



# Castle Newnham School

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY

## **SUPPORTING PUPILS IN SCHOOL WITH MEDICAL NEEDS POLICY**

Governors' Committee:	Resource Management Committee
Adopted by the Governing Body on:	14 October 2021
Signed: (Chair of Committee)	
Signed: (Federation Principal)	
Proposed date of review:	October 2023

## A. RATIONALE

The staff at Castle Newnham are committed to providing pupils with a high quality education whatever their health need, disability or individual circumstances. We believe that all pupils should have access to as much education as their particular medical condition allows, so that they maintain the momentum of their learning whether they are attending school or going through periods of treatment and recuperation.

## B. AIM

The school is committed to promoting inclusion and will aim to make all reasonable adjustments to ensure that children and young people with a disability, health need or SEN are not discriminated against or treated less favourably than other pupils.

## C. PRINCIPLES

This policy and any ensuing procedures and practice are based on the following principles.

- i. All children and young people are entitled to a high quality education;
- ii. Disruption to the education of children with health needs should be minimised;
- iii. If children can be in school they should be in school. Children's diverse personal, social and educational needs are most often best met in school. Our school will make reasonable adjustments where necessary to enable all children to attend school;
- iv. Effective partnership working and collaboration between schools, families, education services, health services and all agencies involved with a child or young person are essential to achieving the best outcomes for the child;
- v. Children with health needs often have additional social and emotional needs. Attending to these additional needs is an integral element in the care and support that the child requires; and that
- vi. Children and young people with health needs are treated as individuals, and are offered the level and type of support that is most appropriate for their circumstances; staff should strive to be responsive to the needs of individuals.

As a school we will ensure good practice at all times, as follows:

- i. sending children with medical conditions home only when necessary and ensuring wherever possible and safe that they can stay for normal school activities, including lunch, unless it is specified otherwise in their individual healthcare plans;
- ii. if a child becomes ill, sending them to the school office or medical room accompanied by a suitable adult or responsible classmate as appropriate to the age and condition of the child;
- iii. ensuring pupils can drink, eat or take toilet or other breaks whenever they need to in order to manage their medical condition effectively;

- iv. ensuring children can easily access their inhalers and medication and administer their medication when and where necessary;
- v. ensuring children are not penalised for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- vi. working closely with parents where it is agreed that attendance at school is essential 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; nor
- vii. ensuring children are able to from participate in any aspect of school life, including school trips, e.g. parents should not be obliged to accompany their child although this can be by agreement.

For the purpose of this policy, pupils with health needs may be:

- i. pupils with chronic or short term health conditions or a disability involving specific access requirements, treatments, support or forms of supervision during the course of the school day or
- ii. sick children, including those who are physically ill or injured or are recovering from medical interventions, or
- iii. children with mental or emotional health problems.
- iv. This policy does not cover self-limiting infectious diseases of childhood, e.g. measles.
- v. Some children with medical conditions may have a disability. A person has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. Where this is the case, the governing body complies with their duties under the Equality Act 2010. Some children may also have special educational needs (SEN) and may have an Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision.
- vi. The school will follow the Special Education Needs & Disability (SEND) Code of Practice where pupils who have medical conditions requiring an Education, Health Care Plan (EHC)
- vii. All staff have a responsibility to ensure that all pupils at this school have equal access to the opportunities that will enable them to flourish and achieve to the best of their ability. In addition, designated staff have additional responsibilities as well as addition support and training needs.
- viii. The member of staff responsible for ensuring that pupils with health needs have proper access to education is the Assistant Headteacher for SEND and Inclusion or another suitable senior member of staff. She / he will be the person with whom parents/carers will discuss particular arrangements to be made in connection with the medical needs of a pupil. It will be her responsibility to pass on information to the relevant members of staff within the school This person will liaise with other agencies and professionals, as well as parents/carers, to ensure good communication and effective sharing of information. This will enhance pupils'

inclusion in the life of the school and enable optimum opportunities for educational progress and achievement.

