergency inhaler (Asthma IHCP only)

This is the parent's agreement for the school to administer emergency inhaler to the child.

Childs Medical Information

This is a summary of the child's condition and contacts, to be used in the event of an emergency and handed to the Emergency Services and Medical professionals.

Medical Care Plan

This is a more detailed description of the condition from the parent giving symptoms, triggers and where appropriate extra support in school.

IHCPs may be linked to, any Education, Health and Care Plan (EHCP) for pupils who have special educational needs and disabilities (SEND). The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed.

Staff will consider the following when deciding what information to record on IHCPs:

- 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.
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete SATs, use of rest periods or additional support in catching up with lessons, counselling sessions.
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring.
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable.
- Who in the school needs to be aware of the pupil's condition and the support required.
- 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.
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments.
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition.
- What to do in an emergency, including who to contact, and contingency arrangements.

Pupils IHCPs and any associated medical information, updates or Practitioners reports are filed individually under the child's name. These are retained until the child leaves our education.

The Health Co-ordinator will circulate the IHCP to the relevant staff and complete a Pupil Medical Poster for serious medical conditions all staff need to be aware of.

9. Medicines for Short Term Illness/Ailments

Where pupils are recovering from a short term illness or ailment and are well enough to attend school but are receiving a course of antibiotics, other medicine, creams/ointment's parents/guardians are required to complete '**Parental Agreement Record of Medicine Administered to an Individual Child**' form (See Appendix 3)

Parents/guardians should submit completed forms and medicine to the school office.

It may be the case that medicines for short term illnesses/ailments are not prescribed from a GP but obtained from a pharmacy. However these should only be administered in school if it is absolutely necessary to do so and they cannot be administered at home before and after school.

10. When will school administer medicine?

It must be necessary for the medicine to be administered during school time.

The pupil should be properly fit to attend school and if not, he/she should be at home (Heads have the power to return home a pupil they consider not to be well enough to be in school).

The prescribed dosage has to be given during the school day i.e. any medicine that requires four doses in 24 hours. (for three times daily we recommend the parent administers this before school, after school and bedtime)

11. Administering Medicines

Where it is essential for the school to administer medicine to a child in school the following principles apply:-

- We must have the parent/guardians written permission via the 'Parental Agreement to administer medication' in the IHCP or 'Parental Agreement Record of Medicine Administered to an Individual Child' form must be completed.
- With the exception of asthma and epipens, medicine should be administered by a school trained First Aider.
- All staff are trained and responsible for administering asthma and epipens for life threatening conditions.
- The medicine, creams, ointments must be prescribed by a medical practitioner or dispensed by the pharmacy.
- The administration required is simple and straightforward to undertake.

The medicine should be brought to school by the parent, not the pupil, and delivered and collected personally to the office staff. These medicines must:-

- be clearly labelled with the pupil's name
- be in-date
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

Medicine is administered in the school office. 2 members of staff must be present when having to administer the medication and must sign the '**Record of medicine administered to an individual child**' form to verify this.

Records should be active until a pupil no longer requires the medication, at which point the records would be archived.

12. Storage

- All medicines will be stored safely.
- With the exception of inhalers, blood glucose testing meters and Epi-pens, medicines should be kept in a suitably locked room.
- Inhalers, blood glucose testing meters and Epi-pens will always be readily available to pupils and not locked away.
- Medicines which need to be kept in a refrigerator may be kept in a closed and labelled airtight container within a domestic refrigerator again not accessible to pupils.

- Asthma inhalers will be stored in classrooms with a record card to monitor usage.
- **Medicines are kept in the locked cabinet within the school office or can be found in the fridge in the staffroom if required to be refrigerated.**
- Any medicines brought into school by the staff e.g. headache tablets; inhalers for personal use will be kept securely in appropriate storage and kept out of the reach of the pupils. Staff medicine is the responsibility of all staff concerned and not the school.

13. Disposal of Medicines

School staff should not dispose of medicines. Medicines will be returned to parents to arrange for safe disposal when no longer required. Parents should collect medicines held at school at the end of course of treatment or each term.

Asthma medication is returned home with the child in the summer holidays. Children may bring their Asthma medication to school in September for the new academic year and hand this to the class teacher.

Epipens are returned home with the parent in the summer holidays. Parents may bring their Epipen to school in September for the new academic year and hand this to the class teacher.

Parents are responsible for disposal of date expired medicines.

14. Parents responsibilities for medicines

- Parents are responsible for informing the school, in writing, if there is any change of dosage.
- Parents are responsible for making sure the medicine is kept within date and obtaining fresh supplies of medication.
- Parents are responsible for informing the school if the medication has been stopped by the doctor.

