

Medical needs

(including information about Children who cannot attend school due to health needs)

Policy

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1 Introduction

Our aim at James Wolfe Primary School is to help all of our pupils achieve their full potential based on the following five key values:

It is based on our five PROUD values:



Our children are confident learners, they work hard to succeed with every challenge.



Our children show respect for themselves and other people in our community, our country and our world.



Our children love learning and are keen to learn in our school, at home and in the future.



Our children have strong core skills in communication (reading, writing, speaking and computing), mathematics and have a good understanding of topics across the whole curriculum.



Our children are confident to share their views, listen to other people's ideas and opinions and make decisions that help everyone achieve.

And links to the following articles from the United Nations Convention on the rights of the child.



Article 18 Children have a right to be protected;

Article 23 Children have a right to special education and care;

Article 28 Children have a right to a good quality education;



This policy outlines the support we will give to pupils to manage any medical conditions during their daily attendance at our school.

In section 11, we outline our support for children who cannot attend our school due to health needs.

The Governors and staff of our school wish to ensure that pupils with medical needs receive proper care and support at school. The Executive Headteacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day.

2 Supporting pupils with medical needs

We are committed to ensuring that all children access a full curriculum and supporting children who have medical needs at our school. We will work closely with families to ensure the needs of all children are supported. Staff members will be trained to support the specific medical needs of individual children.

The school will consider what reasonable adjustments need to be made to enable these pupils to 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. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

3 Individual care plans

The school staff work closely with the school nurse and other health care professionals to ensure the safety of children with medical needs.

The school uses the Medialert booklet provided by the school nursing team and is updated half termly by the staff member responsible for this. The medical needs of most children will be covered in this document that provides generic information on how to manage the most common conditions such as asthma and sickle cell disease.

Some pupils may require a more detailed individual care plan that will be written with the family, health professionals who are working with the child and the school. This plan will be added to the Medialert booklet.

The Medialert booklet is shared with all staff members so they are aware of how to support and manage children with medical conditions on a daily basis and the action needed in an emergency situation.

More detailed care plans will include:

- The medical condition
- The triggers, signs, symptoms and the treatment required.
- An action plan or flow chart of the different stages of treatment
- The action that should be taken in an emergency
- Training for staff on the condition, the care plan and how to administer medication.



4 Administration of medications in school

We follow DfE guidelines and work with medical professionals to avoid giving a prescribed medication during school time. If prescribed medication needs to be given during school hours then parents will need to complete an administration of medicine form. This is an online form (paper copies are available from the school office on request.) and should be discussed with the school office and a member of the leadership team.

This form gives information about:

- the child's medical condition
- the drug to be administered
- expiry date
- the dose and the time
- how it should be stored
- any possible side effects the school should be aware of.
- procedures to follow in an emergency situation

Medication for children can only be accepted by the school office if:

- the medication has a prescription label stuck to it detailing the child's name and dosage (The school will not administer medication that has not been prescribed by a doctor unless discussed with a member of the leadership team)
- The medication is in date
- The administration of medicines form that has been completed by the parent has given permission for the medication to be administered

5 Medicine in school

All medicines must be stored in locked cabinets and there is a locked cabinet in each campus. The exception to this is Asthma pumps and Auto-Adrenaline injectors. These medications must be available for quick access in an emergency. Please see below. When medicine is given the member of staff signs the form to show the time it was administered. This is also witnessed by a second member of staff.

At the start of each academic year parents will be required to complete a new medication form updating the school of any changes to dosage or their child's medical condition.

The 'Right' medication administration

To ensure the safe and effective administration of medication, staff will always practice the "7 rights" of medication administration. These are:

1. Right Medication
2. Right Patient
3. Right Dosage
4. Right Route
5. Right Time
6. Right Reason
7. Right Documentation



Asthma inhalers are kept in classrooms for quick access in an emergency. They should be taken with the child to any activity outside of the classroom e.g. PE lessons.

Controlled drugs

Some medications require special permission and must be stored and locked safely in the controlled medications cabinet. This can be found in school offices at both campuses. There is restricted access to this cabinet.

6 Adrenaline auto injectors

Adrenaline auto injectors are stored in the school office with a visible sign clearly stating where they are stored. They should not be locked in a cupboard to ensure quick access in an emergency situation. Each individual child's Adrenaline auto injector is stored in a see-through container or zip back displaying the child's full name and date of birth. The expiry date is also clearly printed. The expiry dates are checked by staff on a regular basis, but it remains the responsibility of the parent to ensure their child's medication is in date. The school requires parents to provide two injectors to be stored in school, for children requiring them.

The school has access to spare injectors which can be administered in emergency as described in the paragraphs below. This information is taken from guidance on the use of adrenaline autoinjectors in schools which can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf

Schools may administer their spare adrenaline autoinjector, obtained, without prescription, for use in emergencies, if available, but only to people at risk of anaphylaxis, where both medical authorisation and written parental consent for the use of the spare autoinjector has been provided.

The schools spare autoinjector can be administered to people whose own prescribed autoinjector cannot be administered correctly without delay.

Autoinjectors can be used through clothing and should be injected into the upper outer thigh in line with the instructions provided by the manufacturer.

If someone appears to be having a severe allergic reaction anaphylaxis, you must call 999 without delay, stating anaphylaxis, even if they have already used their own autoinjector device, or spare autoinjector.

In the event of a possible severe allergic reaction in a pupil who does not meet these criteria, emergency services should be contacted and advice sought from them as to whether administration of the spare autoinjector is appropriate.