- ix. Parents hold key information and knowledge and have a crucial role to play. Both parents and pupils will be involved in the process of making decisions. Parents are expected to keep the school informed about any changes in their children's condition or in the treatment their children are receiving, including changes in medication. Parents will be kept informed about arrangements in school and about contacts made with outside agencies.
- x. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help. Staff must familiarise themselves with the medical needs of the pupils they work with. Training will be provided in connection with specific medical needs so that staff know how to meet individual needs, what precautions to take and how to react in an emergency.
- xi. The Federation Principal is responsible for ensuring that all staff are aware of this policy and understand their role in its implementation. The Federation Principal will ensure that all staff who need to know are aware of a child's condition. S/he will also ensure that sufficient numbers of trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. The Federation Principal has overall responsibility for the development of individual healthcare plans. She will also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. She will contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.
- xii. The governing body is responsible for making arrangements to support pupils with medical conditions in school, including ensuring that this policy is developed and implemented. They will ensure that all pupils with medical conditions at this school are supported to enable the fullest participation possible in all aspects of school life. The governing body will ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They will also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.
- xiii. Where the school health team is made aware by the school or the parent that a child has a medical condition which will require support in school, they are able to support the school in the production of the individual Healthcare Plan, this may be done in conjunction with a specialist nurse, G.P other specialist.
- xiv. GPs and Paediatricians may also notify the school nurse when a child has been identified as having a medical condition that will require support at school. Hospital and Outreach Education works with schools to support pupils with medical conditions to attend full time.

## D. PROCESSES

### Notification

Information about medical needs or SEN is requested on admission to the school. Parents and carers are asked to keep the school informed of any changes to their child's condition or treatment. Whenever possible, meetings with the parents/carers and other professionals are held before the pupil attends school to ensure a smooth transition into the class.

Note: The School Nursing Service offer all year R & Year 6 pupils health screening. Any medical concerns the school has about a pupil will be raised with the parents/carers. Most parents/carers will wish to deal with medical matters themselves through their GP. In some instances the school, after consultation with the parent/carer, may write a letter to the GP (with a copy to the parents) suggesting a referral to a specialist consultant where a full paediatric assessment can be carried out.

### Individual Healthcare Plans

Not all children with medical needs will require an individual healthcare plan. The school, healthcare professional and parent should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the Federation Principal will take a final view. *A model letter inviting parents to contribute to individual healthcare plan development is provided at appendix 1.*

Individual healthcare plans will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. Plans are also likely to be needed in cases where medical conditions are long-term and complex. Plans provide clarity about what needs to be done, when and by whom. *A flow chart for identifying and agreeing the support a child needs, and developing an individual healthcare plan is provided at appendix 2.*

Individual healthcare plans should capture the key information and actions that are required to support the child effectively. The level of detail within plans will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support. *A template for individual healthcare plans is provided at appendix 3.*

Individual healthcare plans, and their review, may be initiated, in consultation with the parent, by a member of school staff or a healthcare professional involved in providing care to the child. Plans will be drawn up in partnership between the school, parents, and a relevant healthcare professional, e.g. school, specialist or children's community nurse, who can best advise on the particular needs of the child. Pupils will also be involved whenever appropriate.

Partners should agree who will take the lead in writing the plan, but responsibility for ensuring that it is finalised and implemented rests with the school. Plans are reviewed at least annually, or earlier if evidence is presented that the child's needs have changed. Plans are developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social well-being and minimises disruption.

Where a child has SEN but does not have an EHC plan, their special educational needs will be referred to in their individual healthcare plan. Where the child has a special educational need identified in an EHC plan, the individual healthcare plan will be linked to or become part of that EHC plan.