15. Updates to Medical conditions

IHCPs only last for 12 months. IHCP's will be reviewed annually or earlier if changes have been made.

Parents of pupil's with IHCP's are requested to complete an 'Annual Medical Update' form to confirm and detail any or no changes to the IHCP. There are two versions of these forms, one for Medical conditions and one for Asthma. The Health Co-ordinator will update these details into the individual child's medical record.

Parents are responsible for returning the 'Annual Medical Update' form and notifying school of any changes to their child's medical conditions as these occur. The school cannot be held responsible if the parent has not confirmed in writing any changes to the child's medical condition or IHCP.

16. Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHCPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Our policy states that only Year 5 & 6 children may carry their own inhaler and the school must have parental permission for this via the 'Request for child to carry his/her own inhaler' form.

Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHCP and inform parents so that an alternative option can be considered, if necessary.

16. Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHCP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary.
- Assume that every pupil with the same condition requires the same treatment.
- Ignore the views of the pupil or their parents.
- 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 IHCPs.
- If the pupil becomes ill, leave them unaccompanied or with someone unsuitable.
- 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 pupil, 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 pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets.

17. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHCPs will clearly set out what constitutes an emergency and will explain what to do. Please follow the emergency guidance (**see Appendix 4**) if you need to ring an ambulance for a school emergency.

The 'Childs Medical Information' sheet from the IHCP is a summary of the child's condition and contacts, to be used in the event of an emergency and handed to the Emergency Services and Medical professionals.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

18. Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so. Training will be identified during the development or review of IHCPs.

Relevant healthcare professionals will lead on identifying the type and level of training required.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils.
- Provide sufficient cover in school.
- Fulfil the requirements in the IHCPs.
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.
- Be kept up to date.
- Be recorded in a training log.

The Health Co-ordinator will provide at least termly updates to all staff at team briefings.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

19. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Health Co-ordinator or Business Manager in the first instance. If parents feel that this has not been resolved satisfactorily then they have the opportunity to follow the school's formal complaints procedure.

20. Monitoring arrangements

This policy will be reviewed and approved by the Local Governing Body every 2 years.



Appendix 1

Individual Health Care Plan-Medical

Parental Agreement to administer medicine in school for known medical conditions

Coleham School will not give your child medicine unless you complete and sign this form.

We have a Supporting Children with Medical Conditions policy to enable staff to administer medicine.

We can only administer medicine (including creams & ointments) prescribed by a medical practitioner. Medicines must be in the original container, and labelled with the child's name as dispensed by the pharmacy.

It is your responsibility to ensure that your child's medication has not expired.

Pupil	
Name of child	
Date of birth	
Class	
Medical condition or illness	
Medicine	
Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and frequency.	
Time of day to administer (if crucial)	
Method (by mouth/skin)	
Are there any side effects that the school needs to know about?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Procedures to take in an emergency	

I give consent to staff administering medicine in accordance with the school policy. I understand that I must deliver the medicine personally to the school office. I will inform the school immediately, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____ Date _____

Child's Medical Information

A medical summary to be used in the event of an emergency

Child Details	
Child's name	
Class	
Date of birth	
Child's address	
Medical diagnosis or condition	
Family Contacts x2	
Name	
Relationship to child	
Phone no. (mobile)	
(work)	
(home)	
Name	
Relationship to child	
Phone no. (mobile)	
(work)	
(home)	
Medical Contacts	
G.P. Practice	
Phone no.	
Consultant/Hospital contact (if relevant)	

Name	
Phone no.	

Medical Care Plan

Describe medical needs-give details of child's symptoms, triggers, signs, equipment and treatments

Name of medication, dose, method of administration, timing of medication if crucial, side effects

Describe any extra support they may need for their medical condition, during the school day

Specific support for the pupil's educational, social and emotional needs

Are there any special arrangements required for school visits/trips?

Yes No Please state details:

Describe what constitutes an emergency, and the action to take if this occurs

This plan has been developed by:

Parent/Carer
 Health Co-ordinator
 Staff
 Health Professionals
 SENDCO

Any Staff Training needed?

Yes No Please state details:

Parent/Carer _____

Signature _____

Date _____



**Parental Agreement to administer medicine in school for known medical conditions
(Asthma)**

Coleham School will not give your child asthma medicine unless you complete and sign this form.

We have a Supporting Children with Medical Conditions policy to enable staff to administer medicine.