Staff are trained in how to administer autoinjectors and how to recognise the signs and symptoms of anaphylaxis.

7 Antibiotics

For the administration of antibiotics, the prescription label must say it needs to be given four times a day. It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable them to be taken outside school hours. Parents should be encouraged to ask the prescriber



about this. It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

8 Intimate care

Some pupils in our school may need support with washing or cleaning intimate personal areas. This could happen at any age due to an accident, a short-term illness or a long-term medical condition.

When helping pupils clean themselves, staff must always act in a manner that allows the child's dignity to be preserved. To support this, the following steps will be taken:

- Pupils will always be asked if they would like help or support.
- Pupils will be supported to achieve the highest level of autonomy possible
- If help is offered, the member of staff giving it will always talk to the pupil about the action that is being taken.
- Where possible the same pupil will not be cared for by the same adult on a regular basis
- Where possible staff should only care for pupils of the same sex.
- Staff need to also be aware of safeguarding a child and themselves
- Where possible staff should work in pairs when helping out pupils and changing should take place in a private but not secluded area.

If a child needs regular intimate care due to an ongoing medical issue then an individual plan will be written with the parents. Please refer to our changing policy.

9 Trips

Staff planning trips, including residential trips, should consider the specific needs of the children attending the trip. We will aim to make our trips accessible to all children and work with external providers, parents and health professionals to ensure that all children access all school events.

10 Unacceptable practice

The following list contains points that are considered not acceptable practice:

- Preventing children from easily accessing their inhalers or medication
- Not administering medication when and where necessary
- Assuming that every child with the same condition requires the same treatment
- Ignoring the views of the child or their parents
- Sending children with medical conditions home frequently or prevent them staying for normal school activities including lunch
- If a child becomes ill, sending them to school office or medical room unaccompanied
- Penalising children for their attendance record if this is related to their medical condition e.g. hospital appointments
- Preventing pupils from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively
- Requiring parents, or otherwise making them feel obliged, to attend school to administer medication or provide medical support to their child, including with toilet issues.
- Preventing or creating unnecessary barriers to children participating in any aspect of school life, including school trips e.g. requiring parents to accompany the child.



11 Children who cannot attend school due to health needs

Initial school arrangements

Initially, the school will work with parents to explore if we can make any arrangements to deliver suitable education for children with health needs who cannot attend school.

A senior leader will contact the family to discuss the health of their child and any support that the school can give to deliver the education.

- Any plans will be tailored to the individual child and will include
- the amount of support that can be offered by the school – this will include consideration of the needs of the child (e.g., fatigue),
- the breadth of the curriculum,
- plans to reintegrate the child when appropriate.

The Local Authority

If the school can't make suitable arrangements, the Royal Borough of Greenwich local authority will become responsible for arranging suitable education for these children.

In cases where the local authority makes arrangements, the school will:

- Work constructively with the local authority, providers, relevant agencies and parents to ensure the best outcomes for the pupil
- Share information with the local authority and relevant health services as required
- Help make sure that the provision offered to the pupil is as effective as possible and that the child can be reintegrated back into school successfully

When reintegration is anticipated, we will work with the local authority to:

- Plan for consistent provision during and after the period of education outside the school, allowing the pupil to access the same curriculum and materials that they would have used in school as far as possible
- Enable the pupil to stay in touch with school life (e.g., through newsletters, emails, invitations to school events or internet links to lessons from their school)
- Create individually tailored reintegration plans for each child returning to school
- Consider whether any reasonable adjustments need to be made

12 Roles and responsibilities

The governing body will:

- Make arrangements to support pupils with medical conditions in school
- Check that appropriate training has been offered to staff to support medical conditions in school
- Ensure that the correct level of insurance is in place



The Head of School will:

- Make all staff aware of the policy for supporting pupils with medical conditions and understand their role in its implementation
- Ensure that the process is in place to allow all the staff who need to know, are aware of a child's condition
- Ensure that sufficient trained staff are available to implement the policy and have an understanding of all individual health care plans, including in contingency and emergency situations
- Contact the school nursing service in case of any child who has a medical condition that may require support at school but has not yet been brought to the attention of the school nurse

School staff:

- Any member of school staff may volunteer or be asked to provide support to pupils with medical conditions

School nurse or other qualified healthcare professional:

This role is critical. School nurses are responsible for:

- Notifying the school when a child has been identified as having a medical condition who will require support in school.
- Taking the lead role in ensuring that pupils with medical conditions are properly supported in schools, including supporting staff on implementing a child's plan.
- Liaising with lead clinicians on appropriate support for the child and associated staff training.
- Confirming that school staff are proficient to undertake healthcare procedures and administer medicines.

Pupils:

- Pupils are often the best place to provide information about how their medical condition affects them. They should be fully involved in discussions about the medical support needs and contribute as much as possible to the development of, and complying with, the individual health care plan.

Parents:

- Should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases notify the school that their child has a medical condition.
- Should carry out any action that they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they have another nominated adult or are contactable at all times.

13 Record keeping

Written records are kept of all medicine administered to pupils for as long as these pupils are at the school.



Parents are contacted if their pupil has been unwell at school.

14 Liability and indemnity

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The details of the school's insurance policy are available from the school office.

15 Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Headteacher/Head of School. If this does not resolve the situation, then parents should follow the school's complaints procedure which is available on the website.

16 Monitoring arrangements

This policy will be reviewed and approved by the governing board annually.



APPENDIX 1: process for completing individual health plans