Where a child is returning to school following a period of hospital education, the school will work with the appropriate hospital school or the Hospital and Outreach Education to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

### **Pupils too ill to attend school**

When pupils are too ill to attend, the school will establish, where possible, the amount of time a pupil may be absent and identify ways in which the school can support the pupil in the short term (e.g. providing work to be done at home in the first instance). The school will make a referral to the PRU medical needs Team as soon as they become aware that a child is likely to be or has been absent for 15 school days. Where children have long-term health needs, the pattern of illness and absence from school can be unpredictable, so the most appropriate form of support for these children should be discussed and agreed between the school, the family, the medical needs team and the relevant medical professionals.

### **Pregnancy**

Young women of compulsory school age who are pregnant are entitled to remain at school whenever and for as long as possible. The school will make reasonable adjustments to enable young pregnant women to remain in school.

## **Medicines in school**

### **Self-management by pupils**

Wherever possible, children are allowed to carry their own medicines and relevant devices or are able to access their medicines for self-medication quickly and easily. Children who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, then relevant staff will help to administer medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, staff will not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents will then be informed so that alternative options can be considered.

### **Managing medicines on school premises**

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

No pupils will be given prescription or non-prescription medicines without their parent's written consent - except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort will be made to encourage the child or young person to involve their parents while respecting their right to confidentiality. *A template for obtaining parental agreement for the school to administer medicine is provided at appendix 4.*

All medicines are stored safely. Children are informed of where their medicines are at all times and are able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away.

Pupils will never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief such as paracetamol, will never be administered without first checking maximum dosages on the administration of medication record, and when the previous dose was taken. Parents will be informed and permission sought.

A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Otherwise, the school will keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container to which only named staff have access. Controlled drugs will be easily accessible in an emergency. A record is kept of any doses used and the amount of the controlled drug held in school. *A template for recording medicine administered to an individual child is provided at appendix 4. A template for recording medicine administered to all children is provided at appendix 5.*

School staff may 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. The school keeps a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school will be noted. *A template for recording staff training on the administration of medicines is provided at appendix 6.*

When no longer required, medicines will be returned to the parent to arrange for safe disposal.

### **Emergency Situations**

Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school will be informed what to do in general terms, such as informing a teacher immediately if they think help is needed. If a child needs to be taken to hospital, staff will stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

If a child without a healthcare plan has a medical emergency, the school will follow their emergency first aid procedures and first aid will be provided by a qualified member of staff until a paramedic arrives.

### **Emergency Asthma Inhaler**

Where parental consent has been given for the use of an emergency asthma inhaler as per the "Emergency Inhalers in Schools Guidance", emergency asthma inhaler(s) are kept in the main school office and may be used if the pupil's prescribed inhaler is not available (e.g. if broken or empty.)

The following two members of staff are responsible for ensuring the protocol is followed – Senior Administrators on the North and South sites respectively who have been appropriately trained.

- i. The school has a register of children in the school that have been diagnosed with asthma or prescribed a reliever inhaler, a copy of which is kept with the emergency inhaler
- ii. Written parental consent for use of the emergency inhaler will be included as part of a child's individual healthcare plan
- iii. the emergency inhaler will only be used by children with asthma with written parental consent for its use
- iv. appropriate support and training will be provided for staff in the use of the emergency inhaler
- v. Parents or carers will be notified that their child has used the emergency inhaler

The emergency asthma inhaler kit includes: -

- a salbutamol metered dose inhaler;
- at least two plastic spacers compatible with the inhaler;
- instructions on using the inhaler and spacer;
- instructions on cleaning and storing the inhaler;
- manufacturer's information;
- a checklist of inhalers, identified by their batch number and expiry date, with monthly checks recorded;
- a note of the arrangements for replacing the inhaler and spacers;
- Guidance on the use of emergency salbutamol inhalers in schools
- a list of children permitted to use the emergency inhaler as detailed in their individual healthcare plans;
- a record of administration (i.e. when the inhaler has been used)

### **Storage and care of the inhaler**

Lead First Aiders are responsible for maintaining the emergency inhaler kit.