We can only administer medicine prescribed by a medical practitioner. Medicines must be in the original container, and labelled with the child’s name as dispensed by the pharmacy.

It is your responsibility to ensure that your child’s inhalers and other medication has not expired.

It is your responsibility to ensure that your child has their ‘relieving’ medication with them in school and that it is clearly labelled with their name.

Pupil	
Name of child	
Date of birth	
Class	
Medical condition or illness	
Medicine	
Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and frequency.	
Time of day to administer (if crucial)	
Method (by mouth/skin)	
Are there any side effects that the school needs to know about?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Procedures to take in an emergency	

I give consent to staff administering medicine in accordance with the school policy. I understand that I must deliver the medicine personally to the school office. I will inform the school immediately, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Child's Medical Information

A medical summary to be used in the event of an emergency

Child Details	
Child's name	
Class	
Date of birth	
Child's address	
Medical diagnosis or condition	
Family Contacts x2	
Name	
Relationship to child	
Phone no. (mobile)	
(work)	
(home)	
Name	
Relationship to child	
Phone no. (mobile)	
(work)	
(home)	
Medical Contacts	
G.P. Practice	
Phone no.	
Consultant/Hospital contact (if relevant)	
Name	
Phone no.	

Asthma Care Plan

Describe how asthma affects your child – typical symptoms – asthma triggers-equipment

Name of medication – dose – method of administration – when to be taken:
(e.g. once or twice a day, just when they have asthma symptoms, before break or sports etc)

Daily care requirements – describe what an asthma attack looks like for your child and what action to take:

Is there any special arrangements required for school visits/trips?

Yes No Please state details:

Describe what constitutes an emergency, and the action to take if this occurs

This plan has been developed by:

- Parent/Carer
- Health Co-ordinator
- Staff
- Health Professionals
- SENDCO

Parent/Carer _____

Signature _____

Date _____

Re: Asthma-Updated guidance for Schools

We are able to keep a salbutamol reliever inhaler and spacer in school for emergency use. This inhaler will **NOT** replace your child's regular medication.

It is intended for emergency use if their own inhaler is unavailable, i.e. empty/broken/out-of-date.

Please indicate below if you are happy for your child to use this salbutamol inhaler in an emergency.

PLEASE REMEMBER: It is your responsibility to make sure that your child's medication is available in school and is 'in-date'.

Asthma-Updated guidance for Schools

- I give permission for my child _____ class _____ to use the emergency inhaler if needed in school.

Yes No

Signed _____parent/carer

Date _____

Appendix 3

Parental Agreement - Record of medicine administered to an individual child

Name of Child and class	
Date medicine provided by parent	/ /
Name of medicine	
Expiry date	
Dosage and time that medicine is to be administered	
Is the timing critical?	Yes/No
Reason for the medication?	
Name of prescribing Doctors surgery	

Signature of Parent:

Staff signature :

Date	/ / 201	/ / 201	/ / 201
Time given			
Dose given			
Initials of Staff			
Child's ID checked			
Medicine Checked			
Initials Staff Witnessed by:			

Date	/ / 201	/ / 201	/ / 201
Time given			
Dose given			
Initials of Staff			
Child's ID checked			
Medicine Checked			
Initials Staff Witnessed by:			

Appendix 4

Medical Emergencies

Contacting the Emergency Services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location Coleham Primary School SU3 7EN
4. provide the exact location of the patient within the school setting
5. provide the name of the child and a brief description of their symptoms
6. inform Ambulance Control of the best entrance to use
7. put a completed copy of this form by the phone

Parental Agreement & Record of medicine administered to an individual child

Name of Child and class	
Date medicine provided by parent	/ /
Name of medicine	
Expiry date	
Dosage and time that medicine is to be administered	
Is the timing critical?	Yes/No
Reason for the medication?	
Name of prescribing Doctors surgery	

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Signature of Parent:Staff signature:

Date	/ / 201	/ / 201	/ / 201
Time given			
Dose given			
Intitlas of Staff			
Child's ID checked			
Medicine Checked			
Initials Staff Witnessed by:			

.....

Medicine Reminder

Childs name:Class:.....

This child needs to take some medicine at the following time, please remind them

Date: Time:

Thank you

Contacting emergency services

Coleham Primary School

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

8. 01743 362668
9. Coleham Primary School
10. Our Address: Coleham Primary School, Greyfriars Road, Shrewsbury
11. Our postcode: SY3 7EN
12. provide the exact location of the patient within the school setting
13. provide the name of the child and a brief description of their symptoms
14. provide Child's IHCP located in school office.
15. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
16. put a completed copy of this form by the phone