- a monthly check will be conducted to ensure the inhaler and spacers are present and in working order, and the inhaler has sufficient number of doses available;
- replacement inhalers will be obtained when expiry dates approach;
- replacement spacers are available following use;
- the plastic inhaler housing (which holds the canister) will be cleaned, dried and returned to storage following use, replacements are available if necessary.
- The inhaler and spacer will be easily accessible to staff and not be locked away.
- The inhaler should be stored at the appropriate temperature (in line with manufacturer's guidelines), usually below 30C, protected from direct sunlight and extremes of temperature.
- The inhaler and spacers will be kept separate from any child's inhaler which is stored in a nearby location and the emergency inhaler will be clearly labelled to avoid confusion with a child's inhaler.
- The inhaler should be primed when first used (e.g. spray two puffs). As it can become blocked again when not used over a period of time, it will be regularly primed by spraying two puffs.
- To avoid possible risk of cross-infection, the plastic spacer will not be re-used for another child. It can be given to the child to take home for future personal use.
- Used inhalers will be returned to a pharmacy for disposal.

### **Day trips, Residential and Sporting Activities**

Pupils with medical conditions are actively supported to participate in school trips and visits, or in sporting activities. In planning such activities, teachers will undertake the appropriate risk assessment and will take into account how a child's medical condition might impact on their participation. Arrangements for the inclusion of pupils in such activities with any required adjustments will be made by the school unless evidence from a clinician such as a GP states that this is not in the child's best interests.

For residential visits, school staff may administer non-prescription medicines, provided that written consent and medication are provided by parents/carers in advance (*see appendix 4*).

### **Home-to-School Transport Arrangements for children with Medical Needs**

Where required the school will develop transport healthcare plans for pupils with life-threatening conditions. Relevant information will be shared with the local authority/ transport provider to ensure that risks are managed and all staff involved in the transportation of the child are informed.

## **E. MONITORING, ASSESSMENT & EVALUATION**

In carrying out their role to support pupils with medical conditions, school staff will receive appropriate training and support. Training needs will be identified during the development or review of individual healthcare plans. The relevant healthcare professional will lead on identifying and agreeing with the school, the type and level of training required, and how this can be obtained. The school will ensure that training is sufficient to ensure that staff are competent and confident in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans.

Staff will not give prescription medicines or undertake health care procedures without appropriate training. A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.

This policy will be publicised to all staff to raise awareness at a whole school level of the importance of supporting pupils with medical conditions, and to make all staff aware of their role in implementing this policy.

### **Appendix 1: Model letter inviting parents to contribute to individual healthcare plans**

Dear parent/carer,

Developing an individual healthcare plan for your child

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupil at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, which will set out what support your child needs, and how this will be provided. The plan will be developed in partnership between yourselves, your child, the school and the relevant healthcare professional, who will be able to advise us on your child's case. The aim of this partnership is that the school are aware of how to support your child effectively, and provide clarity about what needs to be done, when and by whom. The level of detail within the plan will depend on the complexity of your child's medical condition and the degree of support needed.

It may be that decision is made that your child will not need an individual healthcare plan, but we will need to make judgements about how your child's medical condition will impact on their ability to participate fully in school life, and whether an individual healthcare plan is required to facilitate this.

A meeting to discuss the development of your child's individual healthcare plan has been arranged for \_\_\_\_\_. I hope that this is convenient for you, and would be grateful if you could confirm if you are able to attend. The meeting will involve the following people: \_\_\_\_\_. Please let me know if you would like is to invite any other medical practitioners, healthcare professional or specialist that would be able to provide us with any other evidence which would need to be considered when developing the plan.

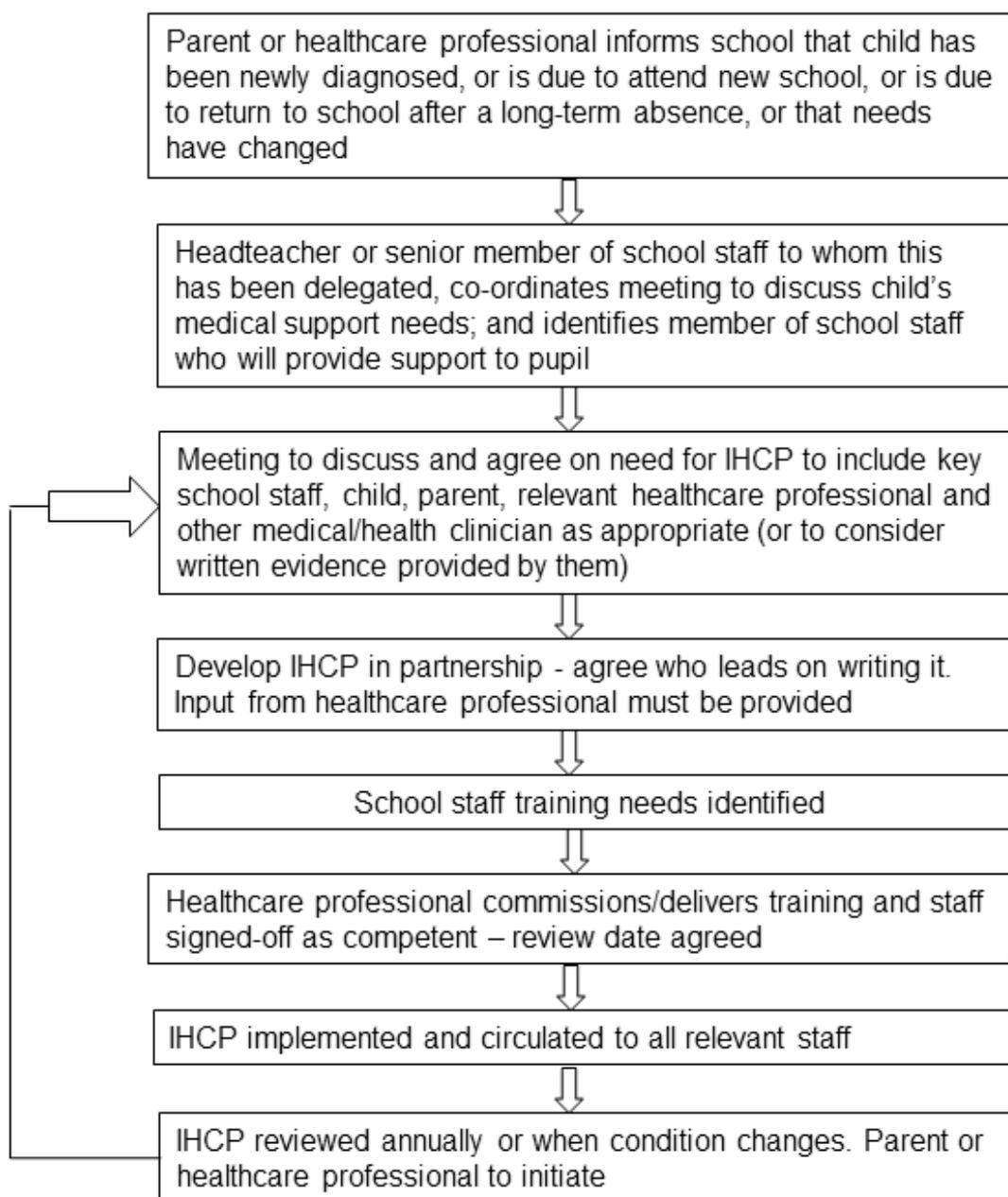
If you are unable to attend, please could you complete the attached individual healthcare template and return it, with any relevant evidence, for consideration at the meeting.

If you would like to discuss this further, or would like to speak to me directly, please feel free to contact me on the number below.

Yours sincerely,

Named person with responsibility for medical policy implementation

**Appendix 2: Flow chart for developing an individual healthcare plan**



**Appendix 3: Individual healthcare template**

**Castle Newnham School**

Pupil's name	
Group/class/form	
Date of birth	
Pupil's address	
Medical diagnosis or condition	
Date	
Review date	

**Family contact information**

First contact name	
Relationship to pupil	
Phone no (mobile)	
Phone no (home)	
Phone no (work)	
Second contact name	
Relationship to pupil	
Phone no (mobile)	
Phone no (home)	
Phone no (work)	

**Clinic/Hospital contact**

Name	
Phone no	

**GP**

Name	
Phone no	

Person(s) responsible for providing support in school	

Describe the medical needs of the pupil

Give details of the pupil's symptoms

What are the triggers and signs?

What treatment is required?

Name of medication and storage instructions (if applicable)

Can pupil administer their own medication: YES/NO

Does pupil require supervision when taking their medication: YES/NO

Arrangements for monitoring taking of medication

Dose, when to be taken, and method of administration

Describe any side effects

Describe any other facilities, equipment, devices etc. that might be required to manage the condition

Describe any environmental issues that might need to be considered

Daily care requirements

Specific support for the pupil's educational needs

Specific support for the pupil's social needs

Specific support for the pupil's emotional needs

Arrangements for school visits/trips/out of school activities required

Any other relevant information

Describe what constitutes an emergency and the action to be taken when this occurs

Named person responsible in case of an emergency

In school:  
For off-site activities:

Does pupil have emergency healthcare plan? YES/NO

Staff training required/undertaken

Who:

What:

When

Cover arrangements

(see separate staff training form)

People involved in development of plan

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Form to be copied to

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**Appendix 4: Parental agreement for school to administer medication**

The school will not give your child medication unless you complete and sign this form. The school has a policy where staff can administer medication.

Name of pupil	
Date of birth	
Group/class/form	
Medical condition or illness	

### Details of medication

Type of medication (please delete as appropriate)	Prescription Non prescription
Name/type of medication (as described on container)	
Expiry date	
Dosage and method of administration	
Timing of administration	
Any special precautions or other instructions	
Can pupil self-administer medication?	YES/NO
Procedures to take in an emergency	

**Note: medication must be stored in the original container as dispensed by the pharmacy**

### Contact details

Name	
Relationship to pupil	
Daytime phone no	
I understand I must deliver the medication personally to	

Date of review \_\_\_\_\_

The above information is, to the best of my knowledge, accurate at the time of writing, and I give my consent for the school staff to administer medication in accordance with their policy, and the instructions given with the medication.

I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication, or if the medication is stopped.

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

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

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

**Castle Newnham School**

Name of pupil	
Group/class/form	
Date medication provided by parent	
Quantity received	
Name and strength of medication	
Expiry date	
Dose and frequency of medication	
Quantity returned	

Staff signature: \_\_\_\_\_

Parent/carer signature: \_\_\_\_\_

Date			
Time given			
Dose given			
Name of staff member			
Staff initials			

Date			
Time given			
Dose given			
Name of staff member			
Staff initials			

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Staff initials			

Date			
Time given			
Dose given			
Name of staff member			
Staff initials			

Date			
Time given			
Dose given			
Name of staff member			
Staff initials			

**Appendix 6: Staff training record**

**Castle Newnham School**

Name of staff member	
Type of training received	
Training provided by	
Profession and title	
Date training completed	

I confirm that \_\_\_\_\_ (*insert staff members name*) has received the training detailed above and is competent to carry out any necessary treatment/to administer medication.

I recommend that this training is updated \_\_\_\_\_

Trainer signature: \_\_\_\_\_

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

I confirm that I have received the training detailed above:

Staff signature: \_\_\_\_\_

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

Suggested review date: \_\_\_\_\_